

Detailed Instructions in Completing the CoC Program Registration Submission in *e-snaps*

**U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Special Needs Assistance Programs**

This document provides supplementary instructions for Collaborative Applicants in completing their CoC Program Registration in *e-snaps* in preparation to apply for CoC Program funds through the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition. This document should be used in conjunction with HUD's [FY 2017 CoC Program Registration Notice, 24 CFR part 578](#), and the [CoC Program Registration Detailed Instructions, Instructional Guide, and Resources](#) available on the HUD Exchange.

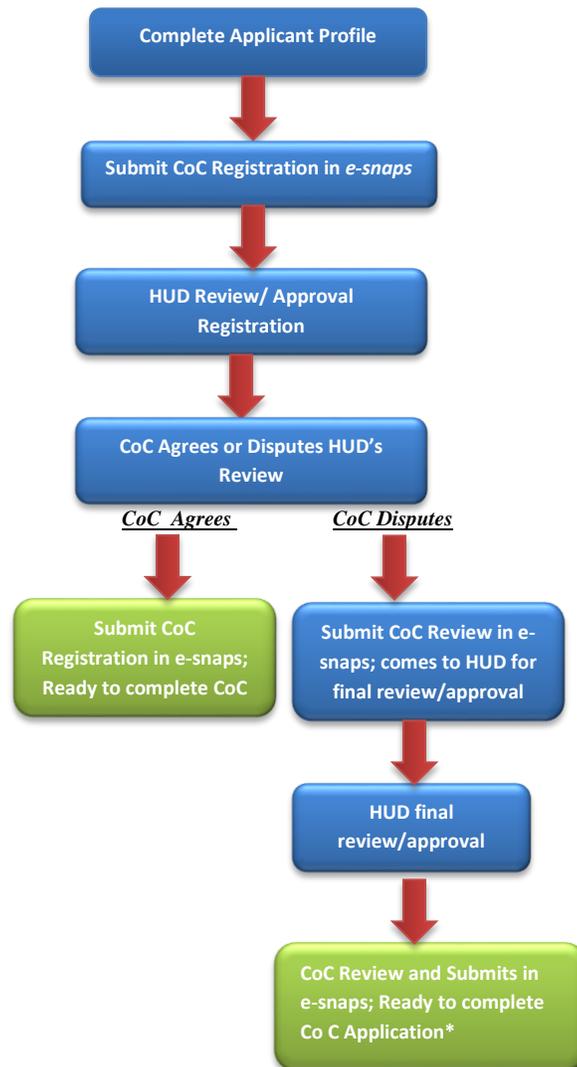
General Information

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

- (1) Collaborative Applicants to confirm or update the CoC geographic area and merger or split status;
- (2) HUD to apportion "Preliminary Pro Rata Need" (PPRN) dollars associated with the CoC's geographic area;
- (3) Collaborative Applicants to apply for Unified Funding Agency (UFA) designation;
- (4) HUD to inform each Collaborative Applicant that applies for UFA designation if UFA designation has been approved;
- (5) Collaborative Applicants to request High Performing Community (HPC) designation for the CoC;
- (6) HUD to inform each Collaborative Applicant that applies if HPC designation has been approved; and
- (7) Collaborative Applicants to confirm their intent to submit a CoC Consolidated Application in the FY 2017 CoC Program Competition on behalf of the CoC.

CoC Registration Flow Chart

The following flow chart depicts the CoC Registration process. Specific due dates will be communicated via the [FY 2017 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) page and HUD Exchange [mailing list](#). As part of the CoC Program Registration process, Collaborative Applicants must update the CoC Applicant Profile to ensure that contact information and organizational documentation is up-to-date. The Collaborative Applicant will then complete and submit the CoC Program Registration, HUD will review the submitted information, and, through *e-snaps*, HUD will provide the Collaborative Applicant with its determination as part of the CoC review process. The Collaborative Applicant will either agree with or dispute the determination, and then HUD will finalize the CoC Program Registration. Below is the flow chart of the process:



*Note that if the Collaborative Applicant disputes HUD’s final review, the Collaborative Applicant will need to reconcile any further issues outside of *e-snaps*. Please contact your local HUD CPD field office if there are any further disputes after HUD’s final review/approval.

Table 1. Required Forms to be Completed by the Collaborative Applicant and/or UFA

Form Title	CA	UFA
Before Starting	X	X
1. Continuum of Care Organization	X	X
2. Continuum of Care Geographic Area(s)	X	X
3. Maximum Funding Need	X	X
4. UFA Capacity- CoC Responsibilities		X
5. UFA Financial Management		X
6. UFA Sub-Recipients Management		X
6a. UFA Sub-Recipients List		X
7. HPC Requirements	X*	X*
8. HPC Data	X*	X*
9. HPC – Reduce/Outreach	X*	X*
10. HPC Attachments	X*	X*
11. Attachments	X*	X
12. Certifications	X	X

**The ‘Attachment’ form is only applicable to Collaborative Applicants if they are a HUD-Approved merger and need to upload the CoC Merger Worksheet. The UFA and HPC forms and attachments are only applicable to Collaborative Applicants applying for UFA and/or HPC designation*

Before starting the CoC Program Registration, all Collaborative Applicants should have reviewed and have ready access to the following documents:

- [The FY2017 CoC Program Registration Notice](#)
- [24 CFR part 578](#)

Before Starting the CoC Registration

All Collaborative Applicants may also request a UFA designation and/or a HPC designation on behalf of the CoC. It should be noted that the UFA and HPC forms will be visible only for those Collaborative Applicants that request UFA and/or HPC designation during the FY 2017 CoC Program Registration process. HUD will make the final determination of UFA and/or HPC designation for those Collaborative Applicants that request it during HUD's assessment of the Registration and provide the final determination via *e-snaps*. **Those Collaborative Applicants that were designated as a UFA in the previous registration process MUST request UFA designation again during the FY 2017 CoC Program Registration process, as UFA**

designation does not carry-over from year to year. HPC forms will only be visible to Collaborative Applicants that request CoC designation as an HPC. If a Collaborative Applicant wants to, it may request UFA and HPC designations during the Registration process.

CoC Organization

The Collaborative Applicant that is submitting the CoC Program Registration on behalf of the CoC will have the opportunity on this form to apply for UFA and HPC designation. This form is used to identify the appropriate CoC, as well as the Collaborative Applicant responsible for applying on behalf of the entire CoC. The following is a brief description of those fields that will appear on this form. If the Collaborative Applicant imported the previous year's process when setting up the FY 2017 registration form, some of these fields will be prepopulated. The Collaborative Applicant should review those fields to make sure the information is still correct; if so, no changes are necessary. If you need to make changes you can follow the directions below.

- ***Type of CoC.*** The Collaborative Applicant will indicate its intent by selecting whether they are going to submit the CoC Consolidated Application and the project applications under the rules and responsibilities of a Collaborative Applicant (CA) or if they wish to apply for UFA designation (UFA). The selection that is made will determine which forms are required to be completed before the CoC Program Registration can be submitted in *e-snaps*.
- ***HPC Designation.*** The Collaborative Applicant will indicate the intent of the CoC requesting HPC designation. This is a required field, therefore, the Collaborative Applicant must either select "Yes" or "No." The HPC forms will only be visible if the Collaborative Applicant selects "Yes." If the Collaborative Applicant does not intend to apply for HPC designation for the CoC it can select "Yes" to see the questions that are asked on the forms; however, it must come back and select "No" to remove the forms from the submission requirement.
- ***CoC Number and Name.*** The correct CoC must be identified in this field. The dropdown menu for this field contains each CoC that registered during the FY 2016 CoC Program Registration, listed according to the CoC Number (e.g. NE-502) and CoC Name (e.g. Lincoln CoC). The CoC selected from the dropdown menu will be the responsible entity for the FY 2017 CoC Program Competition. It should be noted that some CoC Numbers and Names may have changed, especially for those CoCs that notified HUD of a merger since the FY 2016 CoC Program Registration process.

- ***Legal Name of Organization (e.g., CoC Lead Agency).*** This field is prepopulated with the name of the legal entity entered in the Applicant Profile that is associated with the CoC number and name selected. If there is an error in the spelling of the legal name or you do not locate the legal name, please go back to the Applicant Profile and update and save the correct information.
- ***Select the State(s) in which the CoC claims geography.*** The state that is selected must be the state that includes the CoC’s claimed geographic area(s). Ensure that you selected the correct state before proceeding.
- ***CoC Merger.*** If the CoC merged after the FY 2016 CoC Program Competition funding process and HUD notified the CoC that the merger is confirmed, the Collaborative Applicant should select “Yes.” For those CoCs that have selected “Yes” the following applies
 - ***Select all CoCs included in the merger.*** From the dropdown menu, select the CoC Numbers and Names that are included in the merger; and
 - ***Select the date of the merger.*** Select the date that the CoCs merged. The preferred date entered will be the date that HUD provided the newly merged CoC with its new CoC Number and Name.

CoC Claimed Geographic Area(s)

The Collaborative Applicant that is responsible for applying for funds on behalf of the CoC will need to identify the CoC’s defined geographic area(s). The Collaborative Applicant will need to ensure that all geographic codes in the CoC’s geographic area are selected before proceeding to the next form. The PPRN amounts are not included during the CoC Program Registration process as Congress has not appropriated funds for this program. Therefore, the geographic codes selected will determine the PPRN amount available to the CoC after future congressional action. If the Collaborative Applicant imported the previous year’s registration, this will also be prepopulated and will need to be reviewed for accuracy. Below is the field that will appear on this form:

- ***Select the geographic area(s) claimed by the CoC.*** The information selected should include all of the geographic codes that are located within the CoC’s defined geographic area. Those CoCs that merged should ensure that all of the geographic codes for the newly merged CoC are selected. Collaborative Applicants should also review the [FY 2017 Geographic Code](#) document. If the geographic area codes listed are not correct, go back to **1. CoC Organization** form and make sure that you selected the correct state.

Special Note

- The next four forms that are discussed in this document are only applicable for those Collaborative Applicants that are requesting UFA designation from HUD. Collaborative Applicants must fully answer all questions and attach all required documents (for more information on the specific required documents that must be uploaded, review the 'Attachments' section of this document) BEFORE submitting the Registration in *e-snaps*. Please be advised, if 'NO' is selected for any of the questions on the UFA forms this may impact the applicant from being designated by HUD as a UFA for the FY 2017 CoC Program Competition. Before submitting the Registration in *e-snaps*, make sure that all information is captured correctly.
- Collaborative Applicants not applying for UFA designation will not see these forms in the Registration and can proceed to the next forms for completion.

UFA Capacity - CoC Responsibilities

This form contains questions regarding the responsibilities of the CoC (whom the UFA Applicant will be applying for a grant for the entire CoC). The UFA Applicant must demonstrate (by answering the questions below) that the CoC it is representing has met the requirements outlined at 578.7- Responsibilities of the CoC.

Existing UFA Applicants will see their answers from last year on questions with dropdown or yes/no responses brought forward.

- ***Does the CoC hold meetings of the full membership with published agendas at least semi-annually?*** Select "Yes" or "No" to indicate whether or not the CoC meets this regulation requirement. If "Yes", attach the agendas for meetings that occurred between January 1, 2016 and February 1, 2017.
- ***Does the CoC have a publically open invitation process for new members?*** Select "Yes" or "No" to indicate whether or not the CoC meets this regulation requirement. If "Yes", attach the governance charter as well as under 2a. in *e-snaps* identify the page number(s) this written process can be located within the document.
- ***Has the CoC adopted a written process to select the Board?*** Select "Yes" or "No" to indicate whether or not the CoC meets this regulation requirement. If "Yes", ensure this written process is within the attached governance charter. HUD will confirm the information in the CoC's Governance Charter. If the CoC selects "Yes", the following applies:
 - ***If yes, what date was the written process approved by the CoC.*** The CoC must enter the date the process was approved.
- ***Does the governance charter list committees, subcommittees, or workgroups appointed by the CoC?*** Select "Yes" or "No" to indicate whether or not the CoC meets this regulation requirement. If "Yes", ensure this written process is within the attached

governance charter as well as under question 2a in *e-snaps*. Identify the page number(s) this written process can be located within the document.

- ***In consultation with the Collaborative Applicant and HMIS Lead has the governance charter been developed, follow, and updated annually which includes all procedures and policies needed to comply with Subpart B of the interim rule?*** “Yes” or “No” to indicate whether or not the CoC meets this regulation requirement.
- ***How has the CoC used performance and outcome data to determine allocation of resources from CoC Program and ESG funds to reduce homelessness for veterans, chronic, family, and youth populations?*** Clearly describe the CoC’s process for using performance and outcome data to determine allocation of CoC and ESG resources to reduce homelessness for the targeted populations.
- ***How has the CoC used a Housing First approach to remove barriers to housing, remove service participation requirements or preconditions to program participation, and prioritized rapid placement and stabilization in permanent housing?*** Clearly describe how the CoC’s Housing First approach has removed barriers, service participation requirements or reconditions and prioritized rapid replacement. Identify barriers, participation requirements and preconditions that have been removed and talk about outcomes as a result.
- ***How does the CoC establish performance targets for the CoC-funded projects?*** Clearly describe the process and how the performance targets are linked to HUD’s national goals, NOFA policy priorities, and the jurisdiction(s) Consolidated Plan.
- ***Specifically describe the process used to gather input from recipients and sub-recipients to establish performance targets.*** As it relates to 578.7.a.(6) describe how the CoC implements this process to ensure that its stakeholders are involved in the development of these processes. The description should include how the performance targets are appropriate for the population and program types that include monitoring performance, evaluating outcomes, and actions that are taken in regards to those projects that perform poorly
- ***Describe how CoC’s evaluate outcomes of projects funded under both the CoC Program and the Emergency Solutions Grant.*** Clearly describe the process the CoC has implemented to evaluate outcomes of both the CoC **and** ESG Programs. The processes should take in account how it relates to HUD’s national goals, NOFA policy priorities, and the appropriate jurisdiction(s) Consolidated Plan.

- ***Does the CoC have a centralized or coordinated assessment system?*** Select “Yes” or “No” to indicate whether or not there is an established centralized or coordinated assessment (coordinated entry) system as required under 24 CFR part 578. If “Yes”, please attached the written protocol that the CoC follows.
- ***Has the CoC designed a single HMIS for its geographic area?*** Select “Yes” or “No” to indicate whether or not the CoC meets this regulation requirement.
- ***Enter the name of the HMIS Lead.*** If “Yes” to the question above, this field will be pre-populated with the CoC’s HMIS (i.e., the HMIS Lead agency). The name will be brought forward (read-only) from the CoC Applicant Profile. If the name is not correct, “Save” your Registration and open the CoC Applicant Profile to edit the applicable field.
- ***Of the following HMIS plans, which one(s) have been reviewed and approved by the CoC?*** Indicate whether or not each plan listed was reviewed/approved and the date each plan was approved.
- ***Describe the process the CoC uses to ensure consistent participation of recipients and sub-recipients in HMIS.*** As it relates to 578.7.a.(9)(b)(5), clearly describe how the CoC ensures that its stakeholders are actively entering client level information into HMIS and the methods used by the CoC to ensure compliance.
- ***Describe the process the CoC uses to ensure HMIS is administered in compliance with the 2014 Data Standards.*** As it relates to 578.7.a.(9)(b)(6)), clearly describe the process used to ensure the CoC’s HMIS meets the required data standards that were updated and posted to the [HUD Exchange](#) in September 2015.
- ***Describe the CoC's coordination efforts to implement a housing and service system within the claimed geographic area(s) that meets the needs of individuals (including unaccompanied youth) and families experiencing homelessness.*** Clearly describe the CoC efforts to meet the needs of homeless individuals and families, as well as how the implementation is linked to HUD’s national goals, NOFA priorities, and all covered jurisdiction(s) Consolidated Plan(s).
- ***How frequently does the CoC conduct a sheltered point-in-time count?*** From the dropdown select the frequency.
- ***How frequently does the CoC conduct an unsheltered point-in-time count?*** From the dropdown select the frequency.

- ***How frequently does the CoC conduct a gaps analysis of homeless needs and services available within the geographic area?*** From the dropdown select the frequency.
- ***Specifically describe the process used by the CoC to conduct the gaps analysis.*** Clearly describe the process and how it links to HUD’s national goal, NOFA priorities, and the jurisdiction(s) Consolidated Plan.
- ***Specifically describe how the CoC is participating in the Consolidated Plan(s) for the jurisdiction(s) that make up the CoC.*** Clearly describe the specific role(s) the CoC plays in the development of the Consolidated Plan.
- ***Describe the consultation with ESG recipient’s process for allocating ESG FY 2016 funds.*** Clearly describe the methods the CoC used to ensure that all ESG funds are allocated. Describe the tracking processes that are established.
- ***Has the CoC and ESG recipients developed a plan for joint reporting guidelines for ESG recipients and sub-recipients?*** From the dropdown select either “Yes” or “No” as applicable for your answer.
- ***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?*** From the dropdown menu select either “Yes” or “No” as applicable for your answer.

UFA Financial Management

This form contains questions that specifically focus on the financial management processes already established and in use by the Collaborative Applicant. The Collaborative Applicant must demonstrate that (by answering the questions below) it has met the requirements outlined at 24 CFR 578.11. The majority of the questions are “Yes” or “No;” therefore, the Collaborative Applicant will select the appropriate response.

- ***Is the Collaborative Applicant a nonprofit, State, or unit of local government?*** From the dropdown menu select the appropriate response.
- ***Does the Collaborative Applicant have written policies and procedures to ensure that CoC Program funds are drawn down from LOCCS within 45 days of a sub-recipient providing source documentation of eligible costs/expenditures?*** From the dropdown menu select either “Yes” or “No” as applicable.

- ***Does the Collaborative Applicant have procedures in place to ensure CoC Program funds are drawn a minimum of every 90 days?*** From the dropdown menu select either “Yes” or “No” as applicable for your answer.
- ***Does the Collaborative Applicant have an organizational chart that sets forth the lines of responsibility? If “Yes”, a copy of the organizational chart must be attached.*** From the dropdown menu select either “Yes” or “No” as applicable for your answer. If you select “Yes”, attach a copy of your organizational chart in the **Attachments** form.
- ***Does the Collaborative Applicant have written financial management policies and procedures addressing the areas listed below, including an organizational chart that sets forth lines of responsibility?*** From the dropdown menu select either “Yes” or “No” as applicable for your answer. If you select “Yes,” attach a copy of your organizational chart in the **Attachments** form.

The next set of questions 5a through 5h require the Collaborative Applicant to identify the page number(s) of the written financial management policies and procedures HUD will review that contain the following:

- ***Policy and procedures for ensuring complete disclosure of the financial results of each federally-sponsored project or program (in accordance with state laws, if applicable).***
- ***Adequately identify the source and application of funds for federally sponsored activities.***
- ***Internal controls that provide effective control and accountability for all funds, property, and other assets.***
- ***Comparison of expenditures with budget amounts for each award.***
- ***Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient.***
- ***Procedures that are followed whenever advance payment procedures are used.***
- ***Procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.***
- ***Accounting procedures that include recording cost accounting supported by source documentation.***
- ***Are there written procurement procedures? If “Yes”, the written procurement procedures document must be attached.*** From the dropdown menu select either “Yes” or “No” as applicable for your answer. If you select “Yes”, attach a copy of your procurement procedures in the **Attachments** form.

UFA Sub-Recipient Management

As the sole HUD recipient awarded CoC Program funds, the Collaborative Applicant designated as a UFA will be responsible for, and should already have in place, fiscal controls and accounting procedures, in order to successfully manage its sub-recipient portfolio. This form contains questions regarding those processes that the Collaborative Applicant has established to demonstrate that it meets the requirements outlined at 24 CFR 578.11. The majority of the questions are “Yes” or “No;” therefore, the Collaborative Applicant will select the appropriate response.

- ***Does the UFA have executed written agreements with all of its sub-recipients to whom CoC Program funds are allocated?*** From the dropdown menu select either “Yes” or “No” as applicable for your answer. If you select “No” the remainder of the questions will not be visible and you **CANNOT** be considered for UFA designation. Please access **1. CoC Organization** form and change the CoC type to "CA", in order to continue with the CoC Registration submission.
- ***Does the Collaborative Applicant have written policies and procedures in place to bring noncompliant sub-recipients into compliance?*** From the dropdown menu select either “Yes” or “No” as applicable for your answer. If you select “Yes”, attach a copy of your policies and procedures in the **Attachments** form. If the Collaborative Applicant selects “Yes,” the following applies:
 - ***What page(s) of the document include this information.*** The Collaborative Applicant must identify the page number of the written policies and procedures.
- ***Does the Collaborative Applicant have written procedures to ensure that "high risk" sub-recipients receive proper oversight and monitoring?*** From the dropdown menu select either “Yes” or “No” as applicable.
- ***What plan of action does the Collaborative Applicant have in place for sub-recipient monitoring and how will it determine performance, evaluate outcomes and take corrective action against poor performers and what will happen if the sub-recipient does not comply with the corrective actions?*** The Collaborative Applicant must describe the established plan of action for undertaking sub-recipient monitoring which should include how performance will be determined, outcomes evaluated and how corrective action will be applied to poor performers. The Collaborative Applicant’s response must also discuss ramifications for non-compliance. A copy of the plan must be attached in the **Attachments** form.

- ***Does the Collaborative Applicant review sub-recipients for evidence of conflicts of interest, either between the Collaborative Applicant and the sub-recipient, or between the sub-recipient and its contractor(s) (seek information on the background of staff or the Board of Directors, seek specific assurance from sub-recipients)?*** From the dropdown menu select either “Yes” or “No” as applicable.
- ***What are the Collaborative Applicant's closeout procedures for its sub-recipient grants and the recapture of unspent funds?*** The Collaborative Applicant must describe its grant closeout procedures and its procedures and methods for recapturing unspent funds.

UFA Sub-Recipient List

In this form the applicant will provide a list of all current executed written agreements with ESG or CoC sub-recipients.

If applicable:

1. Enter the name of the sub-recipient organization as appears on the written agreement.
2. Enter the date the most current written agreement was executed.
3. If the sub-recipient has been monitored by the applicant, enter the date of the most recent monitoring visit.
4. If the sub-recipient is required to adhere to audit requirements in OMB Circular A-133, select “Yes” and enter the date of the organization’s last audit.

If this form is pre-populated with the names of sub-recipient organizations, the applicant can edit an existing sub-recipient by selecting the icon next to the sub-recipient’s name. To delete an entry click on the icon next to the sub-recipient’s name. To add a new sub-recipient, select the icon.

Special Note

- **The next three forms that are discussed in this document are only applicable for Collaborative Applicants that are requesting HPC designation. Collaborative Applicants applying for HPC designation must fully answer all questions and attach all required documents (for more information on the specific required documents that must be uploaded, review the ‘Attachments’ section of this document) BEFORE submitting the Registration in e-snaps.**
- **Collaborative Applicants not applying for HPC designation will not see these forms in the Registration and can proceed to the next forms for completion.**
- **Collaborative Applicants apply for the designation at the request of the CoC. If HPC designation is approved, the status is for the entire CoC, not just the Collaborative Applicant.**

HPC Requirements

Collaborative Applicants requesting HPC designation are required to complete each question on the HPC forms and attach the information required by the *Notice of Fiscal Year (FY) 2017 Opportunity to Register and Other Important Information for Electronic Admission Submission for the Continuum of Care (CoC) Program Competition*.

Collaborative Applicants that complete the HPC forms during the CoC Program Registration process will have their CoC Registration HPC forms posted to the HUD Exchange for public comment. HUD will issue a listserv message to the national CoC, HMIS, and ESG contacts registered with the HUD Exchange to receive email messages alerting all stakeholders that the HPC information is available for review. The HPC forms are posted and available for public comment for a period of 7 days. The CoC, through its designated Collaborative Applicant, will have a period of 5 days to respond to public comments received by HUD. The Collaborative Applicant will receive any public comments received by HUD with further instructions. Section III.D.4.c. of the FY 2017 CoC Program Registration Notice for more information.

Per 24 CFR part 578, HUD can only select up to 10 CoCs that fully meet the HPC requirements. The HPC designation shall only be for grants awarded in the FY 2017 CoC Program Competition. Additionally, a CoC designated as an HPC must cooperate with HUD in distributing information about its successful efforts.

- ***Describe the local competition and selection priorities established by the CoC and followed by the designated Collaborative Applicant for the FY 2016 CoC Program funding process.*** HPC designation requires a report generated by CoCs that demonstrates how CoC Program funds received in the preceding year were expended. As the FY 2016 CoC Program funds were awarded on December 20, 2016, CoCs will be unable to report these expenditures; therefore, to satisfy this requirement, HUD will require CoCs to generate this report based on the FY 2015 awarded CoC Program funds. Collaborative Applicants will be required to provide a narrative describing the priorities established for the FY 2015 CoC Program funding process and attach the FY 2016 final HUD-approved GIW (which lists the FY 2015 projects that were awarded funds). In order to pass this requirement, Collaborative Applicants must clearly describe the priorities established that include how a fair and open process was used by the CoC to determine which types of projects were submitted to HUD in the FY 2015 CoC Program funding process and ensure the GIW attached is the final-HUD approved FY 2016 GIW that must include a column added by the CoC that includes the amount of funds expended during the grant period for each project listed. A copy of the FY 2016 GIW with the added column **must** be attached to the CoC's registration in *e-snaps*.

- ***Describe how the CoC intends to use FY 2017 available funding to carry out activities related to housing, relocation, and stabilization services, as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness.*** The Collaborative Applicant will need to clearly describe if the CoC intends to use any of the FY 2017 CoC Program funds for which it will apply, through renewal or new projects, to carry out activities related to housing relocation and stabilization services as well as short-term and/or medium-term rental assistance to individuals and families at risk of homelessness. The Collaborative Applicant must include how the CoC will determine the need or the services and rental assistance for those at risk of homelessness will ensure individuals and families served by these types of projects will be prevented from falling into homelessness situations. The narrative must also include the types of projects that the CoC intends to reduce and/or eliminate in order to create one or more new projects under the HPC designation.

HPC Coverage/Mean Length of Homelessness

What is the CoC's mean length of time individuals and persons in families experience homelessness in each type of project listed below within the CoC's geographic area in FY 2015? Based on the information provided by the CoC, the Collaborative Applicant must use HMIS data to demonstrate in the chart provided that the CoC satisfies at least one of the following within the CoC's geographic area:

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

The reporting period includes any individual or person in a family who was recorded in HMIS in an emergency shelter bed, transitional housing bed, or safe haven bed during the period October 1, 2015 to September 30, 2016. The number of days must also include days that a person reported in HMIS data element 3.17 as described in [HMIS Data Standards: HMIS Data Dictionary](#) during the period October 1, 2015 to September 30, 2016.

The number of days recorded for any individual or person in a family must include all of the days for a period ending on their last day in one of those program types during the reporting year and beginning 365 days before then and, for any person who was homeless at the beginning 365 days before then and, for any person who was homeless at the beginning of that 365 day period, it must include all of the consecutive days homeless prior to the first day of that 365 day period. The number of days must also include days that a person was unsheltered as reported in HMIS data element 3.917A and 3.917B as described in *HMIS Data Standards: HMIS Data Dictionary*. The combined number of days calculated as such must then be divided by the unduplicated persons reported in HMIS for the reporting period. Information about HMIS to calculate

information for this measure may be found in the [System Performance Measures Programming Specifications](#) posted on the HUD Exchange.

For each bed type listed below, what is the percentage of the bed coverage as recorded in HMIS for FY 2013, FY 2014 FY 2015 and FY 2016? The Collaborative Applicant must demonstrate that the CoC's bed coverage rate is at least 80% for emergency shelters, transitional housing, safe haven, and permanent supportive housing for 2013, 2014, 2015 and 2016. Do not include rapid re-housing in the form. If a project type does not exist in the CoC, enter "0". For purposes of the service volume coverage, divide the total number of persons served in the CoC and ESG Program funded projects who received at least one service by the total number of persons served in those projects. The information provided by the Collaborative Applicant must match the data provided on the Housing Inventory Count (HIC) for each of the calendar years as submitted in HUD's [Homelessness Data Exchange \(HDX\)](#).

HPC Reduced Returns to Homelessness & Street Outreach

Complete the following chart to demonstrate that less than 5% of persons return to homelessness at any time and the percentage of individuals and families in similar circumstances who become homeless again is at least 20% less from the previous fiscal year. The CA will enter the whole numbers into the chart for each row and column based on data from the CoC's HMIS. The grey-shaded area will automatically populate the percentage once "Save" is clicked on the form.

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

1. Of the homeless individuals and families who exited homelessness programs for a permanent destination in the year ending September 30, 2014, fewer than 5 percent had a subsequent experience of homelessness in the 24 months following their exit; or
2. There was a 20 percent reduction in returns to homelessness for homeless individuals and families who exited emergency shelters, safe havens, or transitional housing for a permanent housing destination in the year ending September 30, 2014 compared to individuals and families who exited an emergency destination in the year ending September 30, 2013.

In both calculations, the CoC must first determine the **client universe**, which is based on the number of persons that exited homelessness to a permanent housing destination.

The client universe is the number of persons that exited to a permanent housing destination from street outreach, emergency shelters, transitional housing, safe havens, and permanent housing projects during the fiscal year two years prior to the current reporting period.

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

- ***Clearly describe the CoC's outreach efforts to identify and meet with persons experiencing homelessness and sleeping in places not meant for human habitation, including the community partners that conduct outreach and the last date of training received.*** Collaborative Applicants must demonstrate that 100 percent of the CoC claimed geographic area is covered by street outreach efforts that meet with homeless individuals and families where they are sleeping. Additionally, describe the outreach efforts currently in place and include the community partners that conduct the street outreach. The CoC should also conduct training for street outreach on a regular basis and is required to include in the narrative the date the last street outreach training was held for the community partners who are involved. The Collaborative Applicant must also attach the CoC's Street Outreach Plan which should include a date that the street outreach policies and procedures were adopted and/or revised.
- ***Clearly describe how the CoC uses its outreach, engagement, and assessment strategies to link individuals and families experiencing homelessness with needed housing resources.*** The Collaborative Applicant must clearly demonstrate that their outreach, engagement, and assessment strategies are linking individuals and families experiencing homelessness with needed housing resources by demonstrating that the number of individuals that enter emergency shelters, safe havens, transitional housing, and permanent housing – including both permanent supportive housing and rapid re-housing – projects from places not meant for human habitation is higher than the unduplicated number of unsheltered individuals identified in the PIT Count.
- ***Identify the number of unsheltered homeless from the 2016 PIT count.*** The Collaborative Applicant will enter the number of unsheltered persons experiencing homelessness as submitted to the HUD HDX for in 2015. To determine the number that should be entered in the response field, the Collaborative Applicant should compare the number of unsheltered persons experiencing homelessness counted during the 2015 PIT and data from the HMIS, specifically, Universal Data Element 3.9 – *Residence Prior to Program Entry*.

- ***Identify the number of persons who entered emergency shelters, safe havens, transitional housing, and permanent housing projects from places not meant for human habitation.*** The Collaborative Applicant will enter the number for all clients who entered emergency shelters, safe havens, transitional housing, and permanent housing – including permanent supportive housing and rapid re-housing – projects in 2016.

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

Attachments

This form will populate the applicable attachments based upon how the Collaborative Applicant is registering and which, if any, designation(s) are being requested – UFA and/or HPC - as selected on form **1. CoC Organization** form. The following are those required attachments based upon the type of CoC

Required Attachment	CA	UFA	HPC
Merger Worksheet	X*	X*	X*
Grant Inventory Worksheet (GIW)		X	X**
A-133 Audit		X	
Audit Policy and Procedure for sub-recipient		X	
Centralized or Coordinated Assessment System		X	
CoC Governance Charter		X	
CoC Housing and Services System/Coordination Plan		X	
CoC Meeting Agenda/Minutes		X	
ESG - CoC Operations		X	
Financial Management Systems Policies and Procedures		X	
List of Board Leads and Members		X	
LOCCS Drawdown Procedures		X	
Monitoring Guide for Sub-recipients		X	
Organizational Chart/Policies and Procedures		X	
Procurement Policy and Procedures		X	
Procedures for High-Risk Sub-Grantee Management		X	
FY 2016 Final HUD Approved GIW			X
CoC Street Outreach Plan			X

*The Merger Worksheet is only required if the CoC merged with one or more CoCs after the FY 2016 CoC Program Registration process.

**The GIW for the HPC attachment form is the FY 2016 final HUD-approved GIW with the extra column added by the CoC

Certification

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

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

Submission Summary

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

As mentioned earlier, after HUD reviews and approves the CoC registration, the CoC will have the opportunity to review HUD’s decision and either agree or dispute any or all of HUD’s review. If the applicant agrees with HUD’s review, click “Submit” on the **Submission Summary** form. Once the FY 2017 CoC Program Competition opens, the Collaborative Applicant will have access to the CoC Consolidated Application in *e-snaps*.

If the Collaborative Applicant disputes any or all of HUD’s review, clearly specify those items that are being disputed and return the registration to HUD for final review and approval. If for any reason, you still dispute any or all of HUD’s final review and approval, you will need to contact your local CPD field office to reconcile any further issues outside of *e-snaps*.

HOWEVER, even if you still disagree with HUD’s review you *MUST* submit the final CoC Review in *e-snaps* by the deadline provided by HUD in the listserv message in order to have access to the FY 2017 CoC Consolidated Application when the FY 2017 CoC Program Competition opens.