



**Notes:**


Welcome to the training module for Exhibit 1: Continuum of Care Structure and Member Groups. This module covers Form 1A – 1E.

This series of forms in Exhibit 1 asks each CoC to identify the CoC's lead organization, primary decision-making group, committees and work groups, member organizations, and the process the CoC uses to review and select projects.


Detailed Instructions for Completing the Exhibit 1: FY2011 Continuum of Care Application are located in *e-snaps* on the left hand menu of the CoC Exhibit 1 application. At any time while going through the application, if you need additional information on the forms described, please access these instructions.

Prior to starting the application, CoCs should review the Exhibit 1: Introduction and the *e-snaps* Features and Functions training modules. These and other resources are available on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>.

Now that you have an overview of what will be covered in this module, let's review this module's learning objectives.



## Module Objectives



- By the end of this module, you should be able to:
  - Identify your CoC by name and number
  - Describe your primary decision-making group
  - Identify committees, sub-committees, and work groups associated with your CoC
  - Identify member organizations involved in the planning process for your CoC
  - Describe the process your CoC has used to review and select projects

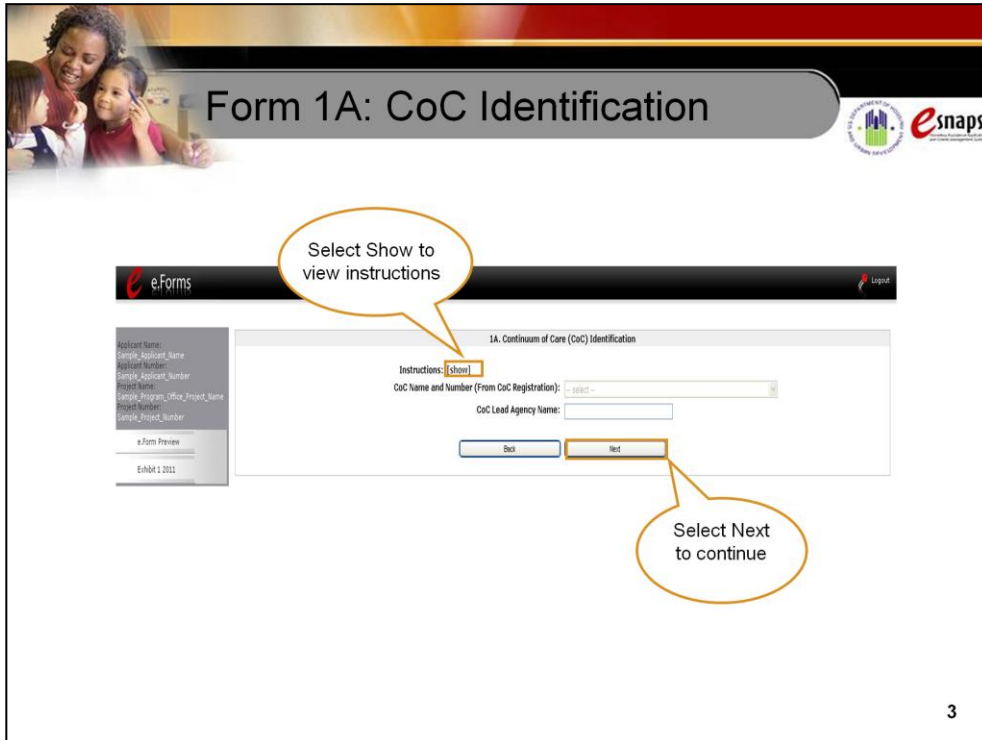
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**Notes:**

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

- Identify your CoC by name and number
- Describe your primary decision-making group
- Identify committees, sub-committees, and work groups associated with your CoC
- Identify member organizations involved in the planning process for your CoC
- Describe the process your CoC has used to review and select projects

The steps for accessing Exhibit 1 are described in detail in the Exhibit 1 Introduction training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>. Each time you return to *e-snaps*, you will access Exhibit 1 by selecting Submissions on the left menu bar and selecting the orange “Open Folder” icon to the left of the CoC Number for the FY2011 Exhibit 1 project.



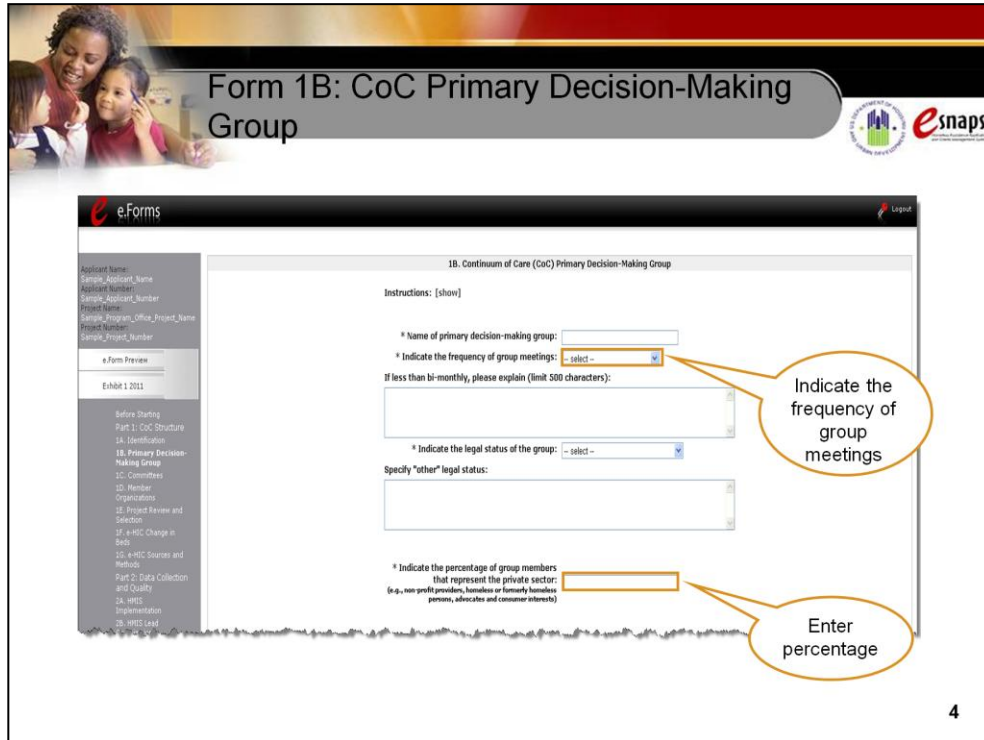
**Notes:**

The first form in Exhibit 1 is Form 1A: CoC Identification.

On this screen, the CoC Name and Number and the name of your CoC Lead Agency will be automatically populated by *e-snaps* based on the information entered during CoC Registration. This should be the same information that was used to register your CoC.

- To being, verify that the information is correct.
  - Note that you will not be able to change the information that appears on this screen.
- Contact the HRE Virtual Help Desk at [www.hudhre.info/helpdesk](http://www.hudhre.info/helpdesk) to request assistance if the information appears incorrect.
  - If the Lead Agency has changed, you will need to follow the instructions in the CoC Getting Started guide on the *e-snaps* training page located on the HRE at <http://esnaps.hudhre.info/>
  - If the Lead Agency’s name has legally changed, the change cannot be made in *e-snaps* at this time but you need it on record with HUD for the grant agreement. You will still be able to submit Exhibit 1.
  - If the CoC name and number or the Lead Agency name should be correct but are not, there may have been an issue pulling the information forward.
  - Note: When you submit an inquiry to the HRE Virtual Help Desk, please be specific with regard to the issue and any changes that need to be made.
- Select the “Next” button to proceed to the next form.

**Image Description:** Screen capture of Form 1A: CoC Identification with the “Show” option and “Next” button highlighted.



**Notes:**

This is Form 1B: CoC Primary Decision-Making Group. This form allows you to describe how your group is structured and how it operates.

The primary decision-making group is responsible for setting agendas for full CoC meetings, overseeing project monitoring, determining project priorities, providing final approval for the CoC application, and overseeing application submission. This group is also responsible for implementation of the CoC’s HMIS, either through direct oversight or through designation of an HMIS implementing agency. The primary decision-making group may be the CoC Lead Agency or may authorize another entity to be the CoC Lead Agency.

- To begin, in the first field on this screen, enter the name of your primary decision-making group.
- Next, use the dropdown menu to select the frequency that this group will hold meetings.
  - If the group meets less than bi-monthly, explain why it meets this infrequently in the field provided.
- Next, use the dropdown menu to indicate the legal status of the primary decision-making group.
  - If you select “Other,” you must enter a description of the legal status in the “Specify ‘other’ legal status” field.
- Next, indicate in the field provided, the percentage of members from the primary decision-making group that represent the private sector.
  - Examples of groups that represent the private sector include nonprofit providers, homeless or formerly homeless persons, advocates, and interested consumers.
  - Please note that this is a percentage of members, not an actual number of members.
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Image Description:** Screen capture of Form 1B: CoC Primary Decision-Making Group with fields highlighted for the frequency of group meetings and percentage of group members representing the private sector.

**Form 1B: CoC Primary Decision-Making Group**

**\* Indicate the selection process of group members: (select all that apply)**

Elected:	<input type="checkbox"/>
Assigned:	<input type="checkbox"/>
Volunteer:	<input type="checkbox"/>
Appointed:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

**Specify "other" process(es):**

**Briefly describe the selection process of group members. Description should include why this process was established and how it works (limit 750 characters):**

**Notes:**

- From the list provided, select the process your CoC uses to select **members** for the primary decision-making group by selecting the box to the right of your answer.
  - You may select as many processes as apply to your group. Once a process is selected, a check mark will appear in the box.
- If you select "Other," you must enter a description of the selection process used by your group in the "Specify 'other' process(es)" field.
- If you do not select "Other," enter "not applicable" in this field.
- Next, enter an explanation in the field provided of the selection process, why this process was established, and how it is used.
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Image Description:** Screen capture of Form 1B: CoC Primary Decision-Making Group with the choices highlighted for group member selection process(es) and the "Specify 'other' process(es)" field highlighted.

**Notes:**

Continue with Form 1B: CoC Primary Decision-Making Group.

- From the list provided, select the process your CoC uses to select **members** for the primary decision-making group by selecting the box to the right of your answer.
  - You may select as many processes as apply to your group. Once a process is selected, a check mark will appear in the box.
- If you select "Other," you must enter a description of the selection process used by your group in the "Specify 'other' process(es)" field.
- If you do not select "Other," enter "not applicable" in this field.
- Next, enter an explanation in the field provided of the selection process, why this process was established, and how it is used.
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Image Description:** Screen capture of Form 1B: CoC Primary Decision-Making Group with the choices highlighted for group member selection process(es) and the "Specify 'other' process(es)" field highlighted.

**Form 1B: CoC Primary Decision-Making Group**

esnaps

Objective 2  
Objective 3  
Objective 4  
Objective 5  
3B. Discharge Planning  
3C. CoC Coordination  
3D. Self-Evaluation  
Part 4: CoC  
Performance  
4A. 2019 CoC  
Achievements  
4B. Shared Member  
Progress  
4C. Housing  
Performance  
4D. Mainstream Services  
Evaluation  
4E. Energy Star &  
Section 7  
4F. CoC Mainstream  
Programs  
4G. Provider Mainstream  
Programs  
CoC Project Listing  
Summary  
Attachments  
Submission Summary

Export to PDF  
Get PDF Viewer  
Back to the e-Form List

\* Indicate the selection process of group leaders:  
(select all that apply):

Elected:   
Assigned:   
Volunteer:   
Appointed:   
Other:

Select all that apply

Specify "other" process(es):

Specify, if Other

\* If administrative funds were made available to the CoC, will the primary decision making body, or its designee, have the capacity to be responsible for activities such as applying for HUD funding and serving as a grantee, providing project oversight, and monitoring? Explain (limit 750 characters):

Save Save & Back Save & Next  
Back Next  
Check Spelling

Page Generation Time: 0.981s Grantium

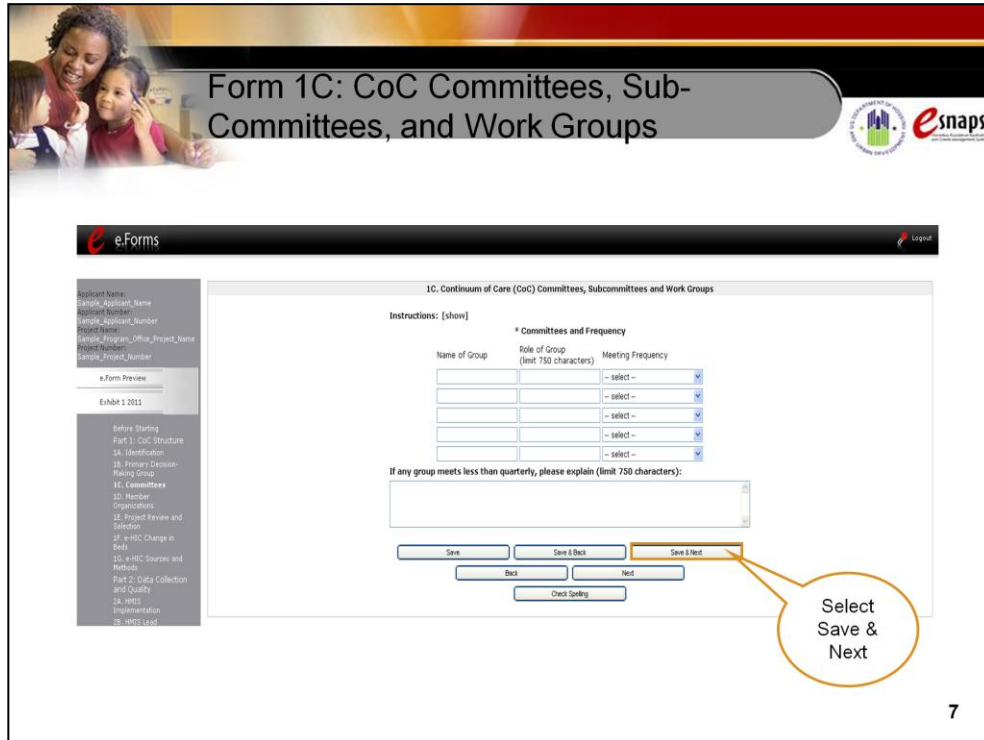
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**Notes:**

Continue with Form 1B: CoC Primary Decision-Making Group.

- From the list provided, select the process your CoC uses to select **leaders** for the primary decision-making group by selecting the box to the right of your answer.
  - You may select as many processes as apply to your group.
- If you select “Other,” you must enter a description of the selection process used by your group in the “Specify ‘other’ process(es)” field. If you do not select “Other,” enter “not applicable” in this field.
- Next, if your CoC could receive administrative funds in the future from HUD, describe the capacity of the primary decision-making body (or its designee) to be responsible for related activities, such as applying for HUD funds, serving as the grantee, and providing project oversight and monitoring.
  - If the primary decision-making group is already responsible for and is currently conducting various related activities, identify and describe them.
- Select the “Save and Next” button to continue to the next form.

**Image Description:** Screen capture of Form 1B: CoC Primary Decision-Making Group with the choices check boxes highlighted for group leader selection process(es), “Specify ‘other’” process(es) field, and the “Save & Next” button highlighted.



**Notes:**

On Form 1C: CoC Committees, Sub-Committees, and Work Groups, you will identify the committees, sub-committees, and work groups that are part of your CoC's organizational structure and provide information about each.

- In the fields provided, enter information for up to five of the CoC's planning committees, subcommittees, and workgroups.
  - For each group, enter the name of the group, briefly describe the role of the group, and select how frequently the group meets.
  - CoCs should only include information on those groups that are actively and directly involved in CoC-wide planning activities such as project review and selection, discharge planning, disaster planning, completing the Exhibit 1 application, conducting the PIT count, and 10-year plan coordination.
  - CoCs that have more than five committees or workgroups should enter those five that are most significant.
  - Select the Exhibit 1 Detailed Instructions in the left menu bar for more information on the types of committees/groups and activities to include.
- In the next field, provide an explanation if one or more of the groups meet less than quarterly, or you may enter "not applicable."
- Select the "Save and Next" button to continue to the next form.

**Image Description:** Screen capture of Form 1C: CoC Committees, Sub-Committees, and Work Groups with the "Save & Next" button highlighted.



**Notes:**

On Form 1D: CoC Member Organizations, list and describe the organizations that are actively involved in the CoC planning process. Consider your entries carefully. The list should be accurate, but it is not intended to be a comprehensive list of all organizations in the CoC. A list that extends for numerous pages could slow down the refresh time as you move through the forms.

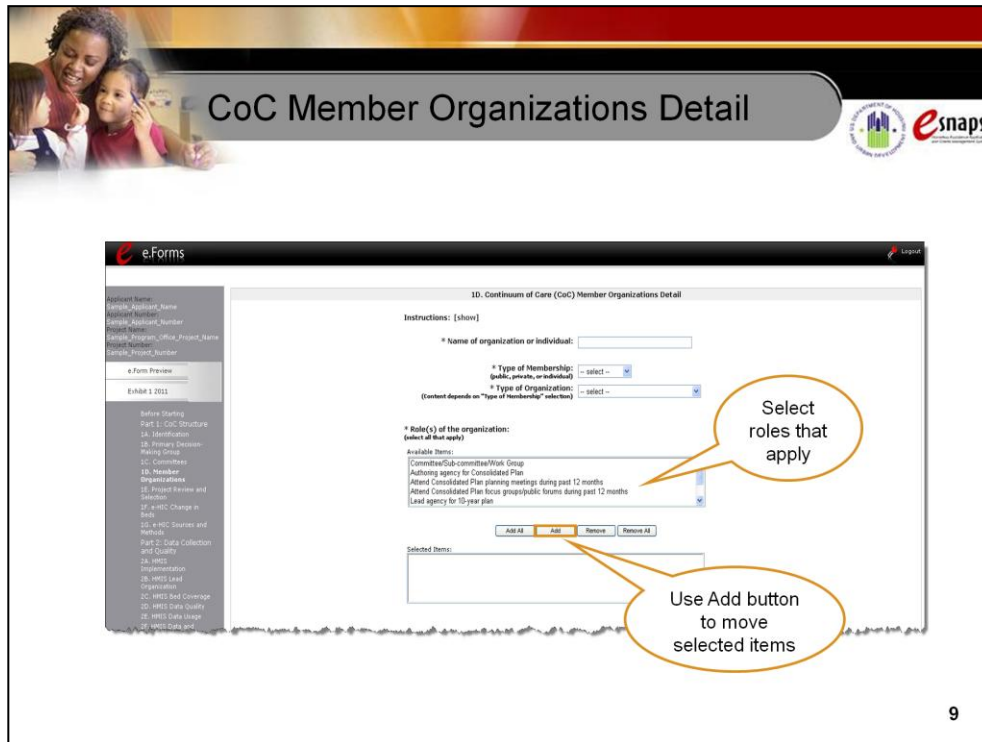
The first screen for this form is a summary list of member organizations. You may sort your groups alphabetically by selecting “All” or one of the letters above the list, or by any of the categories in the column headings. You need to review the list to make sure that all member organizations have been included with the correct information.

- To review a single organization, select the “View” icon (which resembles a magnifying glass) to the left of the organization’s name.
- To add a member organization, select the “Add” icon located above the word “All.”
- After selecting “View” or “Add,” the CoC Member Organizations Detail screen will appear, in which you may edit or enter information about each organization. (See the next slide for more instructions.)
- To remove (i.e., delete) inactive members, select the “Delete” icon (which resembles a red circle with the letter “X” inside) to the left of the appropriate organization’s name.
- When you have completed reviewing and updating this form, select the “Next” button to continue to the next form.

**Note:** The first time you access this form, it may or may not have entries.

- If you chose to import your FY2010 application information into the FY2011 application during the CoC Registration process, you will see all the member groups you entered in FY2010 listed in this summary.
- If you did not import your information from FY2010, you will not have any entries on this list.
- If you did not apply in FY2010, you will not have any entries on this list.

**Image Description:** Screen capture of Form 1D: CoC Member Organizations with the “Add” icon, “Delete” icon, “View” icon and the “Next” button highlighted. There is also a caption stating “Sort by selecting a letter or column heading.”

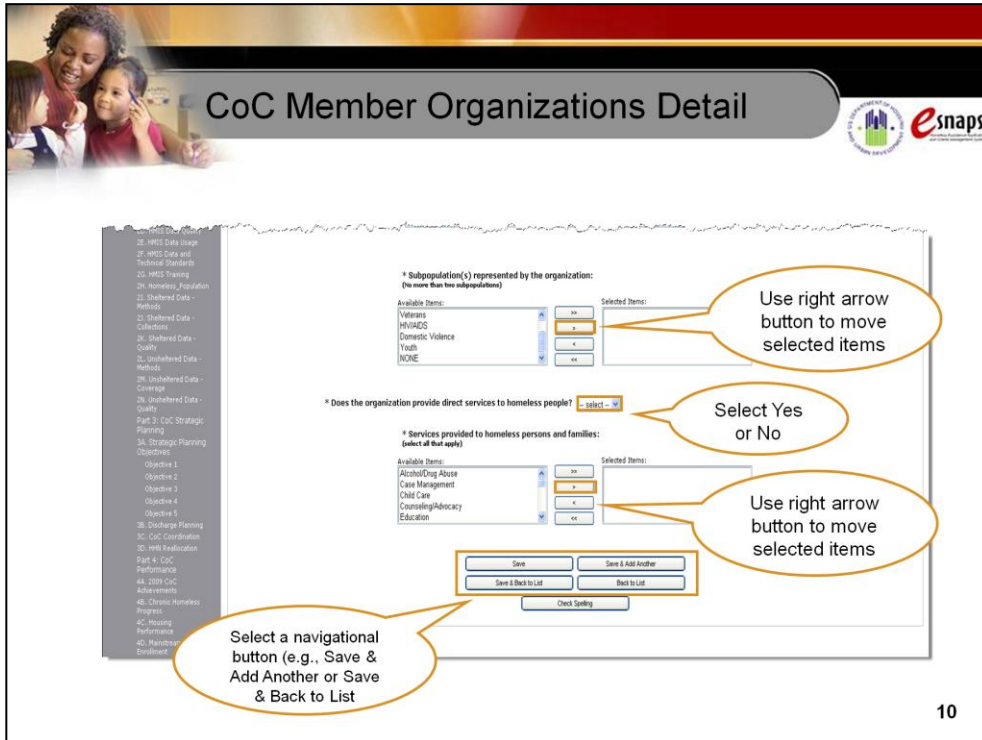


### Notes:

The CoC Member Organizations Detail screen contains several sections in which you may identify details about those organizations involved in your CoC planning process.

- To begin, in the first field enter the name of an organization or individual involved in your CoC planning process.
  - If the individual is a victim of domestic violence, enter an alias. Do not use the person's name.
- Next, use the "Type of Membership" dropdown menu to indicate whether the organization is Public Sector, Private Sector, or Individual.
  - Make sure to select the "Type of Membership" and allow the screen time to refresh before you select the "Type of Organization." The choices in "Type of Organization" menu are populated depending on your selection for the "Type of Membership" field.
- Next, use the dropdown menu to indicate the "Type of Organization."
- In the "Role(s) of the organization" field, identify the role the organization plays within the CoC planning process.
  - Scroll to view the complete list of roles.
  - You may select as many roles as apply.
  - Use the "Add" button to move the role(s) of the organization to the selected items field.
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Image Description:** Screen capture of the CoC Member Organizations Detail screen with the "Available Items" field for the "Role(s) of the organization" section highlighted and the "Add" button highlighted.



**Notes:**

Continue with the CoC Member Organizations Detail screen. In this section, identify what subpopulation(s) the organization represents.

- In the next field, select the subpopulations(s) represented by the organization.
  - **You may only identify up to two subpopulations.** If the organization serves more than two subpopulations, select the two that are primarily served.
  - If more than two are selected, you will receive an error message when you select the “Save” button.
- In the next field, Select “Yes” or “No” from the dropdown menu to indicate whether the organization is a homeless service provider.
- In the last section, select the services the organization provides using the single right arrow.
  - You may select as many services as apply.
- Finally, select one of the buttons at the bottom of the screen, depending on what you want to do next (e.g., “Save and Add Another”).
- Remember to save your work whether you continue to the next form, go back to a previous form, or remain on the current form. In particular, if you select “Back to List,” you must select “Save” first or the information you just entered will not be saved.
- When you have finished entering the relevant member organizations that are part of your CoC’s planning process, return to the summary list on the CoC Member Organizations screen by selecting the “Save and Back to List” button.

**Image Description:** Screen capture of the CoC Member Organizations Detail screen with two right arrow buttons highlighted that will move selected items. One is for the “Subpopulation(s) represented by the organization” section and the other is for “Services provided to homeless persons and families” section. The “Does the organization provide direct services to homeless people” dropdown menu and the navigational buttons are also highlighted.

**Form 1E: CoC Project Review and Selection Process**

**Open Solicitation Methods:** (select all that apply)

Available Items:

- a. Newspapers
- b. Letters/Emails to CoC Membership
- c. Responses to Public Inquiries
- d. Outreach to Faith-Based Groups
- e. Announcements at CoC Meetings

Selected Items:

**Rating and Performance Assessment Measure(s):** (select all that apply)

Available Items:

- G. Review Independent Audit
- H. Review HUD APR for Performance Results
- I. Review Uninvested Grants
- J. Site Visits
- K. Survey Clients

Buttons: Add All, Add, Remove, Remove All

Callouts:

- Use right arrow button to move selected items
- Use Add button to move selected items

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**Notes:**

On Form 1E: CoC Project Review and Selection Process, you will identify and describe the process your CoC used in the past year to review and select all new and renewal projects. For each section on this form, you may select as many “Available Items” as apply.

- To begin, in the first section, identify all methods used by the CoC in the last year to solicit projects by selecting the single right arrow.
- The next section, indicate which measures your CoC takes to rate projects and assess their performance by selecting the “Add” button.
- Continue with Form 1E using the scroll bar to view the next set of fields.

**Image Description:** Screen capture of the top portion of Form 1E: CoC Project Review and Selection Process with the right arrow button highlighted that will move selected items for the “Open Solicitation Methods” section and the “Add” button highlighted that will move selected items for the “Rating and Performance Assessment Measure(s)” section.

**Form 1E: CoC Project Review and Selection Process**

**Voting/Decision-Making Method(s):**  
(select all that apply)

Available Items:

- A. Unbiased Panel/Review Committee
- B. Customer Representative Sign a Vote
- C. All CoC Members Present Can Vote
- D. One Vote per Organization
- E. Consensus (General agreement)

Selected Items:

\* Were there any written complaints received by the CoC regarding any matter in the last 12 months? - select -

If yes, briefly describe complaint(s), how it was resolved, and the date(s) resolved (limit 750 characters):

Buttons: Save, Save & Back, **Save & Next**, Back, Next, Check Spelling

Callouts:

- Use right arrow button to move selected items
- Select Save & Next

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**Notes:**

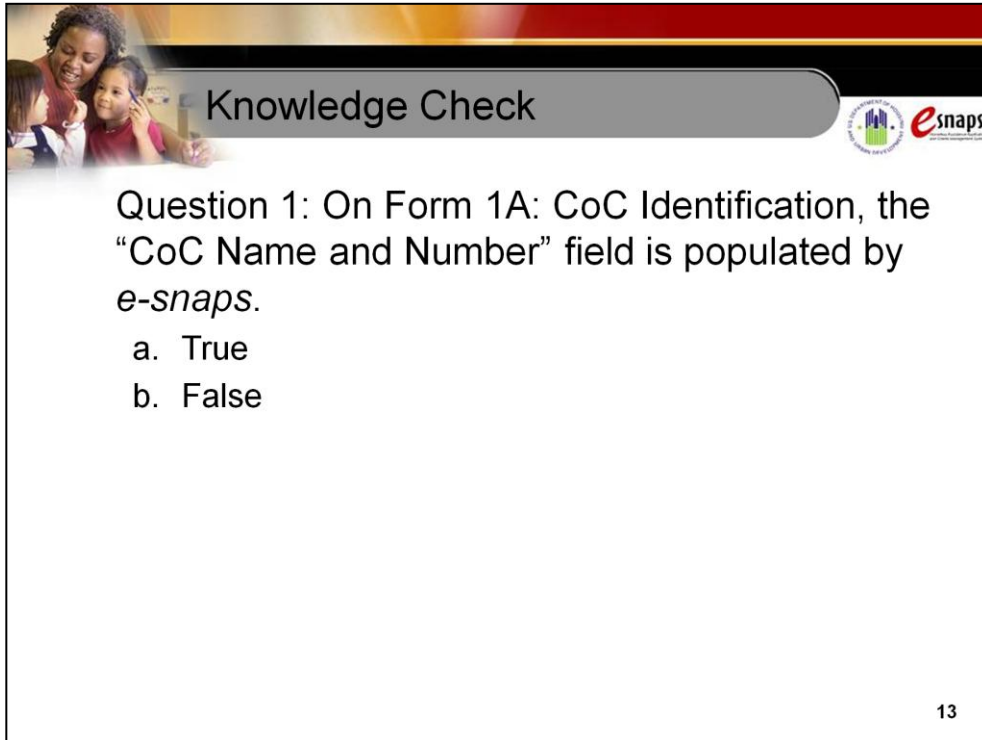
Continue with Form 1E.

- In this next section, identify the methods used by your CoC to vote and or decide on projects using the single right arrow.
- Next, select “Yes” or “No” from the dropdown menu in response to “Were any written complaints received by the CoC regarding any matter in the last 12 months?”
  - If you selected “Yes,” in the next field describe the complaint, how it was resolved, and the date(s) it was resolved.
- Finally, select the “Save and Next” button to continue to the next form.

To continue with Forms 1F – 1H, you will need to access the next Exhibit 1 training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>.

Now that we have discussed how to complete the first five forms of Exhibit 1, let’s review what you have learned.

**Image Description:** Screen capture of the bottom portion of Form 1E: CoC Project Review and Selection Process with the right arrow button highlighted in the “Voting/Decision Method(s)” section and the “Save & Next” button highlighted.



**Knowledge Check**

Question 1: On Form 1A: CoC Identification, the “CoC Name and Number” field is populated by *e-snaps*.


- a. True
- b. False

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**Notes:**

The following slides contain a series of knowledge check questions to review what you have learned. Review the question and determine your response. The next slide will then review the correct answer and provide feedback. Let’s get started.

Question 1: On Form 1A: CoC Identification, the “CoC Name and Number” field is populated by *e-snaps*. Is this statement a. True or b. False?



## Knowledge Check – Feedback



Question 1: On Form 1A: CoC Identification, the “CoC Name and Number” field is populated by *e-snaps*.

- ✓ a. True
- b. False

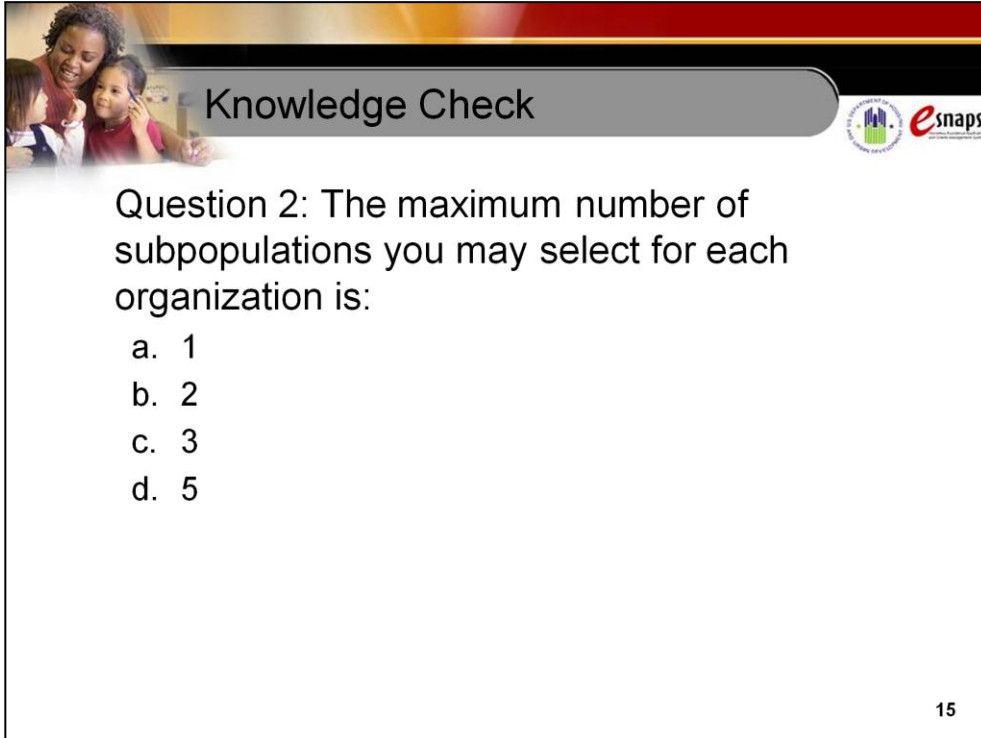
**FEEDBACK:**

This field is populated based on the information entered during the CoC Registration process.

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**Notes:**

The correct answer is a. True. This field is populated by *e-snaps* based on the information entered during the CoC Registration process. Remember, contact the HRE Virtual Help Desk at [www.hudhre.info/helpdesk](http://www.hudhre.info/helpdesk) to request assistance if the information appears incorrect.



**Knowledge Check**

Question 2: The maximum number of subpopulations you may select for each organization is:

- a. 1
- b. 2
- c. 3
- d. 5


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**Notes:**


Question 2: The maximum number of subpopulations you may select for each organization is:

- a. 1
- b. 2
- c. 3
- d. 5

Please determine the best response.



## Knowledge Check – Feedback



Question 2: The maximum number of subpopulations you may select for each organization is:


- a. 1.
- ✓ b. 2.
- c. 3.
- d. 5.

**FEEDBACK:**  
You may select up to two subpopulations for each of your member organizations using Form 1D: CoC Member Organizations.


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**Notes:**

The correct answer is b. two. You may select up to two subpopulations for each of your member organizations using Form 1D: CoC Member Organizations.



## Module Wrap-Up



**Congratulations!** You completed the Exhibit 1: CoC Structure and Member Groups module.

- You should now be able to:
  - Identify your CoC by name and number
  - Describe your primary decision-making group
  - Identify committees, sub-committees, and work groups associated with your CoC
  - Identify member organizations involved in the planning process for your CoC
  - Describe the process your CoC has used to review and select projects


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**Notes:**


Congratulations! You have completed the Exhibit 1: CoC Structure and Member Groups module. You should now be able to:

- Identify your CoC by name and number
- Describe your primary decision-making group
- Identify committees, sub-committees, and work groups associated with your CoC
- Identify member organizations involved in the planning process for your CoC
- Describe the process your CoC has used to review and select projects

Continue to the next slide to complete the required training web form.



## Module Completion Web Form



**Now that you have completed the Exhibit 1: CoC Structure and Member Groups online training module, select the web link below so that you may fill out the required web form.**

**[e-snaps Online Training Module Completion Web Form](#)**

**NOTE: To continue your learning experience, close this window and select another module from the training home page.**

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**Notes:**

Now that you have completed the Exhibit 1: CoC Structure and Member Groups online training module, select the web link that is titled, “e-snaps Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M150>) so that you may complete the required training form.

After you complete the form, close this window and select another module from the training home page to continue your learning experience.