

## *e-snaps Training Series*

# **CoC Registration: Applicant Profile, CoC Registration, and CoC Review**



2012, Version 1

# CoC Registration

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# CoC Registration

## Introduction

Welcome to the Continuum of Care (CoC) Registration training module. This module covers important information about accessing and completing the CoC Applicant Profile, CoC Registration, and CoC Review.

The entity registering for the CoC Competition and submitting the application for funding is the CoC Collaborative Applicant. Among Collaborative Applicants, there are some entities that can qualify and apply for designation and funding as a Unified Funding Agency (UFA).

## Objectives

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

- Access *e-snaps*
- Complete the CoC Applicant Profile
- Access the CoC Registration
- Complete and submit the CoC Registration
- Review and either agree with or dispute the HUD CoC Registration Review

## Overview of the Registration Process

As published in HUD's Notice of Fiscal Year (FY) 2012 Opportunity to Register and Other Important Information for Electronic Application Submission for the CoC Program Competition:

HUD requires each Continuum of Care (CoC) Collaborative Applicant (also known as the CoC Applicant) to register in advance of applying for the approximately \$1.6 billion of funding under the FY2012 CoC Program Competition Collaborative Applicants must complete the annual registration using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

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

- (1) Collaborative Applicants to validate the CoC geographic area and merger status (if CoCs merged)
- (2) HUD to apportion Preliminary Pro Rata Need (PPRN) dollars associated with the CoC's geographic area
- (3) Collaborative Applicants to identify grants that are eligible for renewal funding in the FY2012 CoC Program Competition and record the Annual Renewal Demand through the use of the Grant Inventory Worksheet (GIW)
- (4) Collaborative Applicants to indicate intent to reallocate funds within the CoC and list the projects that are planned for reallocation during the FY2012 CoC Program Competition through the GIW



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(5) HUD to calculate the Collaborative Applicant's Final Pro Rata Need (FPRN) amount for the FY2012 CoC Program Competition

(6) HUD to inform each CoC Applicant of the possible Permanent Housing Bonus amount available in the geographic area jurisdiction(s)

(7) HUD to inform each CoC of the possible amount available for CoC Planning funds

(8) Collaborative Applicants to confirm their intent to submit an application in the FY2012 CoC Program Competition on behalf of the CoC

**STOP:**

*Is there a new Primary Contact for the agency currently serving as the Collaborative Applicant, or has the agency serving as the Collaborative Applicant for the CoC changed? Please see the following resource on the e-snaps training page and contact the HUD HRE Virtual Help Desk located on the Homelessness Resource Exchange (HRE):*

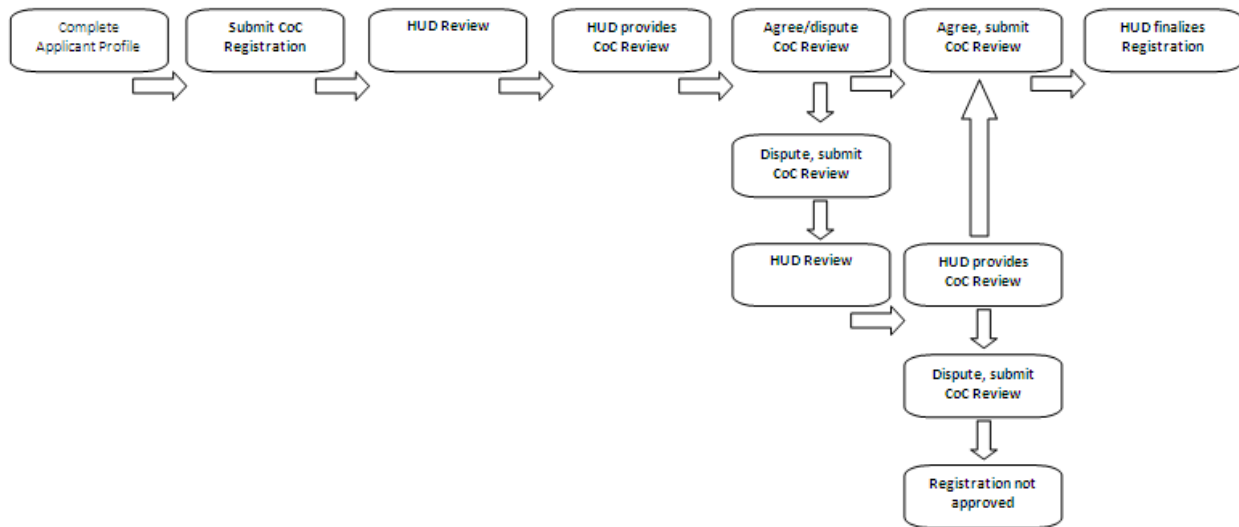
- *Updating CoC Primary Contacts, at: [esnaps.hudhre.info](http://esnaps.hudhre.info)*
- *HUD HRE Virtual Help Desk, at: [www.hudhre.info/index.cfm?do=viewHelpdesk](http://www.hudhre.info/index.cfm?do=viewHelpdesk)*

## CoC Registration Flow Chart

The following flow chart depicts the CoC Registration process. After HUD announces the opening of the CoC Registration period, the entire process must be completed in 45 calendar days. HUD listserv announcements and webcasts will provide specific due dates.

As part of the Registration process, HUD needs 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 either agrees with or disputes the determinations, and then HUD finalizes the CoC Registration.

# CoC Registration



## Overview of this Training Module

The organization of material in this training module corresponds with the different parts of CoC Registration, and the instructional steps follow the progression of screens in *e-snaps*.

- **Accessing *e-snaps*.** All *e-snaps* users need 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 needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **CoC Applicant Profile.** The Collaborative Applicant must review the Applicant Profile, update the information as needed, and click on the "Complete" button in order to proceed with the CoC Registration process. This section provides instructions on how to do so.
- **Accessing CoC Registration.** After the CoC Applicant Profile is complete, Collaborative Applicants need to follow a series of steps in order to access the CoC Registration forms. The steps discussed in this section include registering the CoC for the FY2012 CoC Program Competition.
- **CoC Registration.** After accessing the FY2012 Registration, Collaborative Applicants will complete a series of screens asking for information about the CoC. This section provides instructions for each screen. After all required information is provided the Collaborative Applicant will submit the CoC Registration for HUD review.
- **CoC Review.** After the CoC Registrations are submitted, HUD reviews the registrations from each CoC and then sends a listserv message announcing when CoCs can log in to *e-snaps* and access the CoC Review on the "Submissions" screen. At this point, the Collaborative Applicant

# CoC Registration

must review HUD's determination of its geographic area, maximum funding needs, and other items. 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. Those that agree with and submit the CoC Review will then be finished with CoC Registration. Collaborative Applicants that dispute and submit the CoC Review will have their Registration reviewed a second time. The second review by HUD is the final determination and must be reviewed and submitted; after doing so, the CoC will then be finished with CoC Registration.

## ***What's New in e-snaps in 2012***

There are several new items in *e-snaps* this year.

- **Terminology: "CoC Application" and "Project Application."** The term "CoC Application" (formerly Exhibit 1) refers to the consolidated application packet submitted by the Collaborative Applicant in the FY2012 CoC Program Competition that includes the application for the Continuum of Care and the Project Listing that lists all Project Applications being submitted for funding consideration. The "Project Application" (formally Exhibit 2) includes the information submitted in the SF-424 forms as well as the application submitted by renewal and/or new applicants for funding consideration.
- **No Importing Data.** This year, CoCs and Project Applicants will **not** be able to import data from the CoC Registration, CoC Application, or Project Application(s). All information will need to be re-entered, except for some information that pre-populates from the Applicant Profile.
- **Claiming geographic area(s).** All Collaborative Applicants must notify HUD of the geographic area(s) included in the CoC. This notification is completed in *e-snaps* during registration. The CoC interim rule in §578.35 (d) states if more than one CoC claims the same geographic area, HUD will award funds to the Collaborative Applicant whose application has the highest total score. No projects will be funded from the lower scoring CoC. Projects that are submitted by more than one CoC will not be funded. HUD will not correct errors made by Collaborative Applicants that fail to claim a geographic area previously claimed in the past.
- **Applicant dropdown.** When *e-snaps* users log in to the system, there is a new feature—an "Applicant" field with a dropdown menu at the top of the screen. This field identifies the organization's account in which the user is working.

*e-snaps* users with access to only one organization's account will see only one item in the "Applicant" dropdown menu. Others with access to multiple organizational accounts will have a list of applicants. This latter group includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the "Applicants," "Funding Opportunity," "Projects," and "Submissions" screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field



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appear on the screen. *e-snaps* users must ensure they are working in the correct Applicant account.

- **Funding Opportunity Registration.** Funding Opportunity Registration has been simplified this year. CoCs will now only need to select "Yes" that they are registering for the FY2012 CoC Program Competition, ensuring that the pre-populated applicant name is the correct.
- **Annual Renewal Demand (ARD).** The Annual Renewal Demand (ARD) was previously known as Hold Harmless Need (HHN). The ARD is the CoC's total amount for all of the eligible grants that can be awarded on an annual basis when renewed. 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).
- **Collaborative Applicant.** The Collaborative Applicant is the entity designated by the CoC to submit the registration and application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC homeless assistance funding application. This entity is also known as the CoC Applicant.
- **Unified Funding Agency (UFA).** A Collaborative Applicant may apply for and receive a designation as a UFA and be eligible to receive UFA planning funds. All CoC Applicants, therefore, are Collaborative Applicants, while a subset of Collaborative Applicants may qualify to become UFAs, The *e-snaps* system uses the terms "CA" and "UFA" to distinguish between Collaborative Applicants without and with a UFA designation.

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## Accessing e-snaps

e-snaps contains the CoC Registration and CoC Application forms that are submitted electronically during the annual competition under the Continuum of Care (CoC) Registration Notice and Notice of Funding Availability (NOFA) for Homeless Assistance Programs.

The screenshot shows the e-snaps Front Office Portal. At the top left, there is a logo for 'e Front Office'. A callout box with the text 'Log in here' points to the top navigation bar. On the left side, there is a sidebar menu with the following items: 'Front Office Portal', 'Username:' with a text input field, 'Password:' with a text input field, a 'Login' button, 'Forgot your password?', 'Locale: English - United States', 'Browse Funding Opportunities' with a magnifying glass icon, and 'Create Profile' with a person icon. A callout box with the text 'Create a user profile here' points to the 'Create Profile' link. The main content area is titled 'Welcome to e-snaps' and contains the following text: '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. 04/30/2012) Public reporting 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 maintaining the data needed, and completing and reviewing the collection of information.'

**NOTE:**

*Each e-snaps user must have his or her own log-in credentials. Preferably, each organization will have two people with access to e-snaps – the Primary Contact and one or more additional staff persons.*



# CoC Registration

## Existing Users

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

## New e-snaps Users

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



For a refresher on how to navigate through the *e-snaps* system, the "Introduction to *e-snaps* Features and Functions" training module is available on the *e-snaps* training page at: <http://www.hudhre.info>.

# CoC Registration

## Adding and Deleting Registrants


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

Anyone that currently has 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 provided below.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with options: MichelleFarley, Front Office Portal, Profile, My Account, Change Password, Workspace, Applicants (highlighted), Funding Opportunity Registrations, Projects, and Submissions. The main content area shows the 'Applicants' section for the organization 'Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. A table lists one applicant with the following details:

Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
	<a href="#">Birmingham/Jefferson, Saint Clair, Shelby Counties CoC</a>	AL 500	8	Jun 27, 2012

Annotations on the screenshot include a box pointing to the 'Registrant' icon with the text 'Access Registrant screen' and another box pointing to the 'Applicants' menu item with the text 'Select "Applicants"'.

- | 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.*

# CoC Registration

## Add a Registrant

**Front Office** Logout Help

MichelleFarley

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

**Add a Registrant**


**Applicant Details**  
Applicant Name: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC  
Applicant Number: AL 500

**Registrants**

Name	User Name	Email	Group
Farley, Michelle	MichelleFarley	mbsh@bellsouth.net	Administrator
McGinty, Jennifer	jennifermcginty	mbsh2@bellsouth.net	Administrator
Hill, Connie	Connie Hill	conhill@aol.com	Administrator
Salter, Nathan	Oneroofhmis@gmail.com	oneroofhmis@gmail.com	Administrator

1

Back to List

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

# CoC Registration

**Front Office** Logout Help

MichelleFarley

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

**Applicant Details**  
Applicant Name: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC  
Applicant Number: AL 500

Obtain and enter username and email address

**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"><li>There is a new "Group" field. This item is NOT being used this year. You do not need to do anything.</li></ul>
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* module in the Reference Room tab on the e-snaps training page at: [www.hudhre.info](http://www.hudhre.info).

# CoC Registration

## Delete a Registrant

Deleting the user will remove, or dissociate, the user from the Applicant Profile. This person will still be able to access *e-snaps*, but will no longer be able to access the organization's Applicant Profile, Registration, or applications.

The screenshot shows the 'Front Office' interface. The top navigation bar includes 'Logout' and 'Help'. The left sidebar shows the user 'MichelleFarley' and various menu items like 'Profile', 'My Account', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows the 'Applicant' dropdown set to 'Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. Below this, the 'Applicant Details' section shows the 'Applicant Name' and 'Applicant Number'. The 'Registrants' table lists four users, each with a red 'X' icon in the first column. A callout box labeled '"Delete" icon' points to the red 'X' icon next to Nathan Salter's name. A 'Back to List' button is located at the bottom right of the table.

	Name	User Name	Email	Group
	Farley, Michelle	MichelleFarley	<a href="mailto:mbsh@bellsouth.net">mbsh@bellsouth.net</a>	Administrator
	McGinty, Jennifer	jennifermcginty	<a href="mailto:mbsh2@bellsouth.net">mbsh2@bellsouth.net</a>	Administrator
	Hill, Connie	Connie Hill	<a href="mailto:conhill@aol.com">conhill@aol.com</a>	Administrator
	Salter, Nathan	Oneroofhmis@gmail.com	<a href="mailto:onerofhmis@gmail.com">onerofhmis@gmail.com</a>	Administrator

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 above for adding the person again with the correct information.

# CoC Registration

## CoC Applicant Profile

Collaborative Applicants must complete the Applicant Profile before moving forward in the registration process. For the Applicant Profile to be complete, the Collaborative Applicant needs to ensure the data entered in the Applicant Profile is accurate and select the “Complete” button on the Submission Summary screen of the Applicant Profile. Only after doing so will a CoC be able to advance successfully in *e-snaps* to CoC Registration.

This section provides instructions on gaining access to the Applicant Profile and completing the forms.

**NOTE:**

*If the organization serving as the Collaborative Applicant is also a grantee, the organization will have a second Applicant Profile for the Project Applicant.*

*There is a separate resource for completing the Applicant Profile as a Project Applicant. It will be posted on the e-snaps training page before the CoC Program Competition opens.*



# CoC Registration

## Establishing a New CoC as an Applicant (Newly Established CoCs only)

This section pertains only to those organizations that are establishing a new Continuum of Care. HUD must approve the establishment of the new CoC and assign the CoC a number.

A Collaborative Applicant that is going to submit a CoC Application for a new CoC must establish the CoC as an Applicant in *e-snaps*, giving it an Applicant Number that corresponds with the CoC Number.

Establishing the CoC as an Applicant will enable the Collaborative Applicant to complete a CoC Applicant Profile.

The screenshot shows the 'Front Office' web application. The user is logged in as MichelleFarley. The 'Applicants' section is active, displaying a table with the following columns: Open, Applicant Name, Applicant Number, Number of Projects, and Last Submission. A callout box points to the 'Add the CoC as an Applicant in e-snaps' button. Another callout box notes that only new CoCs can be added in this module.

Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
	Add the CoC as an Applicant in e-snaps			Jun 27, 2012

**Callout 1:** Select "Applicants"

**Callout 2:** New CoCs ONLY  
-----  
Returning CoCs continue in the training module

Step	Description
1.	Select "Applicants" under "Workspace" on the left menu bar.
2.	The "Applicants" screen appears.
3.	Select the "Add" icon.
4.	The "Applicant Details" screen appears.

# CoC Registration

# CoC Registration

**Front Office** Logout Help

MichelleFarley

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

Name of the CoC (not the organization)

CoC Number

**Applicant Details**

\*Applicant Type: -- select --

\* Applicant Name:

\* Applicant Number:

Save Save & Add Another

Save & Back Back to Applicants List

Step	Description
1.	Select "Organization" from the Applicant Type. Dropdown.
2.	Enter the CoC's official name, as assigned by HUD, in the "Applicant Name" field.
3.	Enter the HUD-assigned CoC Number in the "Applicant Number" field.
4.	Select "Save" to return to the "Applicants" screen.
5.	Continue with the next steps to access the Applicant Profile.

**NOTE:** *If you are the Collaborative Applicant for a new CoC and do not have a CoC number, please contact your local HUD Field Office. The contact information is available at: [www.hudhre.info/index.cfm?do=viewCocContacts](http://www.hudhre.info/index.cfm?do=viewCocContacts)*

# CoC Registration

## Accessing the Applicant Profile

e-snaps users will access the Applicant Profile on the "Applicants" screen.

Front Office

MichelleFarley

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
	Birmingham/Jefferson, Saint Clair, Shelby Counties CoC	AL 500	8	Jun 27, 2012

Access Applicant Profile

Select "Applicants"

Step	Description
1.	After logging in, select the CoC Applicant name from the "Applicant" dropdown at the top of the screen.
2.	Select "Applicants" on the left menu bar.
3.	On the "Applicants" screen, locate the "Applicant Name" column. <ul style="list-style-type: none"><li>Confirm the Applicant for which you should complete the Applicant Profile by reviewing the Applicant Number column. It should have a CoC number and not a number for a Project Applicant.</li></ul>
4.	Select the "Folder" icon  next to the CoC name.

# CoC Registration

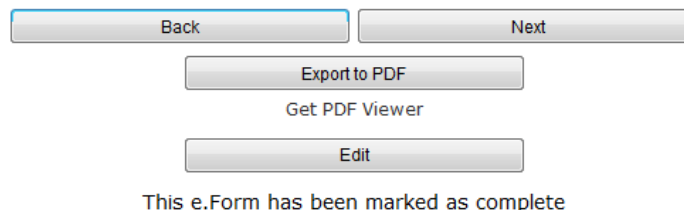
## Understanding "edit-mode"



*One of the requirements for CoC Registration is the completion of the Applicant Profile. In order to meet that requirement, the "Complete" button must be selected within the timeframe of the registration period.*

*Therefore, when you log in the first time after the CoC Registration period opens, even if there is a statement "This e.Form has been marked as complete," you must put the forms in edit-mode and select the "Complete" button again.*

When the CoC Registration period opens and *e-snaps* users access the CoC Applicant Profile for the first time, the Applicant Profile may be marked as complete and an "Edit" button will appear on the "Submission Summary" screen, as shown in the screenshot below.



You need to put your Applicant Profile in edit-mode.

Step	Description
1.	Select "Submission Summary" on the left menu bar. <ul style="list-style-type: none"><li>At the bottom of the "Submission Summary" screen, there is an "Edit" button with text below the button stating, "This e.Form has been marked as complete."</li></ul>
2.	Select the "Edit" button. <ul style="list-style-type: none"><li>The "Edit" button and text will disappear and be replaced with a "Complete" button.</li></ul>
3.	Continue with the instructions in the next section of the training module to review the Applicant Profile and select the "Complete" button.

For some *e-snaps* users, the Applicant Profile may already be in "edit-mode," in which case a "Complete" button will appear on the "Submission Summary" screen. You can update the information. Continue with the instructions in the next section of the training module to review the Applicant Profile and select the "Complete" button.

# CoC Registration

## Exiting the Applicant Profile

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

The screenshot displays the 'e.Forms' interface for 'edierb'. The main content area is titled '1. Profile Type' and contains the following elements:

- Instructions: [show]
- \* Applicant Profile Type: Collaborative Applicant (dropdown menu)
- Buttons: Save, Save & Back, Save & Next, Back, Next

A callout box with a black border and white background is positioned in the center of the page, containing the text: "Select 'Back to Applicants List'".

The left sidebar menu includes the following items:

- Applicant Profile
- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
  - Primary Contact
  - Alternate Contact
  - HMIS Contact
  - Homeless Referral
- 4. Additional Information
- 5. Attachments
  - Code of Conduct
  - Other Attachment
- 6. Submission Summary

At the bottom of the sidebar, there are links for "Export to PDF" and "Get PDF Viewer", and a button labeled "Back to Applicants List".

# CoC Registration

## 1. Profile Type

The "Profile Type" screen indicates whether the Applicant Profile is for a CoC or Project Applicant. In this module, you are creating a **CoC Applicant Profile**.

The screenshot shows the '1. Profile Type' screen in the e.Forms application. The page title is '1. Profile Type'. The main content area displays 'Instructions: [show]' and a dropdown menu for '\* Applicant Profile Type:' with 'Collaborative Applicant' selected. Below the dropdown are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'. A callout box on the right says 'Select Collaborative Applicant or UFA'. The left sidebar contains a navigation menu with items like '1. Profile Type', '2. Organization Information', '3. Contact Information', etc. The top right corner has a 'Logout' link.

Step	Description
1.	Select "Collaborative Applicant" or "UFA" from the "Applicant Profile Type" dropdown menu. Nearly all entities completing the Applicant Profile will identify as Collaborative Applicants.
2.	Select "Save and Next."

**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

## 2. Organization Information

The "Organization Information" screen is where you enter information about your organization.

**2. Organization Information**

Legal Name of Organization:

**Organizational Unit**

Department Name:

Division Name:

\* Organization Type: -- select --

If Other, please specify:

\* Employer or Tax Identification Number:

Organization DUNS Number:  DUNS Extension:   
DUNS number must be only 9 digits, or 13 digits with a 4-digit extension

**Address**

\* Street 1:

Street 2:

\* City:

\* State: -- select --

\* Zip/Postal Code:

County:

\* Country: United States

\* Is the organization's mailing address the same as the address above? -- select --

If no, click 'Save' and enter the mailing address in the fields presented below.

Save Save & Back Save & Next  
Back Next  
Check Spelling

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."



# CoC Registration

The **required fields** include the following:

- Legal Name of Organization
- Organization Type
  - o Select from the dropdown menu.
  - o Note: If a Collaborative Applicant is a private or public nonprofit, it is required to provide documentation of its status. This documentation will be uploaded in the "Attachments" sections later in the Applicant Profile.
- Employer or Tax Identification Number
- Address – Street 1, City, State, Zip/Postal Code, and County
- Identification as to whether the mailing address and organization address are the same.
  - o Select "Yes" or "No" from the dropdown menu.
  - o If "No," additional fields will appear into which the mailing address must be inserted.

The **optional fields** include the following:

- Department Name
- Division Name
- Organization Type – Other field
- Organization DUNS Number (and DUNS Extension, if applicable)
  - o CoC lead agencies typically have a DUNS Number. If the agency has one, it should be included.
- Address – Street 2, and County

# CoC Registration

## **3. Contact Information**

There are four contact information screens in the Applicant Profile:

- Primary Contact
- Alternate Contact
- HMIS Contact
- Homeless Referral Contact

# CoC Registration

## Primary Contact Information

The Primary Contact is the contact for the Collaborative Applicant. This person has the primary responsibility for ensuring that the Applicant Profile, Registration, and CoC and Project Applications are submitted to HUD. HUD will communicate with this person regarding the CoC Registration and CoC Application.

The screenshot shows the 'Primary Contact Information' form in the e.Forms system. The form is titled 'Primary Contact Information' and includes a 'Instructions: [show]' link. A callout box with a black border and white background contains the text 'Note the asterisks throughout'. The form fields are as follows:

- \* Prefix: -- select -- (dropdown)
- \* First Name: (text input)
- Middle Name: (text input)
- \* Last Name: (text input)
- Suffix: -- select -- (dropdown)
- \* Title: (text input)
- Organizational Affiliation: (text input)
- \* Phone Number: (text input) Format: 123-456-7890
- Extension: (text input)
- Alternate Phone Number: (text input) Format: 123-456-7890
- Extension: (text input)
- \* Fax Number: (text input) Format: 123-456-7890
- \* E-mail Address: (text input)
- \* Confirm E-mail Address: (text input)

At the bottom of the form are several buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. The page footer shows 'Page Generation Time: 0.361s' and the 'Grantium' logo.

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

# CoC Registration

The **required fields** include the following:

- Prefix
- First Name and Last Name
- Title
- Phone Number and Fax Number
- E-mail Address and Confirm E-mail Address

The **optional fields** include the following:

- Middle Name
- Suffix
- Organizational Affiliation
  - o Note: This field should be completed if the Primary Contact is affiliated with an organization other than the applicant organization.
- Alternate Phone Number
- Extensions for Phone Numbers

# CoC Registration

## Alternate Contact Information

The Alternate Contact is the backup person to the Primary Contact. This person is responsible for ensuring that Applicant Profile, Registration, and CoC and Project applications are submitted to HUD in the event that the Primary Contact is unable to perform the function.

The required and optional fields for the Alternate Contact Information are the same as those for the Primary Contact Information.

The screenshot shows the 'Alternate Contact Information' form in the e.Forms application. The form is titled 'Alternate Contact Information' and includes a note box that says 'Note asterisks throughout'. The form fields are as follows:

- \* Prefix: -- select --
- \* First Name: [text input]
- Middle Name: [text input]
- \* Last Name: [text input]
- Suffix: -- select --
- \* Title: [text input]
- \* Organizational Affiliation: [text input]
- \* Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- Alternate Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- \* Fax Number: [text input] (Format: 123-456-7890)
- \* E-mail Address: [text input]
- \* Confirm E-mail Address: [text input]

Navigation buttons include: Save, Save & Back, Save & Next, Back, Next, and Check Spelling.

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

# CoC Registration

## HMIS Contact Information

On the "HMIS Contact Information" screen, enter the person in the CoC who is responsible for HMIS.

**edierb** eForms Logout

**edierb**

Applicant Profile

1. Profile Type  
2. Organization Information  
3. Contact Information  
    Primary Contact  
    Alternate Contact  
    **HMIS Contact**  
    Homeless Referral  
4. Additional Information  
5. Attachments  
    Code of Conduct  
    Other Attachment  
6. Submission Summary

Export to PDF  
Get PDF Viewer

Back to Applicants List

### HMIS Contact Information

Instructions: [show]

\* Is the CoC lead agency also serving as the lead of the HMIS (or HMIS equivalent database)? -- select --

Note the two specific HMIS items

\* HMIS Lead:

\* Prefix: -- select --

\* First Name:

Middle Name:

\* Last Name:

Suffix: -- select --

\* Title:

Organizational Affiliation:

\* Phone Number:   
Format: 123-456-7890

Extension:

Alternate Phone Number:   
Format: 123-456-7890

Extension:

\* Fax Number:   
Format: 123-456-7890

\* E-mail Address:

\* Confirm E-mail Address:

\* Street 1:

Street 2:

\* City:

County:

\* State: -- select --

\* Zip Code:

Save    Save & Back    Save & Next

Back    Next

Check Spelling

Page Generation Time: 0.29s Grantium

# CoC Registration

The required and optional fields on the HMIS Contact Information screen are the same as those on the Primary Contact Information screen, with these additional required fields:

- Indication whether the CoC Lead Agency also serves as the lead HMIS agency.
- HMIS Lead Organization

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

# CoC Registration

## Homeless Referral Contact Information

On the "Homeless Referral Contact Information" screen, enter the person in the CoC who is responsible for homeless referrals.

The required and optional fields for the Homeless Referral Contact Information are the same as those for the Primary Contact Information.

**Homeless Referral Contact Information**

Instructions: [show]

Note the asterisks throughout

\* Prefix: -- select --

\* First Name:

Middle Name:

\* Last Name:

Suffix: -- select --

\* Title:

Organizational Affiliation:

\* Phone Number:   
Format: 123-456-7890

Extension:

Alternate Phone Number:   
Format: 123-456-7890

Extension:

\* Fax Number:   
Format: 123-456-7890

\* E-mail Address:

\* Confirm E-mail Address:

Save Save & Back Save & Next

Back Next

Check Spelling

Page Generation Time: 0.339s Grantium

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."



# CoC Registration

## 4. Additional Information

Complete the fields on the "Additional Information" screen.

The screenshot displays the '4. Additional Information' screen in the eForms application. The interface includes a sidebar with navigation options and a main content area with the following elements:

- Instructions:** [show]
- 1. Indicate applicant's congressional district(s):** (For multiple selections hold CTRL and key)
- Available Items:** A list of congressional districts: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005.
- Selected Items:** An empty box for moving selected items.
- \* 2. Is the applicant a faith-based organization?** -- select --
- \* 3. Has the applicant ever received a federal grant?** -- select --
- \* 4. Is the applicant's code of conduct already on file with HUD?** -- select --
- Buttons:** Save, Save & Back, Save & Next, Back, Next.

A callout box highlights the 'Available Items' list with the text: "This item lacks an asterisk, but is required".

Step	Description
1.	Indicate the applicant's congressional district(s) by selecting the congressional district in the "Available Items" box on the left and moving it to the "Selected Items" box on the right. <ul style="list-style-type: none"><li>Use the arrow buttons to move the selected item(s).</li></ul>
2.	Select "Yes" or "No" from the dropdown menu to indicate whether the applicant is a faith-based organization.
3.	Select "Yes," "No," or "Not Applicable," from the dropdown menu to indicate whether the applicant has ever received a federal grant.
4.	Select "Yes" or "No" from the dropdown menu to indicate whether the applicant's code of conduct is already on file with HUD. <ul style="list-style-type: none"><li>See the NOTE below.</li></ul>
5.	Select "Save and Next."

# CoC Registration

**NOTE:**  
**Code of  
Conduct**

*An applicant whose name is listed at HUD website <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm> is not required to submit another copy, unless the information has been revised. If you are uncertain about whether you need to upload the Code of Conduct document, HUD encourages you to upload it anyway.*

# CoC Registration

## 5. Attachments

There are three attachment screens in the Applicant Profile:

- Applicant Code of Conduct
- Nonprofit Documentation (*This screen appears only for those who selected a Nonprofit Organization Type.*)
- Other Attachment

**NOTE:**

*Attachments that were uploaded to the Applicant Profile prior to the opening of CoC Registration may not be available. All required attachments must be uploaded before the Collaborative Applicant will be able to access the CoC Application once it becomes available in e-snaps.*

The instructions for uploading and deleting an attachment are the same for all screens. The steps are provided for the Applicant Code of Conduct on the next page and can be applied to the other attachments.

A screenshot has been provided for each attachment screen and the accompanying attachment details screen.

# CoC Registration

## Applicant Code of Conduct

HUD must have a copy of the organization's Code of Conduct. The *e-snaps* system, however, does not require that the document be attached in the Applicant Profile in order for the applicant to proceed from the Applicant Profile to the next steps in the CoC Registration process.

- An applicant that has a name listed at HUD's website [www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm](http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm) is not required to submit another copy in *e-snaps*, unless the information has been revised.

If you are uncertain about whether you need to upload the Code of Conduct document, you are encouraged to upload it anyway.

- The file format for the Code of Conduct must be one of the following: docx, ZIP\*, xlsx, rtf, txt, doc, zipx, pdf, wpd, zip, xls, jpg, xlsx
- The maximum file size for the Code of Conduct is 10 MB.
- Attach the first five (5) pages of the Code of Conduct.

Document Type	Required?	Download	Document Description	Date Attached
<a href="#">Applicant Code of Conduct</a>	No		--	No Attachment

Select the link

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

# CoC Registration

Preferably, include the CoC number and Form name in both Description and File Name

**Applicant's Code of Conduct Attachment Detail**

\* Document Description:

\* File Name:

**Document Type:** Applicant Code of Conduct

**Maximum Size:** 10 MB

**Allowable Formats:** zip, xls,xlsx, wpd, pdf, rtf, txt, jpg, xlsx, zipx, doc, docx, ZIP\*


**Instructions:** Attach the first five (5) pages of the applicant's Code of Conduct, if the applicant's Code of Conduct is not on file with HUD at the following website:  
<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>.

Page Generation Time: 0.223s Grantium

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.
3.	Select "Save & Back to List" to return to the "Attachment" screen.
4.	On the "Attachment" 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.

# CoC Registration

## Nonprofit Documentation

The Nonprofit Documentation is a required form for nonprofit organizations. This screen will appear only for those who selected Nonprofit as the Organization Type that are provided for the Applicant Code of Conduct on the previous page.

- The file format for Nonprofit Documentation must be one of the following: txt, doc, zipx, docx, ZIP\*, pdf, wpd, zip, xls, jpg, xlsx, rft
- The maximum file size for Nonprofit Documentation is 10 MB.

Document Type	Required?	Download	Document Description	File Name	Date Attached
<a href="#">Nonprofit Document</a>	Yes		--	--	No Attachment

Select the link

Back Next

The following sources are eligible attachments:

- IRS letter or ruling showing 501(c)(3) status
- Documentation showing certified United Way agency status
- Certification from licensed CPA (see NOFA for conditions)
- Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization

# CoC Registration

**Attachment Details**

Preferably, include the CoC number and Form name in both Description and File Name

\* Document Description:

\* File Name:

Document Type: Nonprofit Document

Maximum Size: 10 MB

Allowable Formats: jpg, zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP\*, docx, rf, txt

Instructions: Attach the appropriate document to support your non-profit status. The following sources are eligible attachments: IRS letter or ruling showing 501(c)(3) status; Documentation showing certified United Way agency status; Certification from licensed CPA (see NOFA for conditions); or Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization.

Page Generation Time: 0.229s Grantium

**NOTE:**

**Definition of Nonprofit**

*Private nonprofit organization means an organization:*

- (1) No part of the net earnings of which inure to the benefit of any member, founder, contributor or individual;*
- (2) That has a voluntary board;*
- (3) That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and*
- (4) That practices nondiscrimination in the provision of assistance.*

*A private nonprofit organization does not include governmental organizations, such as public housing agencies.*

# CoC Registration

## Other Attachment

At this time, there are no other required or optional attachments.

The screenshot shows the 'e.Forms' application interface. The top navigation bar includes the 'e.Forms' logo and a 'Logout' link. The left sidebar contains the 'edierb' logo and a list of navigation items: 'Applicant Profile', '1. Profile Type', '2. Organization Information', '3. Contact Information' (with sub-items: 'Primary Contact', 'Alternate Contact', 'HMIS Contact', 'Homeless Referral'), '4. Additional Information', '5. Attachments' (with sub-items: 'Code of Conduct', 'Nonprofit Document', 'Other Attachment'), and '6. Submission Summary'. Below the sidebar are links for 'Export to PDF', 'Get PDF Viewer', and 'Back to Applicants List'. The main content area is titled 'Other Attachment' and contains a table with the following data:

Document Type	Required?	Download	Document Description	Date Attached
Other Attachment	No		--	No Attachment

Below the table are two buttons: 'Back' and 'Next'. The footer of the page shows 'Page Generation Time: 0.204s' and the 'Grantium' logo.



# CoC Registration

## 6. Submission Summary

Once the required information has been entered and the required attachments have been uploaded, the Collaborative Applicant needs to select the "Complete" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the CoC Applicant Profile 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 in the left menu bar. Remember to select "Save" after any changes.

**NOTE:**  
**No Input  
Required**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to proceed to the next step in the e-snaps system. In the context of this training module, the Collaborative Applicant may proceed to the next steps in the Registration process. HUD, however, may require the item prior to the awarding of program funds.*

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

# CoC Registration

The following image shows the Applicant Profile "Submission Summary" screen with items that still require completion. Note that the "Complete" button is gray-shaded and you cannot select it.

**6. Submission Summary**

Page	Last Updated	Review
1. Profile Type	07/31/2012	Review "Last Updated" column
2. Organization Information	Please Complete	
3. Contact Information	No Input Required	
Primary Contact	Please Complete	
Alternate Contact	Please Complete	
HMIS Contact	Please Complete	
Homeless Referral	Please Complete	
4. Additional Information	Please Complete	
5. Attachments	No Input Required	
Code of Conduct	No Input Required	
Other Attachment	No Input Required	

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Complete (Inactive)

Page Generation Time: < 0.1s Grantium

# CoC Registration

## Completing the Applicant Profile

The following image shows the Applicant Profile "Submission Summary" screen with all items completed. Note that the "Complete" button is active and can be selected.

Page	Last Updated
1. Profile Type	07/31/2012
2. Organization Information	07/31/2012
3. Contact Information	No Input Required
Primary Contact	07/31/2012
Alternate Contact	07/31/2012
HMIS Contact	07/31/2012
Homeless Referral	07/31/2012
4. Additional Information	07/31/2012
5. Attachments	No Input Required
Code of Conduct	No Input Required
Nonprofit Document	07/31/2012
Other Attachment	No Input Required

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

Page Generation Time: 0.281s Grantium

Step	Description
1.	Select the "Complete" button.
2.	The "Complete" button is replaced by an "Edit" button and text stating, "This e.Form has been marked as complete."

# CoC Registration

The following image shows the completed Applicant Profile "Submission Summary" screen. Note that the "Complete" button no longer appears and "Edit" button now appears. The form is marked "This e.Form has been marked as complete."

**6. Submission Summary**

Page	Last Updated
1. Profile Type	07/31/2012
2. Organization Information	07/31/2012
3. Contact Information	No Input Required
Primary Contact	07/31/2012
Alternate Contact	07/31/2012
HMIS Contact	07/31/2012
Homeless Referral	07/31/2012
4. Additional Information	07/31/2012
5. Attachments	No Input Required
Code of Conduct	No Input Required
Nonprofit Document	07/31/2012
Other Attachment	No Input Required

Review "Last Updated" column

"Edit" button appears

Back Next

Export to PDF  
Get PDF Viewer

Edit

This e.Form has been marked as complete

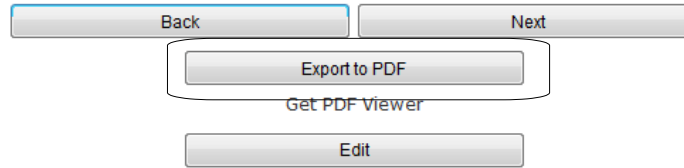
Page Generation Time: 1.143s Grantium

# CoC Registration

## Exporting to PDF

CoC lead agencies can obtain a hard copy of the Applicant Profile using the "Export to PDF" button located at the bottom of the screen under the navigation buttons.

### Screen 1. Submission Summary



Select button to obtain a copy of the Applicant Profile

This e.Form has been marked as complete

### Screen 2. Configure PDF Export.

The screenshot shows the 'Configure PDF Export' interface. On the left is a sidebar with a navigation menu. The main area contains a list of formlets with checkboxes, all of which are checked. At the bottom of the main area are buttons for 'Select All Formlets', 'Unselect All Formlets', 'Export to PDF', and 'Back'. The 'Export to PDF' button is highlighted with a red border. A text box on the right side of the screen contains the text 'Select Export to PDF'. The footer of the page includes 'Page Generation Time: 0.216s' and the 'Grantium' logo.

**edierb**  
Applicant Profile

- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
  - Primary Contact
  - Alternate Contact
  - HMIS Contact
  - Homeless Referral
- 4. Additional Information
- 5. Attachments
  - Code of Conduct
  - Nonprofit Document
  - Other Attachment
- 6. Submission Summary

Export to PDF  
Get PDF Viewer  
Back to Applicants List

Select the formlets to be exported to PDF

- 1. Profile Type
- 2. Organization Information
- Primary Contact
- Alternate Contact
- HMIS Contact
- Homeless Referral
- 4. Additional Information
- Code of Conduct
- Code of Conduct --> Applicant's Code of Conduct Attachment Detail
- Nonprofit Document
  - Select the attached documents to be exported to PDF
    - Nonprofit Document
- Nonprofit Document --> Attachment Details
- Other Attachment
- Other Attachment --> Attachment Details
- 6. Submission Summary

Select All Formlets   Unselect All Formlets

Export to PDF   Back

Get PDF Viewer

Select Export to PDF

Page Generation Time: 0.216s   Grantium

# CoC Registration

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

# CoC Registration

## Accessing CoC Registration

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

- Funding Opportunity Registration
- Projects
- Submissions

# CoC Registration

## 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.


Confirm the correct Applicant listed in the field

Register View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	SNAPS_CoC Registration and Application FY2012	1	Jun 23, 2011	Dec 31, 2013
	Decision Test	0	Mar 26, 2012	Mar 19, 2014
	Exhibit 2 FY2011	1	Jul 25, 2011	Dec 31, 2013
	ing		May 11, 2011	May 16, 2013
	ing		May 23, 2012	May 22, 2013
	TH		Oct 26, 2011	Oct 31, 2012
	HEARTH CoC Planning Project Application	0	Oct 26, 2011	Oct 31, 2012
	HEARTH New Project Application	0	Oct 26, 2011	Oct 31, 2012
	HEARTH Renewal Project Application	0	Oct 26, 2011	Oct 31, 2012
	HEARTH UFA Financial Cost Application	0	Oct 26, 2011	Oct 31, 2012

Select "Funding Opportunity Registrations"

"Register" icon

Note Funding Opportunity Name

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 FY2012."
4.	The "Funding Opportunity Details" screen appears.



# CoC Registration

**Front Office** Logout Help

**MichelleFarley**

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

**Applicant:** Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

**Funding Opportunity Details**

**Funding Opportunity Name:** SNAPS\_CoC Registration and Application FY2012  
**Start Date:** Jun 23, 2011  
**End Date:** Dec 31, 2013

**Funding Opportunity Registration**

Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500) has been registered.

Back

- | Step | Description   |
|------|---|
| 1.   | When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your CoC. |
| 2.   | The screen will then indicate that the CoC has been registered.   |
| 3.   | Select the "Back" button to return to the "Funding Opportunity Registrations" screen.   |



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

*Please ensure you are working in the correct one.*

# CoC Registration

## 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 "SNAPS\_CoC Registration and Application FY2012" will appear under the "Funding Opportunity Name" column.

Front Office



MichelleFarley

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

Project Status: Open Projects

Funding Opportunity Name: SNAPS\_CoC Registration and Application FY2012

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Training 1 CoC	COC_REG_2012_054127	SNAPS_CoC Registration and Application FY2012	Birmingham/Jefferson, Saint Clair, Shelby Counties CoC	AL 500	In Progress
Training 2 CoC	COC_REG_2012_054128	SNAPS_CoC Registration and Application FY2012	Birmingham/Jefferson, Saint Clair, Shelby Counties CoC	AL 500	In Progress
Training 3 CoC	COC_REG_2012_054134	SNAPS_CoC Registration and Application FY2012	Birmingham/Jefferson, Saint Clair, Shelby Counties CoC	AL 500	In Progress
Training 4 CoC	COC_REG_2012_054135	SNAPS_CoC Registration and Application FY2012	Birmingham/Jefferson, Saint Clair, Shelby Counties CoC	AL 500	In Progress

- | Step | Description  |
|------|--|
| 1.   | Select "Projects" on the left menu bar.  |
| 2.   | The "Projects" screen appears.   |
| 3.   | Select "SNAPS_CoC Registration and Application FY2012" 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



*Remember, there is no import feature this year.*

*CoCs will not be able to import data from the CoC Registration or CoC Application that was submitted last year. All information for the CoC Registration will need to be re-entered, except for some information that pre-populates from the Applicant Profile. This pertains to the CoC Application (formerly called the Exhibit 1) as well.*

**Front Office** Logout Help

**MichelleFarley** Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)


**Create a Project**

**Funding Opportunity Name:** SNAPS\_CoC Registration and Application FY2012  
**\* Applicant:** Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)  
**\* Applicant Project Name:**

**Example:**  
PA-508 CoC  
Registration  
FY2012

## Step

## Description

1. On the "Create a Project" screen, the Applicant Name will be populated.
2. In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Registration 2012."
  - For example, the Scranton/Lackawanna County CoC should enter:  
PA-508 CoC Registration FY2012
3. Select "Save & Back" to return to the "Projects" screen.
4. 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.*

*Please ensure you are working in the correct one.*

# CoC Registration

## Submissions

After completing the 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.

Front Office

MichelleFarley

Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)

[Hide Filters] [Clear Filter]

Use the Filters to find the FY2012 Registration

Select "Submissions"

Submissions Filters

Applicant Project Name: Training 5 CoC

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Training 5 CoC COC_REG_2012_054138	SNAPS_CoC Registration and Application FY2012 Registration FY2012	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	

Page Generation Time: 1.679s

Grantium

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"><li>Option: Use the "Submissions Filters." Select "CoC Registration 2012" in the Project Name field. Then select the "Filter" button to single out your project(s).</li><li>Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "SNAPS_CoC Registration and Application FY2012 / Registration FY2012."</li></ul>
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.

Please ensure you are working in the correct one.

# CoC Registration

## CoC Registration

Completing the CoC Registration forms in *e-snaps* is a fairly straightforward process.

The following sections identify the steps for completing the forms.

**NOTE:**

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

*Review the pre-populated data. If it is not correct, you will need to edit the 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' web application interface. The left sidebar contains a navigation menu with items: MichelleFarley, Front Office Portal, Profile, My Account, Change Password, Home, Select "Submissions" (highlighted), Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area displays 'Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. Below this is a 'Submissions Filters' section with dropdown menus for Applicant Project Name (Training 5 CoC), Date Submitted (On), Project Status (Open Projects), Submission Version (Latest Version), and Associate Type (All). A 'Filter' button is present. Below the filters is a 'Submissions' table with the following data:

Project Name	Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
Training 5 CoC COC_REG_2012_054138	SNAPS_CoC Registration and Application FY2012 Registration FY2012	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	

At the bottom of the page, it says 'Page Generation Time: 1.679s' and 'Grantium'.

**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 "SNAPS\_CoC Registration and Application FY2012 / Registration FY2012."
4. The "Before Starting" screen appears.

# CoC Registration

# CoC Registration

## Before Starting Continuum of Care Registration

Before you begin your FY2012 CoC Registration, review the following information highlighted on this "Before Starting Continuum of Care Registration" screen.

**Before Starting the Continuum of Care Registration**

The CoC Program 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 Unified Funding Agency (UFA). It should be noted that all applicants will see the UFA forms in e-snaps; however, only those applicants that request UFA designation will be required to complete all of the questions on the UFA forms. HUD will make the final determination of applicant status, as either a CA or UFA, during the registration process and provide the final determination via e-snaps. HUD will assess and provide notice of approval for each registration submitted by the registration deadline.

To prepare for the completion and submission of registration, CoC applicants are strongly encouraged to review the following documents:

- Continuum of Care interim rule
- FY2012 General Section NOFA
- FY2012 CoC Registration Notice
- Training Modules
- HUD guidance and FAQs

Training modules have been developed for CoC Registration and the Grant Inventory Worksheet (GIW). These documents are posted to the HUD Homelessness Resource Exchange (HUD HRE) at [www.hudhre.info](http://www.hudhre.info).

In FY2012, changes were made in the jurisdictions used to determine Preliminary Pro Rata Need (PRRN) calculations. It is important that CoCs ensure all jurisdictions served by the CoC are claimed during CoC registration.

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

Back Next

Read this screen

The CoC Registration process will be open for 45 calendar days from the date that e-snaps opens. 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, FY2012 CoC Registration Notice, the HUD Homeless Resource 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. This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located in the left menu bar.



# CoC Registration



# CoC Registration

## 1. Continuum of Care Organization

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

### NOTE:


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

*All CoCs will see screens for the UFA but only those applying to become UFAs need to complete them. Collaborative Applicants that are not applying for UFA designation should not complete these screens.*

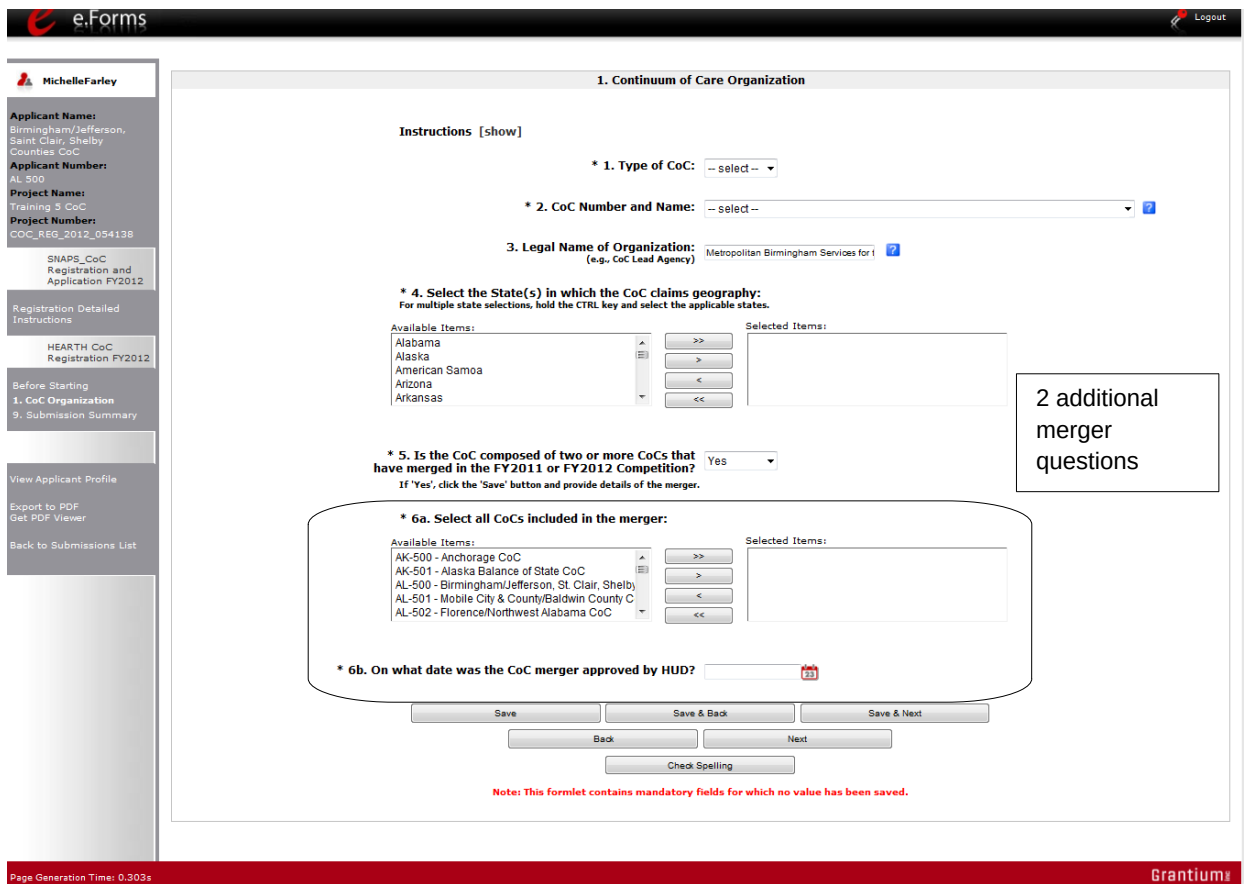
Step	Description
1.	Select the "Type of CoC" as either CA (Collaborative Applicant) or UFA (Collaborative Applicant applying for UFA designation).
2.	Select your "CoC Number and Name" from the dropdown.
3.	The "Legal Name of Organization" field should be pre-populated.
4.	Select the state(s) in which your CoC is located. <ul style="list-style-type: none"><li>If your CoC spans more than one state, press 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.</li></ul>



# CoC Registration

5. Select "Yes" or "No" to the question, "Is the CoC composed of two or more CoCs that have merged in the FY2011 or FY2012 Competition?"
  - If you select "No," select "Save & Next" and continue to the next screen.
  - If you select "Yes" and select "Save," two more questions will appear (directions and next screen follow):
    - Select the CoCs included in the merger. To select more than one CoC at once, simply press the Ctrl button on your keyboard as you make your selections and then select the single right arrow button to move the CoCs into the "Selected Items" list.
    - Use the "Calendar" icon  to select the date that the CoC merger was approved by HUD.
6. Select "Save & Next."

The following image shows the screen that appears when the answer is "Yes" to the question "Is the CoC composed of two or more CoCs that have merged in the FY2011 or FY2012 Competition?"



# CoC Registration

# CoC Registration

## 2. Continuum of Care Claimed Geographic Area(s)

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

The screenshot shows the 'eForms' application interface. On the left sidebar, the user 'quilliams' is logged in. The sidebar also displays application details: Applicant Name (City of Tuscaloosa), Applicant Number (112649736), Project Name (Test\_02), and Project Number (COC\_REG\_2012\_058105). The main content area is titled '2. Continuum of Care Claimed Geographic Area(s)'. It contains instructions: '\* 1. Select the geographic area(s) claimed by the CoC. To select multiple geographic areas, hold the CTRL key and select the applicable area(s)'. Below the instructions are two columns: 'Available Items' and 'Selected Items'. The 'Available Items' list includes: 019049 DeKalb County, 011740 OPELIKA, 019085 Lowndes County, 019105 Perry County, 019023 Choctaw County, and 019079 Lawrence County. The 'Selected Items' list includes: 019107 Pickens County, 019055 Etowah County, and 019103 Morgan County. Navigation buttons at the bottom include 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	Select the geographic area(s) claimed by the CoC. <ul style="list-style-type: none"><li>If your geo code is not on the list, make sure you have selected the correct state(s) on the "CoC Organization" screen.</li></ul> To select more than one CoC at once, press 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.
2.	Select "Save & Next."

# CoC Registration

## 3. Maximum Funding Need

Collaborative Applicants will see five items on the "Maximum Funding Need" screen. Those applying to be designated as UFAs will see six items. Both should enter the Annual Renewal Demand (ARD) and then the merged need amount.

- The Preliminary Pro Rata Need (PPRN) Total, maximum amount available for Permanent Housing Bonus, and maximum amount available for CoC Planning will be pre-populated and not editable.
- The Maximum Amount Available for UFA Fiscal Costs will be pre-populated and not editable.



**qwilliams**

**Applicant Name:** City of Tuscaloosa  
**Applicant Number:** 112649736  
**Project Name:** Test\_02  
**Project Number:** COC\_REG\_2012\_058105

SNAPS\_CoC Registration and Application FY2012

Registration Detailed Instructions

HEARTH CoC Registration FY2012

Before Starting

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

### 3. Maximum Funding Need

Instructions: [show]

\* 1. Enter the total renewal burden:   
(from the Grant Inventory Worksheet)

\* 2. Enter the CoC's merged need amount:   
(from the Merger Worksheet, if applicable. Otherwise, enter "0")

3. Preliminary Pro Rata Need (PPRN) Total:

4. Maximum Amount Available for Permanent Housing Bonus:

5. Maximum Amount Available for CoC Planning:  ?

Save Save & Back Save & Next

Back Next

Check Spelling



**qwilliams**

**Applicant Name:** City of Tuscaloosa  
**Applicant Number:** 112649736  
**Project Name:** Test\_02  
**Project Number:** COC\_REG\_2012\_058105

SNAPS\_CoC Registration and Application FY2012

Registration Detailed Instructions

HEARTH CoC Registration FY2012

Before Starting

1. CoC Organization
2. CoC Geographic Area (s)
3. Maximum Funding Need
4. Board Org
5. Board Members
6. Capacity
7. UFA Responsibilities

### 3. Maximum Funding Need

Instructions: [show]

\* 1. Enter the total renewal burden:   
(from the Grant Inventory Worksheet)

\* 2. Enter the CoC's merged need amount:   
(from the Merger Worksheet, if applicable. Otherwise, enter "0")

3. Preliminary Pro Rata Need (PPRN) Total:

4. Maximum Amount Available for Permanent Housing Bonus:

5. Maximum Amount Available for CoC Planning:  ?

6. Maximum Amount Available for UFA Fiscal Costs:  ?

Save Save & Back Save & Next

Back Next

Check Spelling



# CoC Registration

Step	Description
1.	Enter the Annual Renewal Demand (ARD). <ul style="list-style-type: none"><li>The amount should be identified on your Grant Inventory Worksheet.</li></ul>
2.	Enter the CoC's merged need amount, if applicable. <ul style="list-style-type: none"><li>If not applicable, enter a "0."</li><li>The merged need amount should be identified on the Merger Worksheet.</li></ul>
3.	Select "Save & Next."

**NOTE:**  
**ARD**

- Annual Renewal Demand (ARD).** The Annual Renewal Demand (ARD) was previously known as Hold Harmless Need (HHN). The ARD is the CoC's total amount for all of the eligible grants that can be awarded on an annual basis when renewed. 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).

# CoC Registration

## 4. Board Structure

Completion of the "Board Structure" screen is not required for CoC Registration, and whether and how you respond will not be used to determine whether you are awarded funding or the level of funding, but all Collaborative Applicants are encouraged to enter information regarding the CoC's board structure.

eForms Logout

**quillians**

**Applicant Name:** City of Tuscaloosa  
**Applicant Number:** 112649736  
**Project Name:** Test\_02  
**Project Number:** COC\_REG\_2012\_058105

SNAPS\_CoC Registration and Application FY2012

Registration Detailed Instructions

HEARTH CoC Registration FY2012

Before Starting  
1. CoC Organization  
2. CoC Geographic Area (?)  
3. Maximum Funding Need  
**4. Board Org**  
5. Board Members  
6. Capacity  
7. UFA Responsibilities  
8. UFA Financial  
9. UFA-Sub-Recipient  
10. Attachments  
11. Certification  
12. Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### 4. Board Structure

Instructions: [show]

1a. Does the CoC board currently have any of the requirements as outlined in CoC interim rule? --select--

1b. If no, what steps will be taken to fully implement the requirements at 24 CFR 578.5(b)?

1c. Indicate the actual or expected date to fully implement the requirements at 24 CFR 578.5(b):

2. Is the board formally recognized as a legal entity responsible for facilitating the homeless activities for the CoC community? --select--

3. Does the board have a written conflict of interest or ethical behavior guidelines? --select--

4. Indicate the frequency of board meetings: --select--

5. Is the board led by a Chair or one or more Co-Chairs? --select--

6a. Indicate the selection process of board leadership (select all that are applicable):

- Elected
- Appointed
- Volunteer
- Assigned
- Other
- Not Applicable


6b. If other, please specify:  
(limit 500 characters)

7. Briefly describe the selection process of board leadership. Description should include why this process was established and how it works:  
(limit 1000 characters)

Save Save & Back Save & Next  
Back Next  
Check Spelling

Page Generation Time: 0.251s Grantium

# CoC Registration

Step	Description
1.	Select "Yes" or "No" to whether the CoC board meets the requirements at 24 CFR 578.5(b). If you select "No," you will have to enter in the 1b. text box what steps will be taken to fully implement the requirements at 24 CFR 578.5(b).
2.	Use the "Calendar" icon  to select the actual or expected date to fully implement the requirements at 24 CFR 578.5(b).
3.	Select "Yes," "No," or "Not Applicable" to whether the board is formally recognized as a legal entity responsible for facilitating the homeless activities for the CoC community.
4.	Select "Yes," "No," or "Not Applicable" to whether the board has a written conflict of interest or ethical behavior guidelines.
5.	Select "At least annually," "At least semi-annually," "At least quarterly," "At least monthly," "At least semi-monthly," "At least weekly," or "Not applicable" to indicate the frequency of board meetings.
6.	Select "Chair" or "Co-Chairs" to indicate whether the board is led by one Chair or Co-Chairs.
7.	Select at least one, but up to all applicable check boxes for "Elected," "Appointed," "Volunteer," "Assigned," "Other," or "Not Applicable" that indicate the selection process of board leadership. <ul style="list-style-type: none"><li>• If you select "Other," you will have to enter in the 6b. text box the other method used to select board leadership.</li></ul>
8.	Enter a brief description in the #7. text box to describe the selection process of board leadership. The description should include why this process was established and how it works.
9.	Select "Save & Next."



# CoC Registration

## 5. Board Members

Completion of the "Board Members" screen is not required for CoC Registration, and whether and how you respond will not be used to determine whether you are awarded funding or the level of funding, but all Collaborative Applicants are encouraged to enter information about the members of the CoC board.

**qwilliams**

**Applicant Name:** City of Tuscaloosa  
**Applicant Number:** 112649736  
**Project Name:** Test\_02  
**Project Number:** COC\_REG\_2012\_058105

SNAPS\_CoC  
Registration and  
Application FY2012

Registration Detailed  
Instructions

HEARTH CoC  
Registration FY2012

Before Starting  
1. CoC Organization  
2. CoC Geographic Area  
(\*)  
3. Maximum Funding  
Need  
4. Board Org  
5. Board Members  
6. Capacity  
7. UFA Responsibilities  
8. UFA Financial  
9. UFA-Sub-Recipient  
10. Attachments  
11. Certification  
12. Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### 5. Board Members

Instructions: [show]

1. Indicate the number of board members:  ?

2a. Indicate the selection process of board membership:

Elected   
Appointed   
Volunteer   
Assigned   
Other   
Not Applicable

2b. If other, please specify:  
(limit 500 characters)

3a. Indicate the number of board members that represent each of the public sector organizations (one member may represent more than one type of organization):

Organization	Number
Law enforcement/corrections	<input type="text"/>
Local government agencies	<input type="text"/>
Local workforce investment act boards	<input type="text"/>
Public housing agencies	<input type="text"/>
School systems/Universities	<input type="text"/>
State government	<input type="text"/>
Agencies	<input type="text"/>

3b. Indicate the number of members on the Board that represent each of the following (one member may represent more than one organization):

Organization	Number
Businesses	<input type="text"/>
Faith-based organizations	<input type="text"/>
School systems/Universities	<input type="text"/>
Funder advocacy group	<input type="text"/>
Hospitals/med representatives	<input type="text"/>
Non-profit organizations	<input type="text"/>
Other	<input type="text"/>

3c. Indicate the number of individuals within the board membership:

Homeless Status	Number
Homeless	<input type="text"/>
Formerly Homeless	<input type="text"/>

Save Save & Back Save & Next  
Back Next  
Check Spelling

Page Generation Time: 0.369s Grantium®

# CoC Registration

# CoC Registration

Step	Description
1.	Enter the total number of board members. <ul style="list-style-type: none"><li>• Include the total number of board members and board leaders.</li></ul>
2.	Select at least one, but up to all applicable check boxes for "Elected," "Appointed," "Volunteer," "Assigned," "Other," or "Not Applicable" that indicate the selection process of board membership. <ul style="list-style-type: none"><li>• If you select "Other," you will have to enter in the 2b. text box the other method used to select board membership.</li></ul>
3.	Enter the number of board members that represent each of the public sectors (law enforcement/corrections, local government agencies, local workforce investment boards, public housing agencies, school systems/universities, state government, and agencies). <ul style="list-style-type: none"><li>• Enter "0" for organizations that are not represented by board members.</li></ul>
4.	Enter the number of board members that represent each of the other organizations (business, faith-based organizations, school systems/universities, funder advocacy group, hospitals/med representatives, non-profit organizations, and other). <ul style="list-style-type: none"><li>• Enter "0" for organizations that are not represented by board members.</li></ul>
5.	Enter the number (including "0") of individuals within the board membership who are homeless or formerly homeless.
6.	Select "Save & Next"

# CoC Registration

## 6. Capacity - Collaborative Applicant

On the "Capacity" screen, enter information about how the Collaborative Applicant measures and corrects performance, as well as collaborates with other organizations.

Select "show" for more guidance

Instructions: [show]

\* 1. Describe the applicant's systematic process for measuring the performance of projects. Be specific: (limit 1000 characters)

test

\* 2. Describe the applicant's systematic process for correcting poor performing projects. Be specific: (limit 1000 characters)

test

\* 3. How does the applicant's structure facilitate collaboration with public and private organizations to avoid service duplication and ensure that service and housing gaps are addressed? (limit 1000 characters)

test

Back Next

This e.Form has been submitted

Page Generation Time: 0.242s Grantium

Step	Description
1.	Enter text describing the applicant's systematic process for measuring the performance of projects. Be specific.
2.	Enter text describing the applicant's systematic process for correcting poor performing projects. Be specific.
3.	Enter text describing how the applicant's structure facilitates collaboration with public and private organizations to avoid service duplication and ensure that service and housing gaps are addressed.
4.	Select "Save & Next."

**NOTE:** Select "show" next to Instructions at the top left of the screen for additional guidance on how to complete these fields.



# CoC Registration

## 7. UFA Capacity - CoC Responsibilities



**NOTE:**


*Collaborative Applicants that are not applying for designation as a UFA should not complete the following screens:*

- 7. UFA Capacity - CoC Responsibilities*
- 8. UFA Financial Management*
- 9. UFA Financial Management – Sub-recipient Management*

*Instead, proceed to 10. 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 ESG recipients, and more. These questions are in the context of the CoC and are not UFA-specific.



 **qwilliams**

**Applicant Name:**  
City of Tuscaloosa

**Applicant Number:**  
112649736

**Project Name:**  
Text\_02

**Project Number:**  
Coc\_REG\_2012\_058105

SNAPS CoC  
Registration and  
Application FY2012

Registration Detailed  
Instructions

HEARTH CoC  
Registration FY2012

Before Starting

- 1. CoC Organization
- 2. CoC Geographic Area (s)
- 3. Maximum Funding Need
- 4. Board Org
- 5. Board Members
- 6. Capacity
- 7. UFA Responsibilities**
- 8. UFA Financial
- 9. UFA-Sub-Recipient
- 10. Attachments
- 11. Certification
- 12. Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**7. UFA Capacity – CoC Responsibilities**

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

Instructions: [show]

\* 1. How often does the CoC conduct open meetings?

\* 2. Describe the process the CoC uses to make meeting agendas available to the public:  
(limit 1500 characters)

\* 3. Is there an open invitation process for new members?

3a. If yes, what is the invitation process?  
(limit 750 characters)

\* 4. If the CoC has a board in place that meets the requirements of §578.5, does it have a written process to select the board?

4a. If yes, what date was the written process approved by the Continuum of Care?

\* 4b. If the CoC has a board in place that meets the requirements of §578.5, does the governance charter contain a code of conduct and recusal process for members of the board, and any person acting on behalf of the board?

\* 5. Has the CoC appointed additional committees, subcommittees, or workgroups?


\* 5a. If yes, are the responsibilities of each committee, subcommittee, and/or workgroup incorporated into the governance charter?

\* 6. Has a governance charter, including all procedures and policies needed to comply with Subpart B of the CoC Program interim rule and with the HMIS requirements, been developed in consultation with the HMIS Lead and Collaborative Applicant?

6a. If yes, what date was the governance charter approved by the Continuum of Care?



# CoC Registration

Step	Description
1.	Identify the frequency of open meetings by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
2.	Enter text describing the process the CoC uses to make meeting agendas available to the public. <ul style="list-style-type: none"><li>• There is a 1,500 character limit.</li></ul>
3.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has an open invitation process for new members. <ul style="list-style-type: none"><li>• If "Yes," enter text describing the process in the next field. There is a 750 character limit.</li><li>• If "No," skip the next field.</li></ul>
4.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a written process to select the board. <ul style="list-style-type: none"><li>• 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.</li><li>• If "No," skip the next field.</li></ul>
5.	Select "Yes" or "No" from the dropdown menu to indicate whether the governance charter contains a code of conduct and recusal process for the board member and any person acting on behalf of the board.
6.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has appointed additional committees, subcommittees, or workgroups. <ul style="list-style-type: none"><li>• If "Yes," identify in the next field whether their responsibilities are in the governance charter.</li><li>• If "No," skip the next field.</li></ul>
7.	Select "Yes" or "No" from the dropdown menu to indicate whether the governance charter, with all required procedures and policies, was developed in consultation with the HMIS Lead and Collaborative Applicant. <ul style="list-style-type: none"><li>• If "Yes," identify in the next field the date the governance charter was approved by the CoC.</li><li>• If "No," skip the next field that has the associated calendar icon.</li></ul>

# CoC Registration

## UFA Capacity - CoC Responsibilities (continued)

\* 7. Have performance targets been established for the projects within the CoC that are appropriate for population and program type?

7a. If yes, specifically describe the process used to gather input from recipients and sub-recipients:  
(limit 1500 characters)

\* 8. Describe the process the CoC uses to monitor recipient and sub-recipient performance:  
(limit 1500 characters)

\* 9. How does the CoC assist poor performers to increase capacity:  
(limit 1500 characters)

\* 10. Describe the CoC's current systemic process for measuring the performance of Emergency Solutions Grants and CoC Program projects within its geographic area:  
(limit 1500 characters)

\* 11. Specifically describe the CoC's systemic process for correcting poor performing projects:  
(limit 1500 characters)

Step	Description
8.	Select "Yes" or "No" from the dropdown menu to indicate whether performance targets have been established that are appropriate for the population and program type. <ul style="list-style-type: none"> <li>If "Yes," describe in the next field the process used to gather input from recipients and sub-recipients. There is a 1,500 character limit.</li> <li>If "No," skip the next field.</li> </ul>
9.	Enter text describing the process the CoC uses to monitor recipient and sub-recipient performance. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>
10.	Enter text describing how the CoC assists poor performers to increase capacity. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>
11.	Enter text describing the CoC's current systemic process for measuring the performance of Emergency Solutions Grants and CoC Program projects within its geographic area. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>
12.	Enter text describing the CoC's systemic process for correcting poor performing projects. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>

# CoC Registration



# CoC Registration

## UFA Capacity - CoC Responsibilities (continued)

\* 12. Has the CoC established a centralized or coordinated assessment system?

12a. If yes, specifically describe the centralized or coordinated assessment system:  
(limit 1500 characters)

\* 13. Has the CoC established written standards for providing assistance that address the requirements in §578.7 under the Continuum of Care Program?

\* 13a. If yes, were the standards developed in consultation with recipients of ESG funds within the geographic area?

\* 13b. If yes, specifically describe how the CoC will ensure recipients and sub-recipients of CoC funds follow the written standards when administering assistance:  
(limit 1500 characters)

Step	Description
13.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a centralized or coordinated assessment system. <ul style="list-style-type: none"><li>If "Yes," describe the system in the next field. There is a 1,500 character limit.</li><li>If "No," skip the next field.</li></ul>
14.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has written standards that address requirements at §578.7 under the Continuum of Care Program. <ul style="list-style-type: none"><li>If "Yes," describe the system in the next field. There is a 1,500 character limit.</li><li>If "No," skip the next field.</li></ul>

# CoC Registration

## UFA Capacity - CoC Responsibilities (continued)

\* 14. Has the CoC designated a single HMIS for its geographic area?

\* 15. Does the CoC have an eligible applicant designated as the HMIS Lead?

15a. If yes, what is the name of the HMIS Lead?  
(limit 500 characters)


\*

16. 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:

Plan	Reviewed and Approved	Date Approved
Privacy Plan	<input type="text" value="No"/>	<input type="text" value="23"/>
Security Plan	<input type="text" value="-- select --"/>	<input type="text" value="23"/>
Data Quality Plan	<input type="text" value="-- select --"/>	<input type="text" value="23"/>

\* 17. Describe the process the CoC utilizes to ensure that recipients and sub-recipients are consistently participating in HMIS:  
(limit 1500 characters)

\* 18. Describe the process the CoC utilizes to ensure the HMIS is administered in compliance with the requirements prescribed by HUD:  
(limit 1500 characters)

Step	Description
16.	Select "Yes" or "No" from the dropdown menu to indicate whether there is a single HMIS for the CoC's geographic area.
17.	Select "Yes" or "No" from the dropdown menu to indicate whether the HMIS Lead is an eligible applicant. <ul style="list-style-type: none"> <li>If "Yes," identify the name in the next field. There is a 500 character limit.</li> <li>If "No," skip the next field.</li> </ul>
18.	Select "Yes" or "No" from the dropdown menu to indicate which plans have been reviewed. Plans include the following: Privacy Plan; Security Plan; and Data Quality Plan.
19.	For the plans that have been reviewed in Question 16, also indicate the approval date using the calendar icon  provided.
19.	Enter text describing the process the CoC utilizes to ensure that recipients and sub-recipients are consistently participating in HMIS. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>
20.	Enter text describing the process the CoC utilizes to ensure the HMIS is administered in compliance with the requirements prescribed by HUD. <ul style="list-style-type: none"> <li>There is a 1,500 character limit.</li> </ul>

# CoC Registration

# CoC Registration

## UFA Capacity - CoC Responsibilities (continued)

\* 19. Does the CoC have a comprehensive housing and service system that meets the needs of homeless individuals and families within the CoC's geographic area?

\* 20. How frequently does the CoC conduct a sheltered point-in-time count?

\* 21. How frequently does the CoC conduct an unsheltered point-in-time count?

\* 22. How frequently does the CoC conduct a gaps analysis of homeless needs and services available within the geographic area?

\* 22a. Specifically describe the process utilized by the CoC to conduct the gaps analysis:  
(limit 1500 characters)

\* 23. Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) that make up the CoC:  
(limit 1500 characters)

\* 24. Describe the consultation with ESG recipient's process for allocating ESG FY2011 and FY2012 funds:  
(limit 1500 characters)

\* 25. Has the CoC and ESG recipient developed a plan for joint reporting guidelines for ESG recipients and sub-recipients?

\* 26. Has the CoC and ESG recipient developed performance measurements that will be used to measure ESG recipients and sub-recipients within the CoC's geographic area?

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

Page Generation Time: 0.659s Grantium

Step	Description
21.	Select "Yes" or "No" from the dropdown menu to indicate whether the CoC has a comprehensive housing and service system.
22.	Indicate how frequently the CoC conducts sheltered point-in-time counts by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
23.	Indicate how frequently the CoC conducts unsheltered point-in-time counts by selecting "Bi-monthly," "monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.
24.	Indicate how frequently the CoC conducts a gap analysis by selecting "Bi-monthly,"



# CoC Registration

---

"monthly," "quarterly," "semi-annually," "annually," "biennially," or "never" from the dropdown menu.

---

25. Enter text describing the process for conducting the gap analysis.

- There is a 1,500 character limit.
- 

26. Enter text describing how the CoC is participating in the applicable Consolidated Plan(s).

- There is a 1,500 character limit.
- 

27. Enter text describing the process for consulting with ESG recipients to allocate ESG FY2011 and FY2012 funds.

- There is a 1,500 character limit.
- 

28. 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 sub-recipients.

---

29. 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 sub-recipients within the CoC's geographic area.

---

30. Select "Save & Next."

---

# CoC Registration

## 8. UFA Financial Management

**NOTE:** Collaborative Applicants that are not applying for designation as a UFA should not complete 8. UFA Financial Management. Instead, proceed to 10. Attachments.

On the "UFA Financial Management" screen, enter information about the financial management procedures and internal controls of the Collaborative Applicant applying for designation as a UFA. These entities must already be implementing these practices.

Step	Description
1.	Enter text describing how the UFA records amounts budgeted for eligible costs.
2.	Enter text describing how the UFA records an obligation when contracts are executed.
3.	Enter text describing how recipients identify CoC Program expenditures.
4.	Enter text describing how the UFA identifies expenditures in its accounting records that clearly identify the use of CoC Program funds for eligible costs.
5.	Select "Yes" or "No" from the dropdown menu to indicate whether the UFA has procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a sub-

# CoC Registration

recipient providing source documentation of eligible costs/expenditures.

## 8. UFA Financial Management (continued)

\*

**6. Does the UFA have an organization chart that sets forth the actual lines of responsibility?**

Are duties for key employees identified?

Has the UFA obtained fidelity bond coverage for responsible officials?

Does the UFA have a chart of accounts that includes a complete listing of the account numbers used to support the control needed to ensure that resources used do not exceed resources authorized?

Does the UFA's approval controls provide reasonable assurances that appropriate individuals approve recorded transactions in accordance with management's general or specific criteria?

Does the UFA's segregation of duties effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities in the normal course of duties?

Does the UFA have controls over the design and use of documents and records that provide reasonable assurances that transactions and events are properly documented, recorded, and auditable?

Is it clear that all personnel are responsible for communicating the UFA's operating problems and non-compliance with laws and regulations?

Does the UFA's internal control procedures support its ability to prepare financial statements that are fairly presented in conformity with generally accepted or other relevant and appropriate accounting principles and regulatory requirements?

**\* 7. How will the UFA demonstrate that its system and/or procedures ensure that accurate information is collected and reported to HUD and that such systems and/or procedures comply with Federal policies and requirements?**  
(limit 1500 characters)

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Step	Description
6.	Select "Yes" or "No" from a series of eight dropdown menus asking for information about the UFA's organization chart. The questions ask about the following: <ul style="list-style-type: none"><li>• Employee duties</li><li>• Fidelity bond coverage</li><li>• Chart of accounts</li><li>• Approval controls</li><li>• Segregation of duties to ensure proper conduct</li><li>• Document and recordkeeping controls</li><li>• Personnel adherence to laws and regulations</li><li>• Internal control procedures</li></ul>
7.	Enter text describing how the UFA will show that it ensures that accurate information is collected and reported to HUD and that the systems and/or procedures comply with



# CoC Registration

---

Federal policies and requirements.

---

8. Select "Save & Next."
-



# CoC Registration

## 9. UFA Financial Management – Sub-recipient Management

**NOTE:**

*Collaborative Applicants that are not applying for designation as a UFA should not complete 9. UFA Financial Management – Sub-recipient Management. Instead, proceed to 10. Attachments.*

On the "UFA Financial Management - Sub-recipient Management" screen, enter information about the oversight of sub-recipients by the Collaborative Applicant applying for designation as a UFA. These entities must already be implementing these practices.

**eForms** Logout

**qwilliams**

**Applicant Name:**  
City of Tuscaloosa  
**Applicant Number:**  
112649736  
**Project Name:**  
Test\_02  
**Project Number:**  
COC\_REG\_2012\_058105

SNAPS\_CoC Registration and Application FY2012  
HEARTH CoC Registration FY2012

Before Starting  
1. CoC Organization  
2. CoC Geographic Area (s)  
3. Maximum Funding Need  
4. Board Org  
5. Board Members  
6. Capacity  
7. UFA Responsibilities  
8. UFA Financial  
**9. UFA-Sub-Recipient**  
10. Attachments  
11. Certification  
12. Submission Summary

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

### 9. UFA Financial Management – Sub-recipient Management

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

Instructions: [show]

\* 1. Does the UFA have a management system for the oversight of the sub-recipients? -- select --

1a. If yes, specifically describe the oversight process:  
(limit 1500 characters)

\* 2. Does the UFA ensure that sub-recipients maintain adequate records to comply with program requirements, including retention? -- select --

\* 3. Does the UFA have a system or some other method to ensure that sub-recipients financial management systems are kept in accordance with 24 CFR 85.20(b) or 24 CFR 84.21(b)(3), as applicable? -- select --

\* 4. Has the UFA established qualifications for persons who conduct financial systems of sub-recipients? -- select --

4a. If yes, specifically describe the qualifications established:  
(limit 1500 characters)

\* 5. If any sub-recipient employees work on both the CoC Program and non-CoC Program projects, does the UFA have a system to ensure that the sub-recipient keeps appropriate time distribution records and make appropriate charges to the CoC Program? -- select --

5a. If yes, specifically describe the system in place:  
(limit 1500 characters)



# CoC Registration

Step	Description
1.	Select "Yes" or "No" to indicate whether the UFA has a management system for the oversight of sub-recipients. <ul style="list-style-type: none"><li>• If "Yes," enter text in the next field describing the oversight process. There is a 1,500 character limit.</li><li>• If "No," skip the next field.</li></ul>
2.	Select "Yes" or "No" to indicate whether the UFA ensures that sub-recipients maintain adequate records to comply with program requirements, including retention.
3.	Select "Yes" or "No" to indicate whether the UFA has a system or method to ensure that sub-recipients financial management systems meet Uniform Financial Management requirements (24 CFR 85.20(b) for nonprofits and 24 CFR 84.21(b)(3) for government agencies).
4.	Select "Yes" or "No" to indicate whether the UFA has established qualifications for persons who conduct financial systems of sub-recipients. <ul style="list-style-type: none"><li>• If "Yes," enter text in the next field describing the qualifications. There is a 1,500 character limit.</li><li>• If "No," skip the next field.</li></ul>
5.	Select "Yes" or "No" to indicate whether the UFA has a system to ensure that sub-recipients with staff working on both CoC Programs and other programs keep appropriate time distribution records and make appropriate charges to the CoC Program. <ul style="list-style-type: none"><li>• If "Yes," enter text in the next field describing the system in place. There is a 1,500 character limit.</li><li>• If "No," skip the next field.</li></ul>

# CoC Registration

\* 6. Does the UFA have a system or other method to ensure compliance by sub-recipients with the procurement and/or sub-contracting requirements of 24 CFR 85.36 or 24 CFR 84.40-48, as applicable?

6a. If yes, specifically describe the system or method used to ensure compliance:   
 (limit 1500 characters)

\* 7. Are OMB Circular A-133 single audits required for any of the UFA's sub-recipients?

7a. If yes, does the recipient have a system or methodology to ensure that such audits are conducted?

\* 7b. Does the UFA review the audits for compliance with the requirements of OMB Circular A-133?

\* 8. Does the UFA assess the performance of 100 percent of its sub-recipients annually?

\* 9. Does the UFA have written procedures to ensure that "high risk" sub-recipients receive proper oversight and monitoring?

Step	Description
6.	Select "Yes" or "No" to indicate whether the UFA has a system or method to ensure sub-recipient compliance with procurement and/or sub-contracting requirements at 24 CFR 85.36 or 24 CFR 84.40-48, as applicable. <ul style="list-style-type: none"> <li>If "Yes," enter text in the next field describing the system in place. There is a 1,500 character limit.</li> <li>If "No," skip the next field.</li> </ul>
7.	Select "Yes" or "No" to indicate whether OMB Circular A-133 single audits required for any of the UFA's sub-recipients. <ul style="list-style-type: none"> <li>If "Yes," then select "Yes" or "No" to indicate whether the recipient has a system or method for ensuring these audits are conducted.</li> </ul>
8.	Select "Yes" or "No" to indicate whether the UFA reviews the audits.
9.	Select "Yes" or "No" to indicate whether the UFA assesses performance for 100 percent of the sub-recipients each year.
10.	Select "Yes" or "No" to indicate whether the UFA has written procedures to ensure that "high risk" sub-recipients receive proper oversight and monitoring.

# CoC Registration

\* 10. Does the UFA review sub-recipients for evidence of conflicts of interest, either between the UFA and the sub-recipient, or between the sub-recipient and its contractor (seek information on the background of staff or the Board of Directors, seek specific assurance from sub-recipients)?

10a. If yes, describe the review process:  
(limit 1500 characters)

\* 11. Does the UFA ensure sub-recipients have procedures to identify CoC Program property and assets?

\* 12. Does the UFA ensure sub-recipients have procedures that ensure adequate safeguards for preventing loss, damage, or theft of sub-recipient-held property?

\* 13. Does the UFA have executed written agreements with all of its sub-recipients to whom CoC Program funds are allocated?

0.183s Grantium

Step	Description
11.	Select "Yes" or "No" to indicate whether the UFA reviews sub-recipients for evidence of conflicts of interest. <ul style="list-style-type: none"> <li>If "Yes," enter text in the next field describing the review process. There is a 1,500 character limit.</li> <li>If "No," skip the next field.</li> </ul>
12.	Select "Yes" or "No" to indicate whether the UFA ensures that sub-recipients have procedures to identify CoC Program property and assets.
13.	Select "Yes" or "No" to indicate whether the UFA ensures sub-recipients have procedures that ensure adequate safeguards for preventing loss, damage, or theft of sub-recipient-held property.
14.	Select "Yes," "No," or "Not Applicable" to indicate whether the UFA has executed written agreements with all of its sub-recipients that receive CoC Program funds.
15.	Select "Save & Next."

# CoC Registration

## 10. Attachments

The number of attachments appearing on the "10. Attachments" screen is determined by the "Type of CoC" selected on the "1. CoC Organization" screen.

- If "CA" is selected, there are 4 attachments, 1 of which is required.
- If "UFA" is selected, there are 14 attachments, 11 of which are required.

The instructions for uploading and deleting an attachment are the same for all documents. The steps are provided for the Grant Inventory Worksheet 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. Everyone must upload the attachments again.*

*If the attachment, by chance, is still on the screen, it is likely you need to delete the document and upload an updated one.*

# CoC Registration

## ***Attachments for Collaborative Applicants***

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

- **Grant Inventory.** The HUD-approved Grant Inventory Worksheet to be uploaded in e-snaps will be provided to CoC Lead Agency by the local HUD CPD Field Office.
- **List of Board Leaders and Members. Collaborative Applicants** are encouraged, but not required, to provide a list of the leaders and members on the Board. Whether you upload will not be used to determine whether you are awarded funding or the level of funding.
- **Merger Worksheet.** If CoCs are merging, the Collaborative Applicant can submit the CoC Merger Worksheet that determines the Final Pro-Rata Need available to the merged CoC. This is not required and whether you upload will not be used to determine whether you are awarded funding or the level of funding, but HUD offers the tool for merging CoCs as an easy and accurate way to calculate the Final Pro-Rata Need.
- **Other Attachment(s).** At this time, there are no additional attachments required.

# CoC Registration

## Grant Inventory

For the CoC Registration process, you are required to upload the Grant Inventory Worksheet(s).

**STOP:**

*Any CoC mergers that have been reported to HUD BEFORE the FY2012 CoC Registration must submit one Grant Inventory Worksheet (GIW) workbook with all eligible renewals listed (including all of the merged CoCs projects) on the GIWs; however, CoCs that are contemplating merging need to submit separate GIW workbooks for each CoC.*

*If you do not have any renewals, you must still upload a file in order to complete the CoC Registration process. HUD recommends that you state on a blank GIW that you have "no FY2012 renewals" in the GIW comment field and submit that document as a zip file. You can obtain the GIW from your local Field Office.*

*HUD will ensure that all of the GIWs attached by the CoC match the finalized GIWs that the CoC reconciled with their HUD Field Office.*



**qwilliams**

**Applicant Name:**  
City of Tuscaloosa

**Applicant Number:**  
112649736

**Project Name:**  
Test\_02

**Project Number:**  
COC\_REG\_2012\_058105

SNAPS\_CoC  
Registration and  
Application FY2012

HEARTH CoC  
Registration FY2012

Before Starting  
1. CoC Organization  
2. CoC Geographic Area  
(s)

**10. Attachments**

CA must attach the Grant Inventory Worksheet. For CoCs that merged between 2011 and 2012 the Merger worksheet must be attached.

Document Type	Required?	Download	Document Description	Date Attache
<u>Grant Inventory</u>	Yes	--		No Attachment
<u>List of Board Leaders and Members</u>	No	--		No Attachment
<u>Merger Worksheet</u>	No	--		No Attachment
<u>Other Attachment(s)</u>	No	--		No Attachment

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




# CoC Registration






# CoC Registration

Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Use the "Calendar" icon  to select today's date.
3.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. <ul style="list-style-type: none"><li>For the Grant Inventory, the allowable formats are: zipx, ZIP*, zip, xls, and xlsx</li></ul>
4.	Select "Save & Back to List" to return to the "Attachments" screen.
5.	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 *How to Zip a File* document in the Resource Room section of the e-snaps training page on the HRE at <http://esnaps.hudhre.info>

## List of Board Leaders and Members

Collaborative Applicants are encouraged, but not required, to provide a list of the leaders and members on the Board. Whether you upload will not be used to determine whether you are awarded funding or the level of funding. Follow the directions that were presented earlier for attaching the Grant Inventory Worksheet.

## Merger Worksheet

If CoCs are merging, the Collaborative Applicant can submit the CoC Merger Worksheet that determines the Final Pro-Rata Need available to the merged CoC. This is not required and whether you upload will not be used to determine whether you are awarded funding or the level of funding, but HUD offers the tool for merging CoCs as an easy and accurate way to calculate the Final Pro-Rata Need. Follow the directions that were presented earlier for attaching the Grant Inventory Worksheet.

## Other Attachment(s)

At this time, there are no additional attachments required.



# CoC Registration

## ***Attachments for Collaborative Applicants with a UFA designation***

The "Attachment" screen for Collaborative Applicants that selected "UFA" as the type of CoC has 14 items:

- Audit Policy and Procedures for sub-recipient
- CoC Operations
- Financial Management Systems
- Governance Charter
- Grant Inventory.
- Housing and Service System Plan
- List of Board Leaders and Members.
- LOCCS Procedures
- Merger Worksheet.
- Monitoring Guide
- Organizational Policies with Flowchart
- Other Attachment(s).
- Procurement Policy and Procedures
- "High Risk" Procedures

The only attachments that are NOT required are the following:

- List of Board Leaders and Members
- Merger Worksheet
- Other Attachments

See the previous section for information on the Grant Inventory Worksheet, the List of Board Leaders and Members, and the Merger Worksheet.

# CoC Registration

qwilliams

**Applicant Name:**  
City of Tuscaloosa  
**Applicant Number:**  
112649736  
**Project Name:**  
FY2012\_UFA\_CoC  
Registration\_03  
**Project Number:**  
COC\_REG\_2012\_058097

SNAPS\_CoC  
Registration and  
Application FY2012

HEARTH CoC  
Registration FY2012

- Before Starting
1. CoC Organization
  2. CoC Geographic Area (s)
  3. Maximum Funding Need
  4. Board Org
  5. Board Members
  6. Capacity
  7. UFA Responsibilities
  8. UFA Financial
  9. UFA-Sub-Recipient
  - 10. Attachments**
  11. Certification
  12. Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

## 10. Attachments

UFAs must attach the Grant Inventory Worksheet. For CoCs that merged between 2011 and 2012 the Merger Worksheet must be attached. In addition, all of the UFA designated attachments below are policies, procedures, guides, etc., that the UFA currently has on file that have been reviewed, approved, and currently in use by the UFA with CoC approval.

Document Type	Required?	Download	Document Description	Date Attached
<a href="#">Audit Policy and Procedures for sub-recipient</a>	Yes		test	08/26/2012
<a href="#">CoC Operations</a>	Yes		test	08/26/2012
<a href="#">Financial Management Systems</a>	Yes		test	08/26/2012
<a href="#">Governance Charter</a>	Yes		test	08/26/2012
<a href="#">Grant Inventory</a>	Yes		test	08/26/2012
<a href="#">Housing and Service System Plan</a>	Yes		test	08/26/2012
<a href="#">List of Board Leaders and Members</a>	No		--	No Attachment
<a href="#">LOCCS Procedures</a>	Yes		test	08/26/2012
<a href="#">Merger Worksheet</a>	No		--	No Attachment
<a href="#">Monitoring Guide</a>	Yes		test	08/26/2012
<a href="#">Organizational Policies with Flowchart</a>	Yes		test	08/26/2012
<a href="#">Other Attachment(s)</a>	No		--	No Attachment
<a href="#">Procurement Policy and Procedures</a>	Yes		test	08/26/2012
<a href="#">"High Risk" Procedures</a>	Yes		test	08/26/2012

Back

Next

This e.Form has been submitted

# CoC Registration

## 11. Certification

On the "Certification" screen, the CoC Primary Contact needs to 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.

**11. Certification** Check all boxes

**\* 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

**qwilliams**

**Applicant Name:**  
City of Tuscaloosa

**Applicant Number:**  
112649736

**Project Name:**  
Test\_02

**Project Number:**  
COC\_REG\_2012\_058105

SNAPS\_CoC  
Registration and  
Application FY2012

HEARTH CoC  
Registration FY2012

Before Starting

1. CoC Organization
2. CoC Geographic Area (s)
3. Maximum Funding Need
4. Board Org
5. Board Members
6. Capacity
7. UFA Responsibilities

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

# CoC Registration

## 12. Submission Summary

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

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

- A date if the screen is complete
- "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 Registration have a date in the "Last Updated" column.

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

The screenshot displays the '12. Submission Summary' screen in the e.Forms application. The header includes the e.Forms logo and a 'Logout' link. The left sidebar shows the user 'qwilliams' and a list of application steps, with '12. Submission Summary' selected. The main content area contains a table with the following data:

Page	Last Updated
1. CoC Organization	Please Complete
2. CoC Geographic Area(s)	08/28/2012
3. Maximum Funding Need	08/28/2012
4. Board Org	No Input Required
5. Board Members	No Input Required
6. Capacity	Please Complete
7. UFA Responsibilities	Please Complete
8. UFA Financial	Please Complete
9. UFA-Sub-Recipient	Please Complete
10. Attachments	Please Complete
11. Certification	Please Complete

Below the table, there is a 'Notes' section with a bullet point: 'To submit this application, all items must be certified.' At the bottom, there are navigation buttons: 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. The 'Submit' button is grayed out. A callout box labeled 'Inactive "Submit" button' points to this button. Another callout box labeled 'Review "Last Updated" column' points to the 'Last Updated' column header.

# CoC Registration

## 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."

**12. Submission Summary**

Page	Last Updated
1. CoC Organization	08/26/2012
2. CoC Geographic Area(s)	08/26/2012
3. Maximum Funding Need	08/26/2012
4. Board Org	No Input Required
5. Board Members	No Input Required
6. Capacity	08/26/2012
7. UFA Responsibilities	08/26/2012
8. UFA Financial	08/26/2012
9. UFA-Sub-Recipient	08/26/2012
10. Attachments	08/26/2012
11. Certification	08/26/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out), This e.Form has been submitted, e.Form has been submitted

Page Generation Time: 0.891s Grantium

- | 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 |



# CoC Registration

been submitted."

## Exporting to PDF

CoC lead agencies 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.
2.	On the "Configure PDF Export" screen, select the screen you would like included.
3.	Select "Export to PDF."

# CoC Registration

## CoC Review

After the CoC Lead Agency submits the CoC Registration, the agency can make no changes to it. The next steps include the following:

- HUD receives notification that the CoC Registration is ready for HUD review.
- HUD staff persons review and approve, modify, or reject the claimed geographic area(s), maximum funding needs, and other data.
- HUD will issue a listserv message notifying CoCs when they should log in to *e-snaps* and review HUD's determinations provided in the CoC Review.
- The CoC Lead Agency reviews and agrees with or disputes HUD's determinations regarding the CoC type, geographic area(s), and funding needs amounts.


**NOTE:**  
**Listservs**

*A listserv is a distribution list enabling homeless service providers, Continuum of Care organizations, Technical Assistance providers, and other stakeholders to stay informed about HUD's homeless programs, competitions, awards, policy updates, and more. HUD has numerous lists to more effectively distribute information that is pertinent to a particular audience.*

*Go to the HRE to join a listserv: <http://www.hudhre.info/index.cfm?do=viewJoin>*

*Collaborative Applicants should encourage all Project Applicants to join one or more listservs as well.*

**NOTE:**  
**Reference Submissions**

*At the top of each screen of the CoC Review, you will see a "Reference Submissions" box. In this box there is a "Folder" icon  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 Review, select "Back to CoC Approval/Disapproval" on the left menu bar.*



# CoC Registration


## Accessing CoC Review

After HUD completes the review of the CoC Registrations submitted by the Collaborative Applicants, it will send out a listserv message notifying CoCs when they should log in to *e-snaps* and review HUD's determinations provided in the CoC Review. The CoC Lead Agency will look for the "SNAPS\_CoC Registration and Application FY2012 / CoC Review" project on the "Submissions" screen.

The screenshot shows the 'Front Office' interface for user MichelleFarley. The 'Applicant' dropdown is set to 'Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500)'. The 'Submissions Filters' section includes dropdowns for 'Applicant Project Name' (Training 4 CoC), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is located below these filters. The 'Submissions' table below has the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Training 4 CoC COC_REG_2012_054135	SNAPS_CoC Registration and Application FY2012 Registration FY2012	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	Jun 27, 2012 4:39:45 PM
Training 4 CoC COC_REG_2012_054135	SNAPS_CoC Registration and Application FY2012 Project Priority	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	
Training 4 CoC COC_REG_2012_054135	SNAPS_CoC Registration and Application FY2012 CoC Review	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	Jun 27, 2012 6:37:21 PM
Training 4 CoC COC_REG_2012_054135	SNAPS_CoC Registration and Application FY2012 Consolidated CoC	Jun 23, 2011	Dec 31, 2013	Primary Applicant	1	

Callouts in the image point to the 'Confirm the Applicant' box, the 'Submissions' menu item, and the 'CoC Review' step name in the table.

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"> <li>Option: Use the "Submissions Filters" to single out your project.</li> <li>Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column to locate "SNAPS_CoC Registration and Application FY2012 / CoC Review."</li> </ul>

# CoC Registration

## 1. Approved CoC Type Designation

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

**1. Approved CoC Type Designation**

**Reference Submissions**

View	Step	Score / Approval
	Registration FY2012	N/A

**Instructions:** [show]

**1. CoC Number (Applicant Name):** AL-500 - Birmingham/Jefferson, St. Clair, Shelby Counties CoC

**2. CoC Name:** Metropolitan Birmingham Services for

**3a. Approved CoC designation:** CA

**\* 3b. Does the CoC agree with the approved CoC designation?** Yes

**4. Comments from HUD:**

**5. In the text box below, enter any comments to be considered by HUD. Be specific:**

Back Next

This e.Form has been submitted

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

# CoC Registration

## 2. CoC Geographic Area(s)

On the "CoC Geographic Area(s)" screen, read the available HUD comments and indicate whether you agree or not with the geographic areas.

The screenshot displays the '2. CoC Geographic Area(s)' screen in the e.Forms system. On the left, a sidebar shows the user's name 'MichelleFarley' and application details: Applicant Name (Birmingham/Jefferson, Saint Clair, Shelby Counties CoC), Applicant Number (AL 500), Project Name (Training 4 CoC), and Project Number (COC\_REG\_2012\_054135). The main content area is titled '2. CoC Geographic Area(s)' and contains the following sections:

- 1. HUD is permitting the CoC to claim the selected geographic area(s):** This section features two columns of items. The 'Available Items' column lists: 019087 Macon County, 019023 Choctaw County, 019119 Sumter County, 019107 Pickens County, 019059 Franklin County, and 019037 Coosa County. The 'Selected Items' column lists: 019117 Shelby County, 019115 St. Clair County, and 019073 JEFFERSON COUNTY. Navigation buttons (>>, >, <, <<) are positioned between the columns.
- 2. Does the CoC agree with the selected geographic area(s)?** A dropdown menu is set to 'Yes'. A callout box prompts the user to 'Select "Yes" or "No"'. Below this is a text box for '3. Comments from HUD:'.
- 4. In the text box below, enter any comments to be considered by HUD. Be specific:** A text box for entering applicant comments.

At the bottom of the main content area, there are 'Back' and 'Next' buttons. A message below the buttons states 'This e.Form has been submitted'. The footer of the page shows 'Page Generation Time: 0.28s' and the 'Grantium' logo.

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

# CoC Registration

## 3. CoC Maximum Funding Need Amounts

On the "Maximum Funding Need Amounts" screen, read the available HUD comments and indicate whether you agree or not with approved funding amounts. Note that Collaborative Applicants and Collaborative Applicants that are applying for UFA designation have two slightly different screens. The instructions are the same for both types of applicants.

The following is the screen for Collaborative Applicants.

**3. CoC Maximum Funding Need Amounts**

\* Funding Need Amounts:

	CoC Request	HUD Approved	Updated CoC Request
* 1. Preliminary Pro Rata Need (PPRN) total:	\$387,916	\$387,916	
* 2a. Total renewal demand amount:	\$400,000	\$400,000	\$400,000
* 2b. Does the CoC agree with the total renewal demand amount? <small>If 'No', click the 'Save' button to update page.</small>			Yes
* 3a. Total merged need amount:	\$0	\$0	\$0
* 3b. Does the CoC agree with the total merged need amount? <small>If 'No', click the 'Save' button to update page.</small>			Yes
4. Maximum amount available for Permanent Housing Bonus:	\$38,792	\$38,792	
5. Maximum amount available for CoC planning costs:	\$5,000	\$5,000	

6. Comments from HUD:

7. In the text box below, enter any comments to be considered by HUD. Be specific:

Back Next

This e.Form has been submitted

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Grantium

### Step

### Description

1. Review HUD comments.
2. Select "Yes" or "No" whether you agree with the approved Annual Renewal Demand (ARD)



# CoC Registration

amount.

- 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.
    - 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."

The following is the screen for Collaborative Applicants that are applying for UFA designation. On this screen, item 6 identifies the maximum amount available for UFA fiscal costs.

**3. CoC Maximum Funding Need Amounts**

**\* Funding Need Amounts:**

	CoC Request	HUD Approved	Updated CoC Request
<b>* 1. Preliminary Pro Rata Need (PPRN) total:</b>	\$895,579	\$895,579	
<b>* 2a. Total renewal demand amount:</b>	\$300,000	\$300,000	\$300,000
<b>* 2b. Does the CoC agree with the total renewal demand amount?</b> <small>If 'No', click the 'Save' button to update page.</small>			No
<b>* 3a. Total merged need amount:</b>	\$55,000	\$55,000	\$55,000
<b>* 3b. Does the CoC agree with the total merged need amount?</b> <small>If 'No', click the 'Save' button to update page.</small>			No
<b>4. Maximum amount available for Permanent Housing Bonus:</b>	\$134,337	\$134,337	
<b>5. Maximum amount available for CoC planning costs:</b>	\$26,867	\$26,867	
<b>6. Maximum amount available for UFA fiscal costs:</b>	\$0	\$0	

**7. Comments from HUD:**

**8. In the text box below, enter any comments to be considered by HUD. Be specific:**

This total renewal demand is too much.

This e.Form has been submitted

Select "Yes" or "No"

# CoC Registration

## 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
<a href="#">Attachment 1</a>	No	--		No Attachment
<a href="#">Attachment 2</a>	No	--		No Attachment

Back Next

This e.Form has been submitted

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

# CoC Registration

## 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.

Page	Last Updated
1. CoC Type	06/27/2012
2. Geo Area(s)	No Input Required
3. Max Funding	06/27/2012
4. Attachments	No Input Required

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

Messages: e.Form has been submitted, This 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"><li>• Once you select the "Submit" button, it will be grayed out. Below it there will be text stating, "This e.Form has been submitted."</li></ul>

# CoC Registration

## Exporting to PDF

CoC lead agencies 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.



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



# CoC Registration

## Next Steps: Agreeing With or Disputing CoC Review

If the CoC Lead Agency **agrees** with all items in the CoC Review and submits it:

- The Collaborative Applicant can no longer make changes to its CoC Review.
- At some later time, HUD will publish the NOFA announcing the opening of the CoC Program Competition.

If the CoC Lead Agency **disputes** any part of the CoC Review and submits it:

- HUD will again review the CoC Registration with the changes made by all parties.
- After HUD has finished reviewing, an email will be sent to the CoC's registrant notifying them that the CoC Registration needs to be confirmed. This is the final determination by HUD.
- The CoC will access the CoC Review Registration again, and select "Submit." (See steps beginning at Accessing HUD CoC Registration Review, above in this module.)
- At some later time, HUD will publish the NOFA announcing the opening of the CoC Program Competition.
- Only CoCs with a HUD-approved registration will have access to the FY2012 CoC and Project Applications.

# CoC Registration

## Module Completion

Congratulations! Now that you have completed the e-snaps CoC Registration process online training module, select the web link that is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M020> so that you may complete the form. After you complete the form, you may close this document. Note that additional training modules will be available to assist your CoC and individual Project Applicants in completing the CoC Application and Project Application. Please check the e-snaps training page at <http://esnaps.hudhre.info/> for these modules beginning in Fall 2012.