

e-snaps Instructional Guide

Continuum of Care Application



FY 2016, Version 1

CoC Application

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CoC Application

Introduction

Welcome to the Continuum of Care (CoC) Application instructional guide. This instructional guide covers important information about accessing, completing, and submitting the CoC Application.

The CoC Application and the CoC Priority Listing are the two components of the CoC Consolidated Application. There is a separate instructional guide for the CoC Priority Listing on the CoC Program Competition: *e-snaps* Resources webpage at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Each component appears separately on the Collaborative Applicant's Submission screen in *e-snaps*, and each is submitted separately; however, **both** the CoC Application **AND** the CoC Priority Listing, which includes the Project Applications, must be submitted prior to the application deadline to successfully submit the entire CoC Consolidated Application.

Objectives

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

- Access *e-snaps*.
- Complete the four sections of the CoC Application, which include: CoC Structure and Governance, Data Collection and Quality, CoC Performance and Strategic Planning Objectives, and Cross-Cutting Policies.
- Submit the CoC Application.

Overview of this Instructional Guide

The organization of material in this instructional guide starts with how to access *e-snaps* and the CoC Application. The rest of this instructional guide corresponds with the four different parts of CoC Application, and the instructional steps follow the progression of screens in *e-snaps*.

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. To view an organization's CoC Application, the *e-snaps* user needs to be associated as a "registrant" with the Collaborative Applicant organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **CoC Structure and Governance.** This section asks the CoC to verify information entered during CoC Registration, provide information regarding the CoC's local processes towards ending homelessness in its geographic area, and describe how the CoC coordinates with other entities serving homeless individuals and families in the community.
- **Data Collection and Quality.** This section asks the CoC to provide information about the Homeless Management Information System (HMIS) in its geographic area. Additionally, CoCs will report on the sheltered and unsheltered point-in-time (PIT) information.

CoC Application

- **CoC Performance and Strategic Planning.** This section asks the CoC to provide information about the CoC's performance and plan for ending homelessness among veterans, households with children, and youth and ending chronic homelessness.
- **Cross-Cutting Policies.** This section asks the CoC to provide cross-cutting information such as mainstream benefits, low barrier projects, and adoption of Housing First principles.

Tips for Completing the CoC Application: Knowing Which Fields to Complete

All fields in the CoC Application must be completed.

- If the fields are not applicable to your particular CoC, then do one of the following:
 - Select the “not applicable” option, if there is a dropdown menu; or
 - Type in the words “not applicable,” if there is a blank text field.
- All fields with an asterisk must be completed, or *e-snaps* will identify the missing data as an error. You will not be able to submit the CoC Application.

There is a difference between completing the requirements necessary to advance through *e-snaps* and completing your CoC Application fully and correctly. While you may not be required to complete a particular field in *e-snaps*, this does not mean that the FY 2016 CoC Program Competition Notice of Funding Availability (NOFA) does not require an answer. Please thoroughly complete and answer all questions and fields in *e-snaps*.

NOTE:

When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.



The FY 2016 CoC Application Detailed Instructions are available this year by using the "Instruction" link found on each page in e-snaps and on the HUD Exchange. Collaborative Applicants are encouraged to use this document as it contains information needed to complete each question. Many questions have multiple parts. The Detailed Instructions contain information that is necessary to fully complete the CoC Application questions and maximize scoring potential.

CoC Application

Highlights in e-snaps in FY 2016

There are several reminders regarding *e-snaps* this year.

- **Grant Inventory Worksheet (GIW).** The final HUD-approved GIW is a mandatory submission. The GIW attachment is now located on the CoC Priority Listing and is discussed further in the FY 2016 CoC Priority Listing instructional guide.
- **Collaborative Applicants Designated as a Unified Funding Agency (UFA).** A Collaborative Applicant that requested UFA-designation during the CoC Registration period was notified as to whether it received UFA designation when the Collaborative Applicant reviewed and submitted the CoC Review. If the Collaborative Applicant received UFA designation, it must complete the same screens as all Collaborative Applicants.

This Collaborative Applicant is also eligible to complete and submit a UFA Costs project application. There is a separate UFA Costs instructional guide on the HUD Exchange under the CoC Program Competition Resources page at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

- **Importing of Data.** If the Collaborative Applicant selected to import the previous year's data during the FY 2016 CoC Program Registration process, most, but not all of the information has been prepopulated. Collaborative Applicants should carefully read all questions and any prepopulated responses to ensure they are accurate and update as necessary.

CoC Application

Accessing e-snaps

e-snaps contains the CoC Registration, CoC Application, and CoC Priority Listing forms that are submitted electronically during the annual competition under the CoC Registration Notice and the CoC Program Competition NOFA.

Front Office Portal

Username: 2016test

Password: *****

Login

Forgot your password?

Create Profile

Contact Us

Welcome to **E-snaps!** E-snaps is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the CoC Program Competition.

The **E-snaps** system 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 Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific funding competitions.

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 01/31/2018)

Public reporting burden for this collection is estimated to average 3 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

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. When there is staff turnover, the CoC will need to ensure that it has access to e-snaps.

CoC Application

Existing Users

Step	Description
1.	Direct your Internet browser to http://www.hud.gov/esnaps .
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 the Existing Users heading above.



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

Adding and Deleting Registrants

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



For information on how to add and delete users, refer to the Adding and Deleting Users module available at: <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>

CoC Application

Completing the CoC Consolidated Application

HUD must have already approved your CoC Registration in *e-snaps* for you to access the CoC Application and CoC Priority Listing. As a reminder, the CoC Priority Listing will be discussed in a separate instructional guide.

If you have not received HUD's approval of your CoC Registration, you will not have access to the CoC Application or the CoC Priority Listing.

Prior to starting your CoC Application, HUD recommends that all CoCs, Collaborative Applicants, and Project Applicants read and review the following information:

- FY 2016 CoC Program Competition NOFA at: <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>
- 24 CFR part 578 CoC Program interim rule at: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

HUD recommends that you follow the steps listed in the instructional guides and detailed instructions so that you successfully complete and submit your application, such as completing and submitting all CoC Application and CoC Priority Listing screens.

- **The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing (with all project applications either approved and ranked or rejected) are submitted in *e-snaps* prior to the application submission deadline.**

Other helpful resources include:

- FY 2016 CoC Program Competition materials and guidance are available on the HUD Exchange website at: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>.
- FY 2016 Continuum of Care (CoC) Detailed Instructions document, which provides additional guidance to fully answer each question, is available on the HUD Exchange website at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.
- Instructional guides and resources for *e-snaps* are available on the HUD Exchange website at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- The CoC Program Competition Frequently Asked Questions (FAQs) are available at: <https://www.hudexchange.info/e-snaps/faqs/>. The FAQs address common issues and questions that arise while submitting the CoC Application in *e-snaps*. If your question is not addressed by an existing FAQ, please submit your question to the Ask A Question (AAQ) portal.
- The HUD Exchange *e-snaps* AAQ is available at: <https://www.hudexchange.info/get-assistance/my-question/> for submitting technical questions.
 - Select "*e-snaps*" for questions related to the FY 2016 CoC Program Competition.

CoC Application

Accessing the CoC Application

You must access the CoC Application through the "Submissions" screen.

Front Office | Help | Logout

Applicant: Metropolitan Denver Homeless Initiative (CO-503)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: TZ_FY2016_REG_9

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	TZ_FY2016_REG_9 COC_REG_2016_134859	CoC Registration and Application FY2016 Registration FY2016	Jul 28, 2014	May 19, 2020	Primary Applicant	1	Mar 29, 2016 10:07:17 AM
	TZ_FY2016_REG_9 COC_REG_2016_134859	CoC Registration and Application FY2016 CoC Reviews HUD Final Decision	Jul 18, 2014	Dec 31, 2020	Primary Applicant	1	Jun 9, 2016 1:24:33 PM
	TZ_FY2016_REG_9 COC_REG_2016_134859	CoC Registration and Application FY2016 CoC Application FY2016	Sep 16, 2014	Nov 19, 2020	Primary Applicant	1	
	TZ_FY2016_REG_9 COC_REG_2016_134859	CoC Registration and Application FY2016 CoC Priority Listing FY2016	Sep 16, 2014	Nov 19, 2020	Primary Applicant	1	
	TZ_FY2016_REG_9 COC_REG_2016_134859	CoC Registration and Application FY2016 CoC Review	Jul 18, 2014	Dec 31, 2020	Primary Applicant	1	Jun 9, 2016 1:22:37 PM

1

Step Description

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen appears.
3. Locate the CoC Application.
 - Option: Use the "Submissions Filters." Select your FY 2016 CoC Registration in the "Applicant Project Name" field. Then select the "Filter" button.
 - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY2016 / CoC Application FY2016."
4. Select the "Open Folder" icon next to the CoC Application (the "Consolidated CoC" project). Continue with the instructions in the next section for completing the CoC Application.

CoC Application

Before Starting the CoC Application

The "Before Starting" screen provides information about the availability of instructional guides and resources on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> and about requirements for answering questions.

eForms Logout

jbaker

CoC Registration and Application FY2016

Applicant Name:
Metropolitan Denver Homeless Initiative

Applicant Number:
CO-503

Project Name:
TZ_FY2016_REG_9

Project Number:
COC_REG_2016_134859

FY2016 CoC Application

AHAR Submission Report
FY2015 CoC Application Detailed Instructions
CoC Con Plan Jurisdiction Report
PHA Crosswalk Report

Before Starting

Part 1: CoC Structure and Governance

- 1A. Identification
- 1B. CoC Engagement
- 1C. Coordination
- 1D. CoC Discharge Planning
- 1E. Coordinated Assessment
- 1F. Project Review
- 1G. Addressing Project

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- **Using the CoC Application Detailed Instructions while completing the application in e-snaps.**
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:
 - This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
 - For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
 - Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

[For CoC Application Detailed Instructions click here.](#)

Back Next

Step	Description
1.	Review this screen and select "Next."



The FY 2016 CoC Application Detailed Instructions are available in e-snaps on the upper part of the screen and on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. Collaborative Applicants should use the instructions while completing the CoC Application.

CoC Application

1. CoC Structure and Governance

The section shown below covers Part 1: CoC Structure and Governance of the CoC Application. This section asks Collaborative Applicants to verify information submitted during the CoC Registration process and provide information regarding the CoC's structure, operations, committees, coordination, and member organizations.

1A. Continuum of Care Identification

On the first screen in the CoC Application, the CoC Name and Number and the Collaborative Applicant Name will automatically populate based on the information entered during CoC Registration. This should be the same information that was used to register your CoC. The HMIS Lead information is prepopulated from the CoC Applicant Profile and is read-only.

The screenshot shows the '1A. Continuum of Care (CoC) Identification' screen in the eForms application. The page title is '1A. Continuum of Care (CoC) Identification'. Below the title, there are instructions and a link to 'Show Instructions'. The form contains four fields:

- * 1A-1. CoC Name and Number: CO-503 - Metropolitan Denver CoC (dropdown menu)
- * 1A-2. Collaborative Applicant Name: Metro Denver Homeless Initiative (text input)
- * 1A-3. CoC Designation: CA (dropdown menu)
- * 1A-4. HMIS Lead: Colorado Coalition for the Homeless (text input)

At the bottom of the form, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. The left sidebar shows the user 'jbaker' and a list of navigation links including 'CoC Registration and Application FY2016', 'Applicant Name: Metropolitan Denver Homeless Initiative', 'Applicant Number: CO-503', 'Project Name: TZ_FY2016_REG_9', 'Project Number: COC_REG_2016_134859', 'FY2016 CoC Application', 'AHAR Submission Report', 'FY2015 CoC Application', and 'Detailed Instructions'. The top right corner has a 'Logout' button.

Step	Description
1.	Verify that the correct CoC is populating in the CoC Name and Number field. <ul style="list-style-type: none">If it is not correct, use the dropdown menu to select the correct CoC.
2.	Review the prepopulated information in the Collaborative Applicant Name, CoC Designation, and HMIS Lead fields. <ul style="list-style-type: none">If the CoC Designation is incorrect, contact the <i>e-snaps</i> AAQ at https://www.hudexchange.info/get-assistance/my-question/.The Collaborative Applicant Name and HMIS Lead information can be updated in the CoC Applicant Profile.
3.	Select "Next."

CoC Application

1B. Continuum of Care (CoC) Engagement

CoCs are required to demonstrate coordination with other systems of care that serve homeless individuals and families, sources of funding other than the CoC Program, an inclusive and outcome-oriented community process, and organizational structure(s) and decision-making process for developing and implementing a CoC strategy that is inclusive of representatives from both the private and public sectors, including homeless or formerly homeless persons. Review the Detailed Instructions for additional guidance to fully complete the following questions.

1B. Continuum of Care (CoC) Engagement

Instructions: [Show Instructions](#)

* 1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Votes, including electing CoC Board		
	Participates in CoC Meetings	Sits on CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	No	No	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	No
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	No	No	No
Youth advocates	Yes	No	No
Agencies that serve survivors of human trafficking	Yes	No	No
Other homeless subpopulation advocates	Yes	No	No
Homeless or Formerly Homeless Persons	No	No	No
Test Organization	Yes	Yes	Yes
Test Organization	Yes	Yes	Yes
Test Organization	Yes	Yes	Yes

* 1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

Test text

- | Step | Description |
|------|--|
| 1. | <p>For each organization or person listed in the chart, select from the dropdown "Yes," "No," or "Not Applicable" for each of the 3 columns:</p> <ul style="list-style-type: none"> Participates in CoC Meetings Votes, including electing CoC Board Sits on CoC Board <p><i>You should only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.</i></p> |
| 2. | <p>If needed, there is space to add up to 3 additional organizations or persons. To activate the dropdown menus for the columns associated with these additional spaces, select "Save" after entering the person or organization in the textbox.</p> |
| 3. | <p>Describe in the 1B-1a text box how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Review the Detailed Instructions for the requirements to fully respond to this question.</p> |

CoC Application

- Quality
- 2H. Unsheltered PIT
- 2I. Unsheltered Data - Methods
- 2J. Unsheltered Data - Quality
- Part 3: CoC Performance and Strategic Planning
- 3A. System Performance
- 3B. Objective 1
- 3B. Objective 2
- 3B. Objective 3
- Part 4: Cross-Cutting Policies
- 4A. Benefits
- 4B. Additional Policies
- 4C. Attachments
- Submission Summary
- [View Applicant Profile](#)
- [Export to PDF](#)
- [Get PDF Viewer](#)
- [Back to Submissions List](#)

*** 1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --
	-- select --	-- select --	-- select --

*** 1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --
	-- select --	-- select --

- | Step | Description |
|------|---|
| 4. | <p>For 1B-1b, list Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers who operate within the CoC's geographic area (CoC Program and non-CoC Program funded).</p> <p>Then select from the dropdown "Yes" or "No" for the following columns:</p> <ul style="list-style-type: none"> RHY funded? Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016 Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016 |
| 5. | <p>For 1B-1c, list the victim service providers who operate within the CoC's geographic area (CoC Program and non-CoC Program funded).</p> <p>Then select "Yes" or "No" for the following columns:</p> <ul style="list-style-type: none"> Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016 Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016 |

CoC Application

*** 1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016.**
(limit 1000 characters)

test text

*** 1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** -- select --

Save & Back Save Save & Next

Back Next

Step	Description
6.	In 1B-2, explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program Competitions, even if the CoC is not applying for any new projects in 2016. Review the Detailed Instructions for additional guidance to fully respond to this question.
7.	In 1B-3, select from the dropdown how often the CoC invites new members to join the CoC through a publicly available invitation process: <ul style="list-style-type: none">• Bi-monthly• Monthly• Quarterly• Semi-Annually• Annually• Never
8.	Select "Save & Next."

CoC Application

1C. Continuum of Care (CoC) Coordination

The screens in this section ask Collaborative Applicants to provide information about coordination with other programs that provide homeless housing and services, coordination with and participation in the local jurisdiction(s) Consolidated Plan(s) that are located within the CoC's geographic area, coordination with the local Emergency Solutions Grants (ESG) processes, coordination with victim service providers, and the strategies within the CoC's geographic area to ensure homelessness is not criminalized.

The screenshot shows the eForms application interface. At the top left is the 'e.Forms' logo. Below it is a user profile for 'stephaniew'. The main content area is titled '1C. Continuum of Care (CoC) Coordination'. It includes instructions: 'Instructions: [Show Instructions](#)'. Below the instructions is a question: '* 1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.' Below the question is a table with two columns: 'Funding or Program Source' and 'Coordinates with Planning, Operation and Funding of Projects'. The table lists five funding sources, each with a corresponding dropdown menu for coordination status.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	-- select --
Temporary Assistance for Needy Families (TANF)	-- select --
Runaway and Homeless Youth (RHY)	-- select --
Head Start Program	-- select --
Housing and service programs funded through Federal, State and local government resources.	-- select --

Step	Description
1.	<p>For each of the funding or program sources listed in 1C-1, select "Yes," "No," or "Not Applicable" from the dropdown to indicate if the CoC coordinates with the planning, operation, and funding of projects:</p> <ul style="list-style-type: none">• Housing Opportunities for Persons with AIDS (HOPWA)• Temporary Assistance for Needy Families (TANF)• Runaway and Homeless Youth (RHY)• Head Start Program• Housing and service programs funded through Federal, State, and local government resources

CoC Application

CoC Con Plan Jurisdiction Report
PHA Crosswalk Report

Before Starting
Part 1: CoC Structure and Governance

1A. Identification
1B. CoC Engagement

1C. Coordination

1D. CoC Discharge Planning

1E. Coordinated Assessment

1F. Project Review
1G. Addressing Project Capacity

Part 2: Data Collection and Quality

2A. HMIS Implementation
2B. HMIS Funding Sources

2C. HMIS Beds
2D. HMIS Data Quality
2E. Sheltered PIT
2F. Sheltered Data - Methods
2G. Sheltered Data - Quality
2H. Unsheltered PIT
2I. Unsheltered Data - Methods
2J. Unsheltered Data - Quality

Part 3: CoC Performance and Strategic Planning

3A. System

*** 1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the *CoCs and Consolidated Plan Jurisdiction Crosswalk* to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	<input type="text"/>
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	<input type="text"/>
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	<input type="text"/>
How many of the Con Plan jurisdictions are also ESG recipients?	<input type="text"/>
How many ESG recipients did the CoC participate with to make ESG funding decisions?	<input type="text"/>
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	<input type="text"/>

*** 1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).
(limit 1000 characters)**

*** 1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.
(limit 1000 characters)**

Step Description

2. In 1C-2, using the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* to enter the number of Consolidated Plan jurisdiction(s) located in your CoC's geographic area. Then, enter a numerical value for each of the following:
- How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?
 - How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?

Using the *CoC-Con Plan jurisdiction and ESG recipient crosswalk*, enter the number of Con Plan jurisdictions that are also ESG recipients.

Then, enter a numerical value for each of the following:

- How many ESG recipients did the CoC participate with to make ESG funding decisions?
- How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?

3. Based on the responses in 1C-2, describe in the 1C-2a text box how the CoC participates with the Consolidated Plan jurisdiction(s) and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). Review the Detailed Instructions for additional guidance to fully respond to this question.

4. Based on the responses in 1C-2, describe in the 1C-2b box how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. Review the Detailed Instructions for additional guidance to fully respond to this question.

CoC Application

- 3A. System Performance
- 3B. Objective 1
- 3B. Objective 2
- 3B. Objective 3
- Part 4: Cross-Cutting Policies
- 4A. Benefits
- 4B. Additional Policies
- 4C. Attachments
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld.

(limit 1000 characters)

* 1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
		-- select --

5. In the 1C-3 text box, describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC Program funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. The response provided must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. Review the Detailed Instructions for additional guidance to fully respond to this question.

6. In 1C-4, refer to the *CoC-PHA Crosswalk to determine which PHAs* are within the CoC's geographic area. Applicants may also rely on local information rather than the Crosswalk when addressing this question. For 1C-4, provide the required information on the five largest PHAs or the five PHAs with which your organization has a working relationship. If there are fewer than five PHAs within a CoC's geographic area, the CoC must report on all of the PHAs listed in the crosswalk.

Review the Detailed Instructions for additional guidance to fully respond to this question. Next, from the numeric fill-in and dropdown menu provided in the next 2 columns:

- For each PHA listed, enter the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016.
- Select "Yes--Public Housing," "Yes--HCV," "Yes--Both," or "No" in the next column to indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Written documentation of a relevant excerpt from the PHA's administrative planning document(s) that clearly shows the PHA's homeless preference must be attached as "PHA Administration Plan (Applicable Section(s) Only)".

CoC Application

* 1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)

* 1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:

Engaged/educated law enforcement:

Implemented communitywide plans:

No strategies have been implemented

Other: (limit 1000 characters)

At least one box must be checked.

Save & Back Save Save & Next

Back Next

Check Spelling

7. In 1C-5, describe other subsidized or low-income housing opportunities that exist within the CoC that are directed toward persons experiencing homelessness other than CoC, ESG, Housing Choice Voucher Programs, and Public Housing. Review the Detailed Instructions for additional guidance to fully respond to this question.

8. In 1C-6, check the box(s) to indicate the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area.

- Select "No strategies have been implemented" if the CoC has not implemented any strategies.

At least one box must be checked.

9. Select "Save & Next."

NOTE: *When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

CoC Application

1D. Continuum of Care (CoC) Discharge Planning

The McKinney-Vento Act requires State and local governments have policies and protocols in place to ensure persons being discharged from a publicly-funded institution or system of care where they resided for more than 90 days are not discharged immediately into homelessness. CoCs are expected to coordinate with and/or assist in State or local discharge planning efforts to ensure those who are discharged are not released directly onto the streets, homeless shelters, or into other McKinney-Vento homeless assistance programs after exiting foster care, a health care system, a mental health institution or a correctional facility.

eForms Logout

1D. Continuum of Care (CoC) Discharge Planning

Instructions: [Show Instructions](#)

*** 1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

Foster Care:	<input type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/>
None:	<input type="checkbox"/>

At least one box must be checked.

*** 1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

Foster Care:	<input type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/>
None:	<input type="checkbox"/>

At least one box must be checked.

*** 1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.**
(limit 1000 characters)

CoC Application

Step	Description
1.	<p>For 1D-1, select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, CoC, or another entity for the following institutions. Select all that apply within your CoC's geographic area:</p> <ul style="list-style-type: none">• Foster Care• Health Care• Mental Health Care• Correctional Facilities• None <p><i>At least one box must be checked.</i></p>
2.	<p>In 1D-2, select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness, including:</p> <ul style="list-style-type: none">• Foster Care• Health Care• Mental Health Care• Correctional Facilities• None <p><i>At least one box must be checked.</i></p>
3.	<p>If you did not check all boxes in 1D-2, explain in 1D-2a why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness. Review the Detailed Instructions for additional guidance to fully respond to this question</p>
4.	<p>Select "Save & Next."</p>

CoC Application

1E. Centralized or Coordinated Assessment (Coordinated Entry)

The CoC Program Interim Rule required CoCs to establish a Centralized or Coordinated Assessment system, which HUD also referred to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry processes are that assistance is allocated effectively and is easily accessible no matter where or how people present. The Coordinated Entry Policy Brief is located at: <https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>

Logout

jbaker

CoC Registration and Application FY2016

Applicant Name: Metropolitan Denver Homeless Initiative
 Applicant Number: CO-503
 Project Name: TZ_FY2016_REG_9
 Project Number: COC_REG_2016_134859

FY2016 CoC Application

AHAR Submission Report
 FY2015 CoC Application Detailed Instructions
 CoC Con Plan Jurisdiction Report
 PHA Crosswalk Report

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 2J. Unsheltered Data - Quality
 Part 3: CoC Performance and Strategic Planning
 3A. System Performance
 3B. Objective 1

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions: [Show Instructions](#)

CoC's are required by the CoC Program Interim Rule to establish a Centralized or Coordinated Assessment system which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance.

*** 1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. (limit 1000 characters)**

*** 1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC's geographic area, select "Not Applicable." If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participates in Case Conferencing	Does not Participate	Does not Exist
Local Government Staff/Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At least one box must be checked for each row.

Save & Back
Save
Save & Next

Back
Next

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

- | | |
|----|--|
| 1. | In the text box provided for 1E-1, explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. |
|----|--|

CoC Application

Review the Detailed Instructions for additional guidance to fully respond to this question.

2. In the 1E-2 chart, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process.
- If the organization or person does not exist in the CoC's geographic area, select "does not exist."
 - If there are other organizations or persons that participate but are not listed on this chart, enter the organization or person in the blank cell(s) provided and select "Save" at the bottom of the screen to activate the checkboxes. Then select the applicable checkbox(s).

At least one box must be checked.

3. Select "Save & Next."
-

CoC Application

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

All responses for this section must clearly demonstrate the existence of a coordinated, inclusive, outcome-oriented community process for the solicitation, objective review, ranking and selections of CoC Program project application(s).

To ensure the delivery of homeless assistance is open, inclusive, and transparent, CoCs must ensure the process for review and ranking and selection is available to the public. CoCs must make available to the public all parts of the CoC Consolidated Applications, including the CoC Priority Listing with all project applications accepted, ranked or rejected.

Step	Description
1.	<p>For all renewal project applications submitted in the FY 2016 CoC Program Competition, complete the 1F-1 chart with a numerical value regarding the CoC's review of the Annual Performance Report(s) for the following:</p> <ul style="list-style-type: none">• The number of renewal project applications that are being submitted in the FY 2016 CoC Program Competition.• The number of renewal project applications that are first time renewals for which the first operating year has not expired yet.• The number of renewal project application Annual Performance Reports (APRs) that were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition. <p>The last row will automatically populate with the percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the FY 2016 CoC Program Competition after you select the "Save" button at the bottom of the screen.</p>

CoC Application

FY2015 CoC Application
Detailed Instructions
CoC Con Plan
Jurisdiction Report
PHA Crosswalk Report

Before Starting
Part 1: CoC Structure and Governance
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2C. HMIS Beds
2D. HMIS Data Quality
2E. Sheltered PIT
2F. Sheltered Data - Methods
2G. Sheltered Data - Quality
2H. Unsheltered PIT
2I. Unsheltered Data - Methods

*** 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.**

Performance outcomes from APR reports/HMIS:

- % permanent housing exit destinations
- % increases in income

Monitoring criteria:

- Utilization rates
- Drawdown rates
- Frequency or Amount of Funds Recaptured by HUD

Need for specialized population services:

- Youth
- Victims of Domestic Violence
- Families with Children
- Persons Experiencing Chronic Homelessness
- Veterans

None:

-

At least one box must be checked.

*** 1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority.**
(limit 1000 characters)

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

2.	In the sections provided in 1F-2, select the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. <i>At least one box must be checked.</i>
----	--

Review the Detailed Instructions for additional guidance to respond to this question.

Check the applicable boxes regarding "Performance outcomes from APR reports/HMIS:"

- Percent of permanent housing exit destinations
- Percent increases in income

Check the applicable boxes regarding "Monitoring Criteria:"

- Utilization rates
- Drawdown rates
- Frequency or amounts of funds recaptured by HUD

Check the applicable boxes regarding "Need for specialized population services:"

- Youth
- Victims of domestic violence
- Families with children
- Persons experiencing chronic homelessness
- Veterans

3.	In the text box provided for 1F-2a, describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. Review the Detailed Instructions for additional guidance to fully respond to this question
----	--

CoC Application

[Policies](#)
[4A. Benefits](#)
[4B. Additional Policies](#)
[4C. Attachments](#)
[Submission Summary](#)

[View Applicant Profile](#)

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* 1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached.
(limit 750 characters)

* 1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.)



* 1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)



* 1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?

Step	Description
4.	<p>In the text box provided for 1F-3, describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Review the Detailed Instructions for additional guidance to fully respond to this question</p> <p><i>Evidence of the public posting must be attached as the "CoC's Rating and Review Procedure: Public Posting Evidence".</i></p>
5.	<p>Next, using the "Calendar" icon  in 1F-4, select the date the CoC and Collaborative Applicant publicly posted all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking.</p> <p><i>Written documentation of the public posting, with the date of the posting clearly visible, as well as evidence of communicating decisions to the CoC's full membership must be attached as "2015 CoC Consolidated Application: Public Posting Evidence" .</i></p>
6.	<p>For 1F-5, select "Yes" or "No" from the dropdown to indicate if the CoC is using the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects.</p> <p><i>If "Yes" is selected, then written documentation of the reallocation process used by the CoC must be attached as "CoC's Process for Reallocating".</i></p>
7.	<p>If the CoC rejected project application(s), using the "Calendar" icon  for 1F-5a, select</p>

CoC Application

the date the CoC and Collaborative Applicant notified those project applicants that their project application was rejected in the local CoC competition process.

For those projects rejected in the local CoC competition process, a copy of the written rejection notification must be attached as "2016 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects". Review the Detailed Instructions to fully answer this question.

8. For 1F-6, select "Yes" or "No" from the dropdown.
- Select "Yes" if the total sum of all renewal projects and new reallocated projects is equal to or less than the ARD on the final HUD-approved GIW. For a confirmation of your CoC's ARD, review the Final Continuum of Care (CoC) Final ARD Report that will be posted to the HUD Exchange after August 5, 2016; or
 - Select "No" if the total sum of all renewal and new reallocated projects is greater than the ARD on the final HUD-approved GIW.
-
9. Select "Save & Next."
-

CoC Application

1G. Continuum of Care (CoC) Addressing Project Capacity

This screen asks Collaborative Applicants to provide information regarding CoC monitoring of project capacity, including project performance and up-to-date, signed form HUD-2991(s).

The screenshot shows the e.Forms application interface. The top navigation bar includes the e.Forms logo and a Logout button. A sidebar on the left contains the user's name 'jbaker' and a list of application links: 'CoC Registration and Application FY2016', 'FY2016 CoC Application', 'AHAR Submission Report FY2015 CoC Application', and 'Detailed Instructions'. The main content area is titled '1G. Continuum of Care (CoC) Addressing Project Capacity'. It features an 'Instructions' link and a question: '* 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)'. Below this is a text input field containing 'test text'. A second question is displayed: '* 1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?'. A dropdown menu next to this question is set to 'Yes'. At the bottom of the form are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	In the text box provided in 1G-1, describe how the CoC monitors the performance of CoC Program recipients. Review the Detailed Instructions for additional guidance to fully respond to this question
2.	For 1G-2, select from the dropdown "Yes" or "No" to indicate if the Collaborative Applicant included an accurately completed and appropriately dated form HUD-2991(s) for all project applications submitted on the CoC Priority Listing.
3.	Select "Save & Next."

CoC Application

2. Data Collection and Quality

The second series of screens in the CoC Application asks CoCs about the data collection and quality of the data used their geographic area. This section of the CoC Application asks each Collaborative Applicant about the HMIS and PIT process within its geographic area.

2A. Homeless Management Information System (HMIS): Implementation

The Collaborative Applicant should complete this screen in conjunction with the responsible HMIS Lead. All information should reflect the status of HMIS implementation as of the date of application submission.

The screenshot shows the eForms application interface. The sidebar on the left includes the user name 'stephaniew', application details for 'CoC Registration and Application FY2016', and a list of navigation links such as 'Applicant Name: Provo/Mountainland CoC', 'Applicant Number: UT-504', 'Project Name: FY2016_NEW_BF_UT_Test 9', 'Project Number: COC_REG_2016_134872', 'FY2016 CoC Application', 'AHAR Submission Report', 'FY2015 CoC Application', 'Detailed Instructions', and 'CoC Con Plan Jurisdiction Report'. The main content area is titled '2A. Homeless Management Information System (HMIS) Implementation' and contains the following text:

Instructions: [Show Instructions](#)

* 2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.

* 2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Step	Description
1.	Select "Yes" or "No" for 2A-1 from the dropdown to indicate if the CoC has a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document such as a MOU or MOA. <i>In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.</i>
2.	Next, for 2A-1a, include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in the question 2A-1. Also indicate if the page number applies to the CoC's attached governance charter or the attached MOU/MOA.
3.	For 2A-2, select from the dropdown "Yes" or "No" if the CoC has a HMIS Policies and Procedures Manual. <i>If "Yes," the HMIS Policy and Procedures Manual must be attached as attachment "HMIS Policy and Procedures Manual".</i>

CoC Application

- CoC Con Plan Jurisdiction Report
- PHA Crosswalk Report
- Before Starting
- Part 1: CoC Structure and Governance
 - 1A. Identification
 - 1B. CoC Engagement
 - 1C. Coordination
 - 1D. CoC Discharge Planning
 - 1E. Coordinated Assessment
 - 1F. Project Review
 - 1G. Addressing Project Capacity
- Part 2: Data Collection and Quality
 - 2A. HMIS Implementation**
 - 2B. HMIS Funding

*** 2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?**

*** 2A-4. What is the name of the HMIS software used by the CoC (e.g. ABC Software)?**

*** 2A-5. What is the name of the HMIS software vendor (e.g. ABC Systems)?**

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

Step	Description
4.	Select from the dropdown "Yes" or "No" for 2A-3 if there are agreements in place that outline the roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs).
5.	Enter the name of the HMIS software used by the CoC in the 2A-4 text box. This question may be prepopulated from the FY 2015 CoC Application; review and ensure the accuracy of the information. Revise the field if new HMIS software is being used.
6.	Enter the name of the HMIS software vendor in the 2A-5 text box. This question may be prepopulated from the FY 2015 CoC Application; review and ensure the accuracy of the information. Revise the field if a new HMIS software vendor is being used.
7.	Select "Save & Next."

CoC Application

2B. Homeless Management Information System (HMIS): Funding Sources

On this screen, you will enter the total budget for the CoC's HMIS project for the current operating year and identify the funding amount for each source.

The screenshot shows the e.Forms application interface. On the left is a sidebar with user information (j baker) and a list of navigation links including 'CoC Registration and Application FY2016', 'Applicant Name: Metropolitan Denver Homeless Initiative', 'Applicant Number: CO-503', 'Project Name: TZ_FY2016_REG_9', 'Project Number: COC_REG_2016_134859', 'FY2016 CoC Application', 'AHAR Submission Report', 'FY2015 CoC Application Detailed Instructions', and 'CoC Con Plan Jurisdiction Report'. The main content area is titled '2B. Homeless Management Information System (HMIS) Funding Sources'. It contains instructions and a dropdown menu for '2B-1. Select the HMIS implementation coverage area: -- select --'. Below this is a section for '2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.' and a sub-section for '* 2B-2.1 Funding Type: Federal - HUD'. A table is displayed with two columns: 'Funding Source' and 'Funding'. The rows are: CoC, ESG, CDBG, HOME, HOPWA, and Federal - HUD - Total Amount. The 'Funding' column has input fields for each row.

Step	Description
1.	Using the dropdown menu in 2B-1, select the HMIS implementation coverage area: <ul style="list-style-type: none">• Multiple CoCs• Single CoC• Statewide
2.	In the fields provided in 2B-2.1, enter the funding amount for each HUD funding source. NOTE: If you receive no funding from a particular funding source, enter 0 for that item.

CoC Application

Jurisdiction Report
PHA Crosswalk Report

Before Starting
Part 1: CoC Structure and Governance
1A. Identification
1B. CoC Engagement
1C. Coordination
1D. CoC Discharge Planning
1E. Coordinated Assessment
1F. Project Review
1G. Addressing Project Capacity

Part 2: Data Collection and Quality
2A. HMIS Implementation
2B. HMIS Funding Sources
2C. HMIS Beds
2D. HMIS Data Quality
2E. Sheltered PIT
2F. Sheltered Data - Methods
2G. Sheltered Data - Quality
2H. Unsheltered PIT
2I. Unsheltered Data - Methods
2J. Unsheltered Data - Quality

Part 3: CoC Performance and Strategic Planning
3A. System Performance
3B. Objective 1
3B. Objective 2
3B. Objective 3

Part 4: Cross-Cutting Policies
4A. Benefits
4B. Additional Policies
4C. Attachments
Submission Summary

[View Applicant Profile](#)

*** 2B-2.2 Funding Type: Other Federal**

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

*** 2B-2.3 Funding Type: State and Local**

Funding Source	Funding
City	\$0
County	\$0
State	\$0
State and Local - Total Amount	\$0

*** 2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

*** 2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year **\$0**

- | Step | Description |
|------|---|
| 3. | In the fields provided in 2B-2.2, enter the funding amount for each Other Federal funding source. |
| 4. | In the fields provided in 2B-2.3, enter the funding amount for each State and Local funding source. |
| 5. | In the fields provided in 2B-2.4, enter the funding amount for each Private funding source. |
| 6. | In the fields provided in 2B-2.5, enter the funding amount for Other funding source. |
| 7. | Select "Save." <ul style="list-style-type: none"> The Total Amount per Funding Source in each section, as well as the Total Budget For Operating Year in 2B-2.6, will auto-calculate based on the amounts you entered under Funding Sources. |
| 8. | Select "Save & Next." |

CoC Application

2C. Homeless Management Information Systems (HMIS) Bed Coverage

On this screen, you will describe the extent to which HMIS accounts for beds in your geographic area and measure the bed coverage rate for each type of project listed.

Instructions: [Show Instructions](#)

* 2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):

* 2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds				
Safe Haven (SH) beds				
Transitional Housing (TH) beds				
Rapid Re-Housing (RRH) beds				
Permanent Supportive Housing (PSH) beds				
Other Permanent Housing (OPH) beds				

* 2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

- | Step | Description |
|------|--|
| 1. | Using the "Calendar" icon  in 2C-1, enter the date the CoC submitted the 2016 HIC data in HDX. |
| 2. | For each of the columns in the 2C-2 chart - Total Beds in 2016 HIC, Total Beds in HIC Dedicated for DV, and Total Beds in HMIS, enter the number of beds recorded in the 2016 HIC and in the CoC's HMIS for each project type within the CoC: <ul style="list-style-type: none"> • Emergency Shelter beds • Safe Haven (SH) beds • Transitional Housing (TH) beds • Rapid Re-Housing (RRH) beds • Permanent Supportive Housing (PSH) beds • Other Permanent Housing (OPH) beds <p>If a particular housing type does not exist in the CoC, enter "0" for all cells in that housing type and select "Save." The HMIS Bed Coverage Rate will calculate as a blank cell.</p> |
| 3. | In the 2C-2a text box, if the bed coverage rate for any housing type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. Review the Detailed Instructions for additional guidance to fully respond to this question. |

CoC Application

- 1D. CoC Discharge Planning
- 1E. Coordinated Assessment
- 1F. Project Review
- 1G. Addressing Project Capacity
- Part 2: Data Collection and Quality
- 2A. HMIS Implementation
- 2B. HMIS Funding Sources
- 2C. HMIS Beds**
- 2D. HMIS Data Quality
- 2E. Sheltered PIT
- 2F. Sheltered Data - Methods
- 2G. Sheltered Data - Quality
- 2H. Unsheltered PIT
- 2I. Unsheltered Data - Methods
- 2J. Unsheltered Data - Quality
- Part 3: CoC Performance

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

- VA Grant per diem (VA GPD):
- VASH:
- Faith-Based projects/Rescue mission:
- Youth focused projects:
- Voucher beds (non-permanent housing):
- HOPWA projects:
- Not Applicable:

* 2C-4. How often does the CoC review or assess its HMIS bed coverage?

- | Step | Description |
|------|--|
| 4. | <p>Using the checkboxes in 2C-3, if any of the project types listed in 2C-2 has a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate by selecting the box(s) next to the program type(s):</p> <p><i>At least one box must be checked.</i></p> <ul style="list-style-type: none"> • VA Grant per diem (VA GPD) • Faith-Based projects/Rescue mission • Youth focused projects • Voucher beds (non-permanent housing) • HOPWA projects <p><i>Select "Not Applicable" if none of the options apply.</i></p> |
| 5. | <p>Using the dropdown in 2C-4, select how often the CoC reviews or assesses its HMIS bed coverage: Bi-Monthly, Monthly, Quarterly, Semi-Annually, Annually, and Never.</p> |
| 6. | <p>Select "Save & Next."</p> |

CoC Application

2D. Homeless Management Information Systems (HMIS) Data Quality

This screen requests a variety of information regarding the quality of your community's HMIS data. A list of data elements is provided. These Universal Data Elements are information fields. HUD requires all homeless providers participating in HMIS to collect on all homeless clients seeking housing or services.

2D. Homeless Management Information System (HMIS) Data Quality

Instructions: [Show Instructions](#)

* 2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	0%

* 2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):

ESG Consolidated Annual Performance and Evaluation Report (CAPER):

Annual Homeless Assessment Report (AHAR) table shells:

None

At least one box must be checked.

- | Step | Description |
|------|--|
| 1. | Indicate in 2D-1 the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period during the last 10 days of January 2016. |
| 2. | Using the check box(s) in 2D-2, identify which of the following reports your HMIS generates, selecting all that apply: <ul style="list-style-type: none"> • CoC Annual Performance Report (APR) • ESG Consolidated Annual Performance and Evaluation Report (CAPER) • Annual Homeless Assessment Report (AHAR) table shells • Other - if other type of report, enter the type of report, select "Save" and check the box • None <p><i>At least one box must be checked.</i></p> |

CoC Application

- 2C. HMIS Beds
- 2D. HMIS Data Quality**
- 2E. Sheltered PIT
- 2F. Sheltered Data - Methods
- 2G. Sheltered Data - Quality
- 2H. Unsheltered PIT
- 2I. Unsheltered Data - Methods
- 2J. Unsheltered Data - Quality
- Part 3: CoC Performance and Strategic Planning
- 3A. System Performance
- 3B. Objective 1
- 3B. Objective 2
- 3B. Objective 3
- Part 4: Cross-Cutting Policies
- 4A. Benefits
- 4B. Additional Policies
- 4C. Attachments
- Submission Summary

- [View Applicant Profile](#)

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- [Back to Submissions List](#)

*** 2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

*** 2D-4. How frequently does the CoC review data quality in the HMIS?**

*** 2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

*** 2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):

VA Grant and Per Diem (GPD):

Runaway and Homeless Youth (RHY):

Projects for Assistance in Transition from Homelessness (PATH):

None:

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

Save & Back Save Save & Next

Back Next

Step	Description
3.	In 2D-3, if you submitted the 2016 AHAR, indicate how many of the AHAR Tables (e.g., ES-ind, ES-family) were accepted and used in the last AHAR by using the dropdown to select from 0-12.
4.	Using the dropdown in 2D-4, select the frequency for which the CoC reviews data quality in the HMIS: <ul style="list-style-type: none"> • Bi-Monthly • Monthly • Quarterly • Semi-Annually • Annually • Never

CoC Application

-
5. Using the dropdown in 2D-5, indicate if standardized HMIS data quality reports are generated to review data quality at:
- Project level
 - CoC level
 - Both Project and CoC levels
 - None
-
6. Check the boxes in 2D-6 to select the federal partner programs that are currently using the CoC's HMIS:
- VA Supportive Services for Veteran Families (SSVF)
 - VA Grant and Per Diem (GPD)
 - Runaway and Homeless Youth (RHY)
 - Projects for Assistance in Transition from Homelessness (PATH)
 - Other - enter the name of the federal partner program, select "Save" to activate the checkbox, and select the check box
 - None
- At least one box must be checked.*
-
7. In the text box in 2D-6a, if any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. Review the Detailed Instructions for additional guidance to fully respond to this question.
-
8. Select "Save & Next."
-

CoC Application

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

The data collected during the PIT count is vital for both CoCs and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

The screenshot shows the application interface for the 2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count. On the left is a sidebar with a user profile for 'jbaker' and a list of navigation links including 'CoC Registration and Application FY2016', 'Applicant Name: Metropolitan Denver Homeless Initiative', 'Applicant Number: CO-503', 'Project Name: TZ_FY2016_REG_9', 'Project Number: COC_REG_2016_134859', 'FY2016 CoC Application', 'AHAR Submission Report', 'FY2015 CoC Application Detailed Instructions', 'CoC Con Plan Jurisdiction Report', 'PHA Crosswalk Report', 'Before Starting', 'Part 1: CoC Structure and Governance', '1A. Identification', and '1B. CoC Engagement'. The main content area is titled '2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count' and contains the following instructions and form fields:

Instructions: [Show Instructions](#)

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

* 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?

* 2E-2. Indicate the date of the most recent sheltered PIT count: 
(mm/dd/yyyy)

* 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?

* 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 
(mm/dd/yyyy)

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

Step	Description
1.	Using the dropdown in 2E-1, select "Yes" or "No" to indicate if the CoC approved the final sheltered PIT count methodology for the 2016 sheltered PIT count.
2.	Using the "Calendar" icon  in 2E-2, select the date of the most recent sheltered PIT count.
3.	Using the dropdown in 2E-2a, select "Yes," "No," or "Not Applicable" if HUD granted an exception for the CoC to conduct the sheltered PIT count outside of the last 10 days of January 2016.
4.	Using the "Calendar" icon  in 2E-3, select the date the CoC submitted the sheltered PIT count data in HDX.
5.	Select "Save & Next."

CoC Application

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count Methods

This screen asks you to identify methods used to count sheltered homeless populations and subpopulations in the 2016 PIT count.

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions: [Show Instructions](#)

*** 2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:

Random sample and extrapolation:

Non-random sample and extrapolation:

At least one box must be checked.

*** 2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:

HMIS plus extrapolation:

Interview of sheltered persons:

Sample of PIT interviews plus extrapolation:

At least one box must be checked.

- | Step | Description |
|------|---|
| 1. | <p>Check the box(s) in 2F-1 to indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:</p> <ul style="list-style-type: none">• Complete census count• Random sample and extrapolation• Non-random sample and extrapolation• Other - if "other," enter the method, select "Save" to activate the check box, and select the check box. <p><i>At least one box must be checked.</i></p> |
| 2. | <p>Check the box(s) in 2F-2 to indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:</p> <ul style="list-style-type: none">• HMIS• HMIS plus extrapolation• Interview of sheltered persons• Sample of PIT interviews plus extrapolation• Other - if "other," enter the method, select "Save" to activate the checkbox, and select the check box. <p><i>At least one box must be checked.</i></p> |

CoC Application

Before Starting
 Part 1: CoC Structure and Governance
 1A. Identification
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 2E. Sheltered PIT
2F. Sheltered Data - Methods
 2G. Sheltered Data - Quality
 2H. Unsheltered PIT
 2I. Unsheltered Data - Methods
 2J. Unsheltered Data - Quality
 Part 3: CoC Performance and Strategic Planning
 3A. System Performance

* 2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
 (limit 1000 characters)

* 2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count).
 (limit 1000 characters)

* 2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count.
 (limit 750 characters)

Step	Description
3.	In the text box in 2F-3, provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. Review the Detailed Instructions for additional guidance to fully respond to this question.
4.	In the text box in 2F-4, describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and changes in partners participating in the PIT count). Review the Detailed Instructions for additional guidance to fully respond to this question.
5.	For 2F-5, select from the dropdown "Yes" or "No" if the CoC changed its provider coverage in the 2016 sheltered count.
6.	If "Yes" was selected, in the 2F-5a text box, describe the change in provider coverage in the 2016 sheltered count. Review the Detailed Instructions for additional guidance to fully respond to this question.
7.	Select "Save & Next."

CoC Application

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Quality

This screen asks you to identify and describe the method(s) that the CoC used to gather sheltered subpopulation information during the most recent PIT count. The description should demonstrate how the method(s) was used to produce an accurate count.

The screenshot shows the 'e.Forms' application interface. The sidebar on the left contains a user profile for 'jbaker' and a list of navigation items including 'CoC Registration and Application FY2016', 'Applicant Name: Metropolitan Denver Homeless Initiative', 'Applicant Number: CO-503', 'Project Name: TZ_FY2016_REG_9', 'Project Number: COC_REG_2016_134859', 'FY2016 CoC Application', 'AHAR Submission Report', 'FY2015 CoC Application Detailed Instructions', 'CoC Con Plan Jurisdiction Report', 'PHA Crosswalk Report', 'Before Starting', 'Part 1: CoC Structure and Governance', and sub-sections 1A through 1F. The main content area is titled '2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality'. It contains instructions to 'Show Instructions' and a section for '2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:'. This section has four checkboxes: 'Training', 'Follow-up', 'HMIS', and 'Non-HMIS de-duplication techniques:'. Below these is a text input field. A second section, '2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality...', includes a large text area and a '(limit 1000 characters)' note. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

- | Step | Description |
|------|---|
| 1. | Check the box(es) in 2G-1 to indicate the methods used to ensure the quality of the data collected during the sheltered PIT count for training, provider follow-up, HMIS, Non-HMIS de-duplication techniques, and other.
If "other," enter the method in the field provided, select "Save" to activate the checkbox, and then select the checkbox.
<i>At least one box must be checked.</i> |
| 2. | In the 2G-2 text box, describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). Review the Detailed Instructions for additional guidance to fully respond to this question. |
| 3. | Select "Save & Next." |

CoC Application

2H. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count

This screen asks for information about the CoC's Unsheltered PIT Count.

e.Forms Logout

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions: [Show Instructions](#)

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

* 2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?

* 2H-2. Indicate the date of the most recent unsheltered PIT count: 
(mm/dd/yyyy)

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?

* 2H-3. Enter the date the CoC submitted the unsheltered PIT count data to HDX: 
(mm/dd/yyyy)

Buttons: Save & Back, Save, Save & Next, Back, Next

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

Step	Description
1.	From the dropdown in 2H-1, select "Yes" or "No" to indicate if the CoC approved the final unsheltered PIT count methodology for the most recent unsheltered PIT count.
2.	Using the "Calendar" icon  in 2H-2, indicate the date of the most recent unsheltered PIT count.
3.	Using the dropdown in 2H-2a, select "Yes," "No," or "Not Applicable" if HUD granted an exception for the CoC to conduct the unsheltered PIT count outside of the last 10 days of January 2016.
4.	Using the "Calendar" icon  in 2H-3, indicate the date the CoC submitted the unsheltered PIT count data in HDX.
5.	Select "Save & Next."

CoC Application

NOTE:

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

CoC Application

2I. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Methods

This screen asks you to identify methods the CoC used to count unsheltered homeless persons during 2016 or the most recent PIT count. Responses should indicate how the CoC used the method(s) selected to produce accurate data on all of the unsheltered populations and subpopulations.

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions: [Show Instructions](#)

* 2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

- Night of the count - complete census:
- Night of the count - known locations:
- Night of the count - random sample:
- Service-based count:
- HMIS:

At least one box must be checked.

* 2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Step	Description
1.	<p>Check the box(s) in 2I-1 to indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:</p> <ul style="list-style-type: none">• Night of the count - complete census• Night of the count - known locations• Night of the count - random sample• Service-based count• HMIS• Other - if "other" enter the method, select "Save" to activate the checkbox, and select the checkbox. <p><i>At least one box must be checked.</i></p>
2.	<p>In the 2I-2 text box, provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology. Review the Detailed Instructions for additional guidance to fully respond to this question.</p>

CoC Application

Part 1: CoC Structure and Governance

- 1A. Identification
- 1B. CoC Engagement
- 1C. Coordination
- 1D. CoC Discharge Planning
- 1E. Coordinated Assessment
- 1F. Project Review
- 1G. Addressing Project Capacity

Part 2: Data Collection and Quality

- 2A. HMIS Implementation
- 2B. HMIS Funding Sources
- 2C. HMIS Beds
- 2D. HMIS Data Quality
- 2E. Sheltered PIT
- 2F. Sheltered Data - Methods
- 2G. Sheltered Data - Quality
- 2H. Unsheltered PIT
- 2I. Unsheltered Data**

*** 2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).**
(limit 1000 characters)

*** 2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** -- select -- ▾

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth.
(limit 1000 characters)

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Step	Description
3.	<p>In the 2I-3 text box, describe any change in methodology from your CoC's unsheltered PIT count in 2015 to 2016 (or most recent unsheltered count if one was not conducted in 2015), including any change in sampling or extrapolation method, if applicable. Review the Detailed Instructions for additional guidance to fully respond to this question.</p> <p><i>Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count).</i></p>
4.	<p>From the dropdown in 2I-4, select "Yes" or "No" to indicate whether the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count.</p> <ul style="list-style-type: none"> <i>If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016 per the FY 2016 CoC Program Competition NOFA.</i>
5.	<p>If "No" is selected in 2I-4, in the text box 2I-4a, describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. Review the detailed instructions for additional guidance to fully respond to this question.</p>
6.	<p>Select "Save & Next."</p>

NOTE: Remember, when *copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

CoC Application

2J. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

This screen asks you to identify and describe which method(s) the CoC used to verify the data quality of unsheltered homeless persons and explain outreach efforts the CoC used to identify and engage homeless individuals and families.

The screenshot shows the eForms application interface. At the top left is the 'eForms' logo. In the top right corner, there is a 'Logout' button. On the left side, there is a user profile for 'jbaker' and a sidebar menu with various application sections. The main content area is titled '2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality'. It contains instructions and a list of methods for data quality verification. The methods are: Training, "Blitz" count, Unique identifier, Survey questions, Enumerator observation, and None. Each method has a checkbox. Below the list, there is a red instruction: 'At least one box must be checked.' Below this, there is a text area for describing any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. The text area is limited to 1000 characters. At the bottom of the form, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	<p>Check the box in 2J-1 to indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered population PIT count:</p> <ul style="list-style-type: none">• Training• "Blitz" count• Unique identifier• Survey questions• Enumerator observation

CoC Application

-
- Other - if "other" enter the step, select "Save" to activate the checkbox, and select the checkbox
 - None

At least one box must be checked.

-
2. In the 2J-2 text box, describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Review the Detailed Instructions for additional guidance to fully respond to this question.

Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method).

-
3. Select "Save & Next."
-

CoC Application

3. Continuum of Care (CoC) Performance and Strategic Planning

This series of screens comprises Part 3 of the CoC Consolidated Application. Collaborative Applicants will provide information on the CoC system-wide performance related to reducing homelessness within the CoC's defined geographic area.

3A. Continuum of Care (CoC) System Performance

Screen 3A. relates to the system performance measures related to the number of homeless persons in the CoC's geographic area, efforts to reduce first time homeless, length of time homeless, successful placement into or retention of permanent housing, returns to homelessness, job and income growth, and thoroughness of outreach.

3A. Continuum of Care (CoC) System Performance

Instructions [Show Instructions](#)

*** 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.**

*** 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**
Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT
Universe: Total PIT Count of sheltered and unsheltered persons		
Emergency Shelter Total		
Safe Haven Total		
Transitional Housing Total		
Total Sheltered Count		
Total Unsheltered Count		

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

1.	<p>Performance Measure: Number of Persons Homeless: In the table provided in 3A-1a, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX). For each of the following, enter a numeric value in the columns for the 2015 PIT count and 2016 PIT count:</p>
----	--

- Emergency Shelter Total
- Safe Haven Total
- Transitional Housing Total
- Total Unsheltered Count

The following information will be automatically calculated by e-snaps based on the numeric information entered when you select on "Save" at the bottom of the screen:

- Universe: Total PIT Count of sheltered and unsheltered persons
- Total Sheltered Count

CoC Application

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 2I. Unsheltered Data - Methods
 2J. Unsheltered Data - Quality
 Part 3: CoC Performance and Strategic Planning
 3A. System

*** 3A-1b. Number of Sheltered Persons Homeless - HMIS.**
 Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	<input type="text"/>
Emergency Shelter Total	<input type="text"/>
Safe Haven Total	<input type="text"/>
Transitional Housing Total	<input type="text"/>

*** 3A-2. Performance Measure: First Time Homeless.**

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

*** 3A-3. Performance Measure: Length of Time Homeless.**

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

Step	Description
2.	Using HMIS data, CoCs must use the table in 3A-1b to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for the following: <ul style="list-style-type: none"> • Universe: Unduplicated Total sheltered homeless persons • Emergency Shelter Total • Safe Haven Total • Transitional Housing Total
3.	Performance Measure: First Time Homeless: In the text box in 3A-2, describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time. Review the Detailed Instructions for additional guidance to fully respond to this question.
4.	Performance Measure: Length of Time Homeless: In the text box in 3A-3, describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest length of time homeless. Review the Detailed Instructions for additional guidance to fully respond to this question.

CoC Application

- 3A. System Performance**
- 3B. Objective 1
- 3B. Objective 2
- 3B. Objective 3
- Part 4: Cross-Cutting Policies
- 4A. Benefits
- 4B. Additional Policies
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*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

*** 3A-4a. Exits to Permanent Housing Destinations:**

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	<input type="text"/>
Of the persons in the Universe above, how many of those exited to permanent destinations?	<input type="text"/>
% Successful Exits	0.00%

*** 3A-4b. Exit To or Retention Of Permanent Housing:**

In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	<input type="text"/>
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	<input type="text"/>
% Successful Retentions/Exits	0.00%

- | Step | Description |
|------|--|
| 5. | <p>Performance Measure: Successful Permanent Housing Placement or Retention: In the chart provided in 3A-4a, CoCs indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention or program participants in CoC Program-funded permanent supportive housing between October 1, 2014 and September 30, 2015 for the following:</p> <ul style="list-style-type: none"> • Universe: Persons in SSO, TH, and PH-RRH who exited • Of the persons in the Universe above, how many of those exited to permanent destinations <p>The "% Successful Exits" will auto-calculate once you select "Save".</p> |
| 6. | <p>In the chart provided in 3A-4b, CoCs must indicate the number of persons who exited from any CoC-funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 30, 2015:</p> <ul style="list-style-type: none"> • Universe: Persons in all PH projects except PH-RRH • Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations. <p>The "% Successful Retentions/Exits" will auto-calculate once you select "Save at the bottom of the screen."</p> |

CoC Application

* **3A-5. Performance Measure: Returns to Homelessness:** Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.

(limit 1000 characters)

* **3A-6. Performance Measure: Job and Income Growth.**
Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.

(limit 1000 characters)

* **3A-6a.** Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

(limit 1000 characters)

Step	Description
7.	Performance Measure: Returns to Homelessness: In the text box in 3A-5, describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. Review the Detailed Instructions for additional guidance to fully respond to this question.
8.	Performance Measure: Job and Income Growth: In the text box in 3A-6, describe specific strategies implemented by CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. Review the Detailed Instructions for additional guidance to fully respond to this question.
9.	In the text box in 3A-6a, describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income. Review the Detailed Instructions for additional guidance to fully respond to this question.

CoC Application

* 3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)

* 3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)

Step	Description
10.	<p>Performance Measure: Thoroughness of Outreach:</p> <p>In the text box in 3A-7, describe coordination between street outreach teams and/or providers, methods used to identify and track persons who are homeless, and strategies used to move unsheltered persons into sheltered or permanent housing. Review the Detailed Instructions for additional guidance to fully respond to this question.</p>
11.	<p>For 3A-7a, select from the dropdown "Yes" or "No" to indicate whether the CoC excluded geographic areas from the most recent PIT count (i.e., no one was counted there and, for communities using samples, the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)?</p>
12.	<p>In the 3A-7b text box, indicate the factors used and how it was determined whether there were no unsheltered homeless people in that area. Review the Detailed Instructions for additional guidance to fully respond to this question.</p>

CoC Application

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.

(limit 1500 characters)

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Step	Description
13.	Using the "Calendar" icon  in 3A-8, enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
14.	For 3A-8a, if the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. Review the Detailed Instructions for additional guidance to fully respond to this question.
15.	Select "Save & Next."

CoC Application

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives - Objective 1: Ending Chronic Homelessness

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

The questions in this section focus on the strategies and resources available within a community to help meet the national goal of ending chronic homelessness, as established in *Opening Doors, Federal Strategic Plan to Prevent and End Homelessness* (as amended in 2015). Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful those communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016.

CoC Application

jduran1

CoC Registration and Application FY2016

Applicant Name: City of Glendale/Glendale Housing Authority
 Applicant Number: CA-612
 Project Name: FY2016 CoC Application Test Project 02
 Project Number: COC_REG_2016_135099

FY2016 CoC Application

AHAR Submission Report
 FY2015 CoC Application Detailed Instructions
 CoC Con Plan Jurisdiction Report
 PHA Crosswalk Report

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3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions: [Show Instructions](#)

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.*

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

* 3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sheltered Count of chronically homeless persons	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unsheltered Count of chronically homeless persons	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
 (limit 1000 characters)

- | Step | Description |
|------|--|
| 1. | <p>In the chart in 3B-1.1, enter a numeric value in the 2015 and 2016 columns to compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015) for the following:</p> <ul style="list-style-type: none"> • Sheltered Count of chronically homeless persons • Unsheltered Count of chronically homeless persons <p><i>The "Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons" row and "Difference" column will auto-calculate when you select "Save" at the bottom of the screen.</i></p> |
| 2. | <p>In the 3B-1.1a text box, based on the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase or no change in the overall total number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. Review the Detailed Instructions for additional guidance to fully complete this question.</p> |

CoC Application

Part 2: Data Collection and Quality

- 2A. HMIS Implementation
- 2B. HMIS Funding Sources
- 2C. HMIS Beds
- 2D. HMIS Data Quality
- 2E. Sheltered PIT
- 2F. Sheltered Data - Methods
- 2G. Sheltered Data - Quality
- 2H. Unsheltered PIT
- 2I. Unsheltered Data - Methods
- 2J. Unsheltered Data - Quality

Part 3: CoC Performance and Strategic Planning

- 3A. System Performance
- 3B. Objective 1**
- 3B. Objective 2
- 3B. Objective 3

Part 4: Cross-Cutting Policies

- 4A. Benefits
- 4B. Additional Policies
- 4C. Attachments

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*** 3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	<input type="text"/>	<input type="text"/>	0

*** 3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.**
(limit 1000 characters)

*** 3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** --select--

3B-1.3a. If "Yes" was selected for question 3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

*** 3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** --select--

This question will not be scored.

*** 3B-1.4a. If the response to question 3B-1.4 was "Yes" what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If "No" was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017?**
(limit 1000 characters)

- | Step | Description |
|------|---|
| 3. | In the table for 3B-1.2, compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count (HIC), as compared to those identified on the 2015 HIC.
<i>The "Difference" column will be automatically calculated when you select "Save" at the bottom of the screen.</i> |
| 4. | In the 3B-1.2a text box, explain the reason(s) for any increase or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. Review the Detailed Instructions for additional guidance to fully respond to this question. |
| 5. | For 3B-1.3, select "Yes" or "No" to indicate if the CoC adopted the orders of priority for all CoC Program-funded PSH as described in Notice CP -14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status. Review the Detailed Instructions for additional guidance to fully respond to this question. |
| 6. | If "Yes" was selected for question 3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD-14-012 and indicate the page(s) for all documents where the Orders of Priority are found. Review the Detailed Instructions for additional guidance to fully respond to this question, |

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- 4C. Attachments
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* 3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes ▾

This question will not be scored.

* 3B-1.4a. If the response to question 3B-1.4 was "Yes" what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If "No" was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017?

(limit 1000 characters)

test text

Save & Back Save Save & Next
Back Next

Step	Description
7.	For 3B-1.4, select "Yes" or "No" to indicate if the CoC is on track to meet the goal of ending chronic homelessness by 2017.
8.	Using the 3B-1.4a text box: <ul style="list-style-type: none">If "Yes" is selected for question 3B-1.4, indicate the strategies implemented by the CoC to maximize current resources to meet this goal.If "No" is selected, indicate the resources or technical assistance that will be implemented by the CoC to reach the goal of ending chronically homeless by 2017. Review the Detailed Instructions for additional guidance to fully respond to this question.
9.	Select "Save & Next."

CoC Application

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives - Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

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jbaker

CoC Registration and Application FY2016

Applicant Name: Metropolitan Denver Homeless Initiative
Applicant Number: CO-503
Project Name: TZ_FY2016_REG_9
Project Number: COC_REG_2016_134859

FY2016 CoC Application

AHAR Submission Report
FY2015 CoC Application
Detailed Instructions
CoC Con Plan Jurisdiction Report
PHA Crosswalk Report

Before Starting

Part 1: CoC Structure and Governance

1A. Identification
1B. CoC Engagement
1C. Coordination
1D. CoC Discharge Planning
1E. Coordinated Assessment

1F. Project Review

1G. Addressing Project Capacity

Part 2: Data Collection and Quality

2A. HMIS Implementation
2B. HMIS Funding Sources

2C. HMIS Beds
2D. HMIS Data Quality
2E. Sheltered PIT
2F. Sheltered Data - Methods
2G. Sheltered Data - Quality
2H. Unsheltered PIT
2I. Unsheltered Data - Methods
2J. Unsheltered Data - Quality

Part 3: CoC Performance

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions: [Show Instructions](#)

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

*** 3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input type="checkbox"/>
Number of previous homeless episodes:	<input type="checkbox"/>
Unsheltered homelessness:	<input type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

At least one box must be checked.

*** 3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (Limit 1000 characters)**

*** 3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

*** 3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
None:	<input type="checkbox"/>

CoC Application

Step	Description
1.	<p>For 3B-2.1, check the box(s) to indicate the factors the CoC will use to prioritize households with children during the FY 2016 operating year:</p> <ul style="list-style-type: none">• Vulnerability to victimization• Number of previous homeless episodes• Unsheltered homelessness• Criminal history• Bad credit or rental history (including not having been a leaseholder)• Head of household has mental/physical disabilities• Other - There are two blank fields in which to identify additional factors that the CoC will use to prioritize households with children.<ul style="list-style-type: none">○ Enter the information. Select "Save" to activate the box next to the text field. Click on the box to the right of the field.• N/A <p><i>At least one box must be checked.</i></p>
2.	<p>In the text box in 3B-2.2, describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. Review the Detailed Instructions for additional guidance to fully respond to this question.</p>
3.	<p>In the table in 3B-2.3, enter a numeric value in the 2015 and 2016 columns to compare the number of RRH units available to serve families from the 2015 and 2016 HIC.</p> <p><i>The "Difference" column will automatically calculate when you select the "Save" button at the bottom of the screen.</i></p>
4.	<p>For 3B-2.4, check the box(s) to indicate how the CoC ensures that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing:</p> <ul style="list-style-type: none">• CoC policies and procedures prohibit involuntary family separation• There is a method for clients to alert CoC when involuntarily separated• CoC holds trainings on preventing involuntary family separation, at least once a year• Other - There are two blank fields in which to identify additional strategies.<ul style="list-style-type: none">○ Enter the information. Select "Save" to activate the box next to the text field. Click on the box to the right of the field.• None <p><i>At least one box must be checked.</i></p>

CoC Application

- 3B. Objective 1
- 3B. Objective 2**
- 3B. Objective 3
- Part 4: Cross-Cutting Policies
- 4A. Benefits
- 4B. Additional Policies
- 4C. Attachments
- Submission Summary
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*** 3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe:			
Total PIT Count of sheltered and unsheltered homeless households with children:	0	0	0
Sheltered Count of homeless households with children:	0	0	0
Unsheltered Count of homeless households with children:	0	0	0

*** 3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

- | Step | Description |
|------|--|
| 5. | <p>In the 3B-2.5 chart, enter a numeric value to compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015) for:</p> <ul style="list-style-type: none"> • Sheltered count of homeless households with children • Unsheltered count of homeless households with children <p>The "Universe: Total PIT count of sheltered and unsheltered homeless households with children" and "Difference" will automatically calculate when you select "Save" at the bottom of the screen.</p> |
| 6. | <p>In the 3B-2.5a text box, explain the reasons(s) for any increase or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. Review the Detailed Instructions for additional guidance to fully respond to this question.</p> |

CoC Application

* 3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?

LGBTQ youth homelessness?

Exits from foster care into homelessness?

Family reunification and community engagement?

Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?

Unaccompanied minors/youth below the age of 18?

* 3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:

Increase housing and service options for youth fleeing or attempting to flee trafficking:

Specific sampling methodology for enumerating and characterizing local youth trafficking:

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:

Community awareness training concerning youth trafficking:

At least one box must be checked.

* 3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:

Length of time homeless:

Unsheltered homelessness:

Lack of access to family and community support networks:

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

7.	For 3B-2.6, select "Yes" or "No" for each of the following to indicate if the CoC has strategies to address the unique needs of unaccompanied homeless youth under age 18 and youth ages 18-24:
----	---

- Human trafficking and other forms of exploitation
- LGBTQ youth homelessness
- Exits from foster care into homelessness
- Family reunification and community engagement
- Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs
- Unaccompanied minors/youth below the age of 18

8.	For 3B-2.6a, select the box(s) that identify the CoC's strategies to addresses homeless youth trafficking and other forms of exploitation:
----	--

- Diversion from institutions and decriminalization of youth actions that stem from being trafficked
- Increase housing and service options for youth fleeing or attempting to flee trafficking

CoC Application

-
- Specific sampling methodology for enumerating and characterizing local youth trafficking
 - Cross systems strategies to quickly identify and prevent occurrences of youth trafficking
 - Community awareness training concerning youth trafficking
 - Other - There is one blank field in which to identify an additional strategy.
 - Enter the information. Select "Save" to activate the box next to the text field. Click on the box to the right of the field.
 - N/A

At least one box must be checked.

-
9. For 3B-2.7, check the box to select the factors the CoC will use to prioritize unaccompanied youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year:

- Vulnerability to victimization
- Length of time homeless
- Unsheltered homelessness
- Lack of access to family and community support networks
- Other - There are two blank fields in which to identify additional factors.
 - Enter the information. Select "Save" to activate the box next to the text field. Click on the box to the right of the field.
- N/A

At least one box must be checked.

CoC Application

*** 3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	<input type="text"/>	<input type="text"/>	<input type="text"/>

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.
(limit 1000 characters)

*** 3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$0.00	\$0.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	<input type="text"/>	<input type="text"/>	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	<input type="text"/>	<input type="text"/>	\$0.00

- | Step | Description |
|------|---|
| 10. | In the chart in 3B-2.8, using HMIS, compare all unaccompanied youth including under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013 - September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).
<i>The "Difference" will automatically calculate when you select "Save" at the bottom of the screen.</i> |
| 11. | In the 3B-2.8a text box, if the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014, explain why. Review the Detailed Instructions for additional guidance to fully respond to this question. |
| 12. | In the chart in 3B-2.9, enter a numeric value to compare funding for youth homelessness in the CoC's geographic area in calendar year 2016 and calendar year 2017: <ul style="list-style-type: none"> CoC Program funding for youth homelessness dedicated projects Non-CoC funding for youth homelessness dedicated projects (e.g., RHY or other Federal, State, and Local funding) <i>The "Overall funding for youth homelessness dedicated projects" and "Difference" will automatically calculate when you select "Save" at the bottom of the screen.</i> |

CoC Application

* 3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	<input type="text"/>
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	<input type="text"/>
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	<input type="text"/>

* 3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.
(limit 1000 characters)

* 3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)

Step Description

13. For 3B-2.10, enter a numeric value for the following to indicate to what extent youth services and education representatives and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016. Review the Detailed Instructions for additional guidance to fully respond to this question.
14. Based on the responses in question 3B-2.10, in the 3B-2.10a text box, describe in detail how the CoC collaborates with McKinney-Vento local education liaisons and State educational coordinators based on the selections made above. Review the Detailed Instructions for additional guidance to fully respond to this question.
15. In the 3B-2.11 text box, describe how the CoC ensures homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services. Review the Detailed Instructions for additional guidance to fully respond to this question.
16. In the 3B-2.12 text box, describe whether the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others. Review the Detailed Instructions for additional guidance to fully respond to this question.
17. Select "Save & Next."

CoC Application

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives - Objective 3: Ending Veterans Homelessness

HUD's Strategic Plan outlines the goal of ending Veteran homelessness by the end of 2016. This screen focuses on the various strategies CoCs are using to make progress towards ending veteran homelessness by the end of the calendar year.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions: [Show Instructions](#)

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

* 3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sheltered count of homeless veterans:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unsheltered count of homeless veterans:	<input type="text"/>	<input type="text"/>	<input type="text"/>

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count.
(limit 1000 characters)

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran's Affairs services and housing to appropriate resources such as HUD-VASH and SSVF.
(limit 1000 characters)

- | Step | Description |
|------|---|
| 1. | In the 3B-3.1 table, enter a numeric value to compare the total number of homeless veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015): <ul style="list-style-type: none"> Sheltered count of homeless veterans Unsheltered count of homeless veterans <p><i>The "Universe: Total PIT count of sheltered and unsheltered homeless veterans" and the "Difference" column will automatically calculate when you select "Save" at the bottom of the screen.</i></p> |
| 2. | In the 3B-3.1a text box, explain the reason(s) for any increase or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. |
| 3. | In the 3B-3.2 text box, describe how the CoC ensures veterans that are eligible for VA services are identified, assessed and referred to appropriate resources (i.e., HUD-VASH and SSVF). Review the Detailed Instructions for additional guidance to fully respond to this question. |

CoC Application

- Part 2: Data Collection and Quality
 - 2A. HMIS Implementation
 - 2B. HMIS Funding Sources
 - 2C. HMIS Beds
 - 2D. HMIS Data Quality
 - 2E. Sheltered PIT
 - 2F. Sheltered Data - Methods
 - 2G. Sheltered Data - Quality
 - 2H. Unsheltered PIT
 - 2I. Unsheltered Data - Methods
 - 2J. Unsheltered Data - Quality
- Part 3: CoC Performance and Strategic Planning
 - 3A. System Performance
 - 3B. Objective 1
 - 3B. Objective 2
 - 3B. Objective 3**
- Part 4: Cross-Cutting Policies
 - 4A. Benefits
 - 4B. Additional Policies
 - 4C. Attachments
- Submission Summary
- View Applicant Profile

* 3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unsheltered Count of homeless veterans:	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.

This question will not be scored.

* 3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?
(limit 1000 characters)

- | Step | Description |
|------|--|
| 4. | In the table in 3B-3.3, enter a numeric value to compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT count (or 2009 if an unsheltered count was not conducted in 2010). |
| 5. | For 3B-3.4, select from the dropdown "Yes" or "No" to indicate whether you are on target to end veteran homelessness by the end of 2016. |
| 6. | If "Yes" is selected, enter in the 3B-3.4a textbox what strategies are being used to maximize your current resources to meet this goal. Review the Detailed Instructions for additional guidance to fully respond to this question.

If "No" is selected, enter in the 3B-3.4a textbox what resources or technical assistance would help you reach the goal of ending veteran homelessness by the end of 2016. |
| 7. | Select "Save & Next." |

CoC Application

4. Cross-Cutting Policies

Part 4 of the CoC Application will prompt you to enter data and answer questions related to cross-cutting policies that include mainstream benefits, low barrier projects, Housing First, and other cross-cutting policies.

4A. Accessing Mainstream Benefits

This screen asks you to describe mainstream benefits policies within the CoC's geographic area.

e.Forms Logout

jduran1

CoC Registration and Application FY2016

Applicant Name:
City of Glendale/Glendale Housing Authority
Applicant Number:
CA-612
Project Name:
FY2016 CoC Application Test Project 02
Project Number:
COC_REG_2016_135099

FY2016 CoC Application

AHAR Submission Report
FY2015 CoC Application Detailed Instructions
CoC Con Plan
Jurisdiction Report
PHA Crosswalk Report

Before Starting
Part 1: CoC Structure and Governance
1A. Identification
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1C. Coordination
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2H. Unsheltered PIT
2I. Unsheltered Data - Methods
2J. Unsheltered Data - Quality
Part 3: CoC Performance and Strategic Planning

4A. Accessing Mainstream Benefits

Instructions: [Show Instructions](#)

* 4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?

* 4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):

Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).

Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:

* 4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

* 4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:

In-Person Trainings:

Transportation to medical appointments:

Not Applicable or None:

At least one box must be checked.

Save & Back Save Save & Next

Back Next

CoC Application

Step	Description
1.	<p>For 4A-1, select from the dropdown "Yes" or "No" to indicate if the CoC systematically provides information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients.</p>
2.	<p>In the 4A-2 table, enter a numeric value, based on the CoC's FY 2016 new and renewal project applications, to calculate the percentage of new and renewal projects that have demonstrated the project is or will assist project participants to obtain mainstream benefits, by accessing information from the CoC's new and renewal project applications regarding transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI:</p> <ul style="list-style-type: none">• Total number of project applications in the FY 2016 competition (new and renewal)• Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits. In a Renewal Project Application, this is determined by projects that select "Yes" for all of Questions 2a, 2b, 2c, 3, and 3a on Screen 4A. In a New Project Application, this is determined by projects that selected "Yes" for all of Questions 5a, 5b, 5c, 6, and 6a on Screen 4A. <p>The "Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits" will automatically calculate when you select "Save" at the bottom of the screen.</p>
3.	<p>In the 4A-3 text box, list the organizations (public, private, non-profit and other) you are collaborating with to facilitate health insurance enrollment (e.g., Medicaid, Affordable Care Act options) for program participants. For each organization with which you partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants. Review the Detailed Instructions for additional guidance to fully respond to this question.</p>
4.	<p>For 4A-4, check the box(s) to indicate the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available:</p> <ul style="list-style-type: none">• Educational materials• In-person trainings• Transportation to medical appointments• Other - if there are "other" ways the CoC has to ensure program participants are able to effectively utilize healthcare benefits, enter in the available cells, select "Save" to activate the checkbox, and select the checkbox.• Not Applicable or None <p><i>At least one box must be checked.</i></p>
5.	<p>Select "Save & Next."</p>

CoC Application

4B. Additional Policies

This section of the application requests information about other cross-cutting policies, including low barrier projects, Housing First, outreach within the CoC, employment of low-income persons, and other policies.

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

- | | |
|----|--|
| 1. | <p>In the table in 4B-1, based on the CoC's FY 2016 new and renewal project applications, enter the percentage of PH (PSH and RRH), TH, and SSO (non-Coordinated Entry) projects in the CoC that are low barrier - meaning the projects do not screen out potential participants based on those clients possessing too little or little income, active or history of substance abuse, criminal record (except state-mandated restrictions), and history of domestic violence:</p> <ul style="list-style-type: none"> Total number of PH (PSH or RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal) Total number of PH (PSH or RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition |
|----|--|

The "Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier" will automatically calculate when you select "Save" at the end of the screen.

- | | |
|----|--|
| 2. | <p>In the table in 4B-2, enter numeric values based on the number of FY 2016 CoC Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) projects that have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements:</p> |
|----|--|

CoC Application

- Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal)
- Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition

The "Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First" will automatically calculate when you select "Save" at the end of the screen.

CoC Application

1G. Addressing Project Capacity

Part 2: Data Collection and Quality

2A. HMIS Implementation

2B. HMIS Funding Sources

2C. HMIS Beds

2D. HMIS Data Quality

2E. Sheltered PIT

2F. Sheltered Data - Methods

2G. Sheltered Data - Quality

2H. Unsheltered PIT

2I. Unsheltered Data - Methods

2J. Unsheltered Data - Quality

Part 3: CoC Performance and Strategic Planning

3A. System Performance

3B. Objective 1

3B. Objective 2

3B. Objective 3

Part 4: Cross-Cutting Policies

4A. Benefits

4B. **Additional Policies**

4C. Attachments

Submission Summary

View Applicant Profile

Export to PDF

*** 4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:

Use of phone or internet-based services like 211:

Marketing in languages commonly spoken in the community:

Making physical and virtual locations accessible to those with disabilities:

Not applicable:

At least one box must be checked.

*** 4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	<input type="text"/>	<input type="text"/>	0

*** 4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?**

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

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

- | | |
|----|---|
| 3. | <p>For 4B-3, check the box(s) to select what the CoC has done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC-funded program. In particular, how does the CoC reach out to persons that are least likely to request housing or services in the absence of special outreach?</p> <ul style="list-style-type: none"> • Direct outreach and marketing • Use of phone or internet-based services like 211 • Marketing in languages commonly spoken in the community • Making physical and virtual locations accessible to those with disabilities • Other - if there are "other" ways the CoC ensures awareness of access to housing and supportive services enter the information in the cell(s) provided, select "Save" to activate the checkbox, and select the checkbox. • Not Applicable <p><i>At least one box must be checked.</i></p> |
| 4. | <p>In the 4B-4 table, enter numeric values to compare the number of RRH units available to serve any population from the 2015 and 2016 HIC:</p> <ul style="list-style-type: none"> • RRH units available to serve any population in the HIC |
| 5. | <p>Select "Yes" or "No" for 4B-5 if there are any new proposed project applications request \$200,000 or more in funding for housing rehabilitation or new construction.</p> |
| 6. | <p>If "Yes", enter in the 4B-6 textbox which activities will the project(s) undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135. Review the Detailed Instructions for additional guidance to fully respond to this question.</p> |

CoC Application

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Back to Submissions List

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. **(limit 2500 characters)**

* 4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. **(limit 1500 characters)**

Step	Description
7.	Select "Yes" or "No" for 4B-7 to indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes.
8.	If "Yes" is selected for 4B-7, in the 4B-7a text box, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. The description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. Review the Detailed Instructions for additional guidance to fully respond to this question. <i>The list of projects that would be serving this population (up to 10 percent of the CoC total award) must be attached as "Project List to Serve Persons Defined as Homeless Under Other Federal Statutes."</i> <i>In addition, the applicable portions of the Consolidated Plan that list this population as a priority must be attached as "Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes".</i>
9.	Select "Yes" or "No" for 4B-8 to state whether the project has been affected by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act in the 12 months prior to the opening of the FY 2016 CoC Program Competition.
10.	If "Yes" is selected for 4B-8, describe in 4B-8a the impact of the Presidentially Declared natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. Review the Detailed Instructions for additional guidance to fully respond to this question.

CoC Application

*** 4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**
 This response does not affect the scoring of this application.

CoC Governance:
 CoC Systems Performance Measurement:
 Coordinated Entry:
 Data reporting and data analysis:
 HMIS:
 Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:
 Maximizing the use of mainstream resources:
 Retooling transitional housing:
 Rapid re-housing:
 Under-performing program recipient, subrecipient or project:
 Not applicable:

At least one box must be checked.

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Description
11.	Select "Yes" or "No" for 4B-9 if the CoC or any of its CoC Program recipients/subrecipients requested technical assistance from HUD since the submission of the FY 2015 application.
12.	<p>If "Yes" is selected for 4B-9, check the box(s) in 4B-9a for the type(s) of technical assistance requested:</p> <ul style="list-style-type: none"> • CoC Governance • CoC Systems Performance Measurement • Coordinated Entry • Data reporting and data analysis • HMIS • Homeless subpopulations targeted by <i>Opening Doors</i>: veterans, chronic, children and families, and unaccompanied youth • Maximizing the use of mainstream resources • Retooling transitional housing • Rapid re-housing • Under-performing program recipient, subrecipient or project • Other - if "other," enter information into the cell, select "Save," and select the box • Not applicable

CoC Application

15. In the 4B-9b table, enter the type(s) of technical assistance received, provide the month and year the CoC Program recipient or sub-recipients received the assistance, and indicate the value of the technical assistance to the CoC/recipient/sub-recipient involved given the local conditions at the time, with "5" being the highest value and "1" indicating no value.
16. Select "Save & Next."

CoC Application

4C. Attachments

This section of the application specifies which attachments you are required to submit with your CoC Application. Attachments that are required are indicated as "Yes," and **other attachments that are not required to submit but may be required to fully respond to questions** within the CoC Application are indicated as "No."

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	--		No Attachment
	02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	--		No Attachment
	03. CoC Rating and Review Procedure (e.g. RFP)	Yes	--		No Attachment
	04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	--		No Attachment
	05. CoCs Process for Reallocating	Yes	--		No Attachment
	06. CoC's Governance Charter	Yes	--		No Attachment
	07. HMIS Policy and Procedures Manual	Yes	--		No Attachment
	08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No	--		No Attachment
	09. PHA Administration Plan (Applicable Section(s) Only)	Yes	--		No Attachment
	10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	--		No Attachment
	11. CoC Written Standards for Order of Priority	No	--		No Attachment
	12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	--		No Attachment
	13. HDX-system Performance Measures	Yes	--		No Attachment
	14. Other	No	--		No Attachment
	15. Other	No	--		No Attachment

- | Step | Description |
|------|--|
| 1. | <p>To determine which attachments you are required to submit, review the column titled "Required" as well as your responses to prior questions.</p> <ul style="list-style-type: none"> If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application. If there is a response to an earlier question that indicates the CoC needs to submit an attachment, then even if the column Required states "No," the CoC must include it. |
| 2. | <p>Select the link under the header "Document Type" of the required attachment.</p> <ul style="list-style-type: none"> The Attachment Details screen appears. |

CoC Application

Step	Description
3.	Enter the name of the document in the "Document Description" field.
4.	Select "Browse" to the right of the "File Name" field to upload the file from your computer.
5.	Select "Save & Back to List" to return to the "Attachments" screen. <ul style="list-style-type: none">• Repeat steps 1-4 for additional attachments.

NOTE:

To delete an uploaded attachment.

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

CoC Application

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 Application screens.

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 for submitting the application in *e-snaps*
- "Please Complete," if more information is needed for submitting the application in *e-snaps*

e-snaps users can go back to any screen by selecting on the screen name in the left menu. 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 Collaborative Applicant to proceed to the next step in e-snaps. In the context of this instructional guide, the Collaborative Applicant may proceed to the next steps in the CoC Application process. HUD, however, may require you to address the particular item prior to the awarding of program funds.

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 Application are complete (and have a date) or state "No Input required."

CoC Application

Submitting the CoC Application



The CoC Application and the CoC Priority Listing are separate components of the CoC Consolidated Application.

Unless BOTH components are completed and submitted in e-snaps, HUD will not consider the CoC as having submitted its CoC Consolidated Application.

For guidance on completing the Project Priority Listing screens, refer to the Project Priority Listing instructional guide at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

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

CoC Application

jbaker

CoC Registration and Application FY2016

Applicant Name: Metropolitan Denver Homeless Initiative
 Applicant Number: CO-503
 Project Name: TZ_FY2016_REG_9
 Project Number: COC_REG_2016_134859

FY2016 CoC Application

AHAR Submission Report
 FY2015 CoC Application
 Detailed Instructions
 CoC Con Plan Jurisdiction Report
 PHA Crosswalk Report

Before Starting

Part 1: CoC Structure and Governance

1A. Identification
 1B. CoC Engagement
 1C. Coordination
 1D. CoC Discharge Planning
 1E. Coordinated Assessment
 1F. Project Review
 1G. Addressing Project Capacity

Part 2: Data Collection and Quality

2A. HMIS Implementation
 2B. HMIS Funding Sources
 2C. HMIS Beds
 2D. HMIS Data Quality
 2E. Sheltered PIT
 2F. Sheltered Data - Methods
 2G. Sheltered Data - Quality
 2H. Unsheltered PIT
 2I. Unsheltered Data - Methods
 2J. Unsheltered Data - Quality

Part 3: CoC Performance and Strategic Planning

3A. System Performance
 3B. Objective 1
 3B. Objective 2
 3B. Objective 3

Part 4: Cross-Cutting Policies

4A. Benefits
 4B. Additional Policies
 4C. Attachments

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Complete	Page	Last Updated	Mandatory
--	Part 1: CoC Structure and Governance	No Input Required	No
✓	1A. Identification	07/06/2016	Yes
✓	1B. CoC Engagement	07/06/2016	Yes
✓	1C. Coordination	07/06/2016	Yes
✓	1D. CoC Discharge Planning	07/06/2016	Yes
✓	1E. Coordinated Assessment	07/06/2016	Yes
✓	1F. Project Review	07/06/2016	Yes
✓	1G. Addressing Project Capacity	07/06/2016	Yes
--	Part 2: Data Collection and Quality	No Input Required	No
✓	2A. HMIS Implementation	07/06/2016	Yes
✓	2B. HMIS Funding Sources	07/06/2016	Yes
✓	2C. HMIS Beds	07/06/2016	Yes
✓	2D. HMIS Data Quality	07/06/2016	Yes
✓	2E. Sheltered PIT	07/06/2016	Yes
✓	2F. Sheltered Data - Methods	07/06/2016	Yes
✓	2G. Sheltered Data - Quality	07/06/2016	Yes
✗	2H. Unsheltered PIT	Please Complete	Yes
✓	2I. Unsheltered Data - Methods	07/06/2016	Yes
✓	2J. Unsheltered Data - Quality	07/06/2016	Yes
--	Part 3: CoC Performance and Strategic Planning	No Input Required	No
✓	3A. System Performance	07/06/2016	Yes
✓	3B. Objective 1	07/06/2016	Yes
✓	3B. Objective 2	07/06/2016	Yes
✗	3B. Objective 3	Please Complete	Yes
--	Part 4: Cross-Cutting Policies	No Input Required	No
✓	4A. Benefits	07/06/2016	Yes
✓	4B. Additional Policies	07/06/2016	Yes
✗	4C. Attachments	Please Complete	Yes
--	Submission Summary	No Input Required	No

Notes:

- The calculated percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness cannot exceed 100%.

- | Step | Description |
|------|---|
| 1. | For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar. |
| 2. | Complete the screen, saving the information on each screen. |
| 3. | The "Submit" button will be inactive until all required fields on each screen are complete. |

CoC Application

Selecting the "Submit" Button

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

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
Part 1: CoC Structure and Governance	No Input Required
1A. Identification	08/25/2015
1B. CoC Engagement	08/26/2015
1C. Coordination	08/25/2015
1D. CoC Discharge Planning	08/26/2015
1E. Coordinated Assessment	08/25/2015
1F. Project Review	08/26/2015
1G. Addressing Project Capacity	08/25/2015
Part 2: Data Collection and Quality	No Input Required
2A. HMIS Implementation	08/25/2015
2B. HMIS Funding Sources	08/25/2015
2C. HMIS Beds	08/25/2015
2D. HMIS Data Quality	08/25/2015
2E. Sheltered PIT	08/26/2015
2F. Sheltered Data - Methods	08/25/2015
2G. Sheltered Data - Quality	08/25/2015
2H. Unsheltered PIT	08/25/2015
2I. Unsheltered Data - Methods	08/25/2015
2J. Unsheltered Data - Quality	08/25/2015
Part 3: CoC Performance and Strategic Planning	No Input Required
3A. System Performance	08/25/2015
3B. Objective 1	08/25/2015
3B. Objective 2	08/25/2015
3B. Objective 3	08/25/2015
Part 4: Cross-Cutting Policies	No Input Required
4A. Benefits	08/25/2015
4B. Additional Policies	08/26/2015
4C. Attachments	08/26/2015
Submission Summary	No Input Required

Back Next

Export to PDF
Get PDF Viewer

Submit

Step	Description
1.	Select the "Submit" button.
2.	The "Submit" button is replaced by an "Edit" button and text stating, "This e.Form has been marked as complete."
3.	Once your CoC Application is successfully submitted, you must ensure that you also complete and submit the CoC Project Priority Listing component of the CoC Consolidated Application.

CoC Application

The following image shows the completed CoC Application Submission Summary screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."



NOTE: Refer to the CoC Priority Listing instructional guide for guidance on completing the CoC Priority Listing Component of the CoC Consolidated Application which is located on the CoC Program Competition Resources page at. <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Exporting to PDF

Applicants can obtain a hard copy of the CoC Application 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 Application

Trouble-shooting when you cannot submit the CoC Application

Applicants may encounter issues when trying to submit the CoC Application. If the “Submit” button is gray (i.e., “grayed-out”), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The “Submit” button will appear gray if information is missing on any of the required CoC Application forms or in the Applicant Profile.

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

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Complete	Page	Last Updated	Mandatory
--	Part 1: CoC Structure and Governance	No Input Required	No
✓	1A. Identification	07/06/2016	Yes
✓	1B. CoC Engagement	07/06/2016	Yes
✓	1C. Coordination	07/06/2016	Yes
✓	1D. CoC Discharge Planning	07/06/2016	Yes
✓	1E. Coordinated Assessment	07/06/2016	Yes
✓	1F. Project Review	07/06/2016	Yes
✓	1G. Addressing Project Capacity	07/06/2016	Yes
--	Part 2: Data Collection and Quality	No Input Required	No
✓	2A. HMIS Implementation	07/06/2016	Yes
✓	2B. HMIS Funding Sources	07/06/2016	Yes
✓	2C. HMIS Beds	07/06/2016	Yes
✓	2D. HMIS Data Quality	07/06/2016	Yes
✓	2E. Sheltered PIT	07/06/2016	Yes
✓	2F. Sheltered Data - Methods	07/06/2016	Yes
✓	2G. Sheltered Data - Quality	07/06/2016	Yes
✗	2H. Unsheltered PIT	Please Complete	Yes
✓	2I. Unsheltered Data - Methods	07/06/2016	Yes
✓	2J. Unsheltered Data - Quality	07/06/2016	Yes
--	Part 3: CoC Performance and Strategic Planning	No Input Required	No
✓	3A. System Performance	07/06/2016	Yes
✓	3B. Objective 1	07/06/2016	Yes
✓	3B. Objective 2	07/06/2016	Yes
✗	3B. Objective 3	Please Complete	Yes
--	Part 4: Cross-Cutting Policies	No Input Required	No
✓	4A. Benefits	07/06/2016	Yes
✓	4B. Additional Policies	07/06/2016	Yes
✗	4C. Attachments	Please Complete	Yes
--	Submission Summary	No Input Required	No

Notes:

- The calculated percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness cannot exceed 100%.

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

CoC Application

Step	Description
1.	Review your Submission Summary screen to determine which CoC Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	Return to the Submission Summary screen and select the "Submit" button.

What the “Last Updated” column tells you.

A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- "Please Complete" identifies a form that is missing information in one or more required fields.
- "No Input Required" identifies the forms that are not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you.

Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the CoC Application. Some Notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the CoC Application after following these instructions, please submit a question to the HUD Exchange Ask A Question at <https://www.hudexchange.info/get-assistance/my-question/>.

Be sure to select “e-snaps” as your topic. In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screenshot whenever possible.

CoC Application

Updating the Applicant Profile

If an Applicant needs to edit the Applicant Profile in order to correct information that has pre-populated in the CoC Application, the Applicant must do the following:

Step	Description
1.	Select "Back to Submissions List."
2.	Select "Applicants" in the left menu bar.
3.	Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4.	Select the "Open Folder" icon  to the left of the Applicant Name.
5.	Select "Submission Summary" on the left menu bar.
6.	Select the "Edit" button.
7.	Navigate to the applicable screen(s), make the edits, and select "Save."
8.	Select "Submission Summary" on the left menu bar and select the "Complete" button.
9.	Select "Back to Applicants List" on the left menu bar.
10.	Select "Submissions" on the left menu bar.
11.	Select the "Open Folder" icon  to the left of the CoC Application. The change should have pulled forward.

NOTE: *The "View Applicant Profile" link in the left menu bar is intended only to view the Applicant Profile and **not** to make any updates.*

CoC Application

Next Steps

Congratulations! You have completed the *e-snaps* CoC Application instructional guide.

For guidance on completing the CoC Priority Listings component, refer to the CoC Priority Listings instructional guide on the CoC Program Competition Resources page at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Note that additional instructional guides and resources will be available to assist your CoC and individual Project Applicants in completing the CoC Consolidated Application and Project Application. Please check the CoC Program Competition Resources page for these resources at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.