



**CoC Lead Agencies:
Getting Started
Version 1.0**

CoC Lead Agencies: Getting Started

e-snaps Homeless Assistance Application and Grants Management CoC Lead Agencies: Getting Started

Table of Contents

Introduction	1
Grant Inventory Worksheets (GIWs)	2
Guidance for Merging Continuums of Care (CoCs)	2
CoC Lead Agency Primary Contact Change	4
CoC Lead Agency Organization Change	6
<i>e-snaps</i> Helpful Hints	8
Helpful Application Documents & Resources	8
General <i>e-snaps</i>	8
CoC Registration.....	8
Exhibit 1	8

CoC Lead Agencies: Getting Started

INTRODUCTION

This document provides helpful information that should be reviewed by CoC lead agencies in preparation for the FY2011 Continuum of Care (CoC) Homeless Assistance competition. Important *e-snaps* information is covered including how to request a change in primary contact or lead agency as well as helpful tips and common *e-snaps* errors. This document also contains other helpful competition related information including guidance on Grant Inventory Worksheets and Merging CoCs is also covered.

CoC lead agencies should review this guidance before completing the CoC Registration, Exhibit 1 and 2 as well as take note of and plan to adhere to deadlines and recommended timeframes.

Note: All of the resources referenced within this document are available on the Homelessness Resource Exchange (HRE) at: <http://hudhre.info/esnaps>.

CoC Lead Agencies: Getting Started

GRANT INVENTORY WORKSHEETS (GIWS)

Grant Inventory Worksheets (GIWs) are provided to Continuums of Care (CoCs) by HUD. They are used to provide CoCs and HUD Field Offices with information about Supportive Housing Program (SHP) and Shelter Plus Care (S+C) grants that are eligible for renewal.

Upon receiving this worksheet from HUD, CoC lead agencies should review all detailed instructions and immediately begin carefully verifying the pre-populated information for each grant. Note: CoCs are responsible for entering SHP and S+C grant information for any grants eligible for renewal that were not included on the original GIW; this includes all first time renewals, as follows:

- 1) Grants expiring in Calendar Year 2012 (including the FY2008 SHP Rapid Re-Housing (RRH) Demonstration Grants that were executed in FY2009)
- 2) 2005 grants (which may have an extended expiration date beyond 2012)
- 3) S+C grants renewing for the first time that were awarded pre-2002 (which may have an extended expiration date beyond 2012)
- 4) One year new grants from FY2010 (which most likely are not executed yet, however, must be included on the FY2011 GIW)

CoC lead agencies should consult with grantees to confirm SHP budget amounts, total S+C units eligible for renewal, and grant expiration dates. Once the GIW is verified and corrected as needed, with consultations between the CoC, grantee, and the local HUD Field Office, the CoC **must** submit the GIW electronically to its HUD Field Office.

Once the SHP GIW is reconciled and finalized by the CoC and the HUD Field Office, the CoC can use the SHP GIW to document its HHN calculation and upload both the SHP and S+C GIWs during the CoC Registration process in *e-snaps*.

Note: Budget line items and unit requests for all renewal projects entered in *e-snaps* **must** correspond to the budget line items on the final FY2011 GIW.

GIW detailed instructions including information on renewal eligibility are provided in this sample Grant Inventory Workbook.

- [SHP and S+C Grant Inventory Workbook Reference Materials](#)

GUIDANCE FOR MERGING CONTINUUMS OF CARE (COCS)

CoC Lead Agencies: Getting Started

Continuums of Care (CoCs) sometimes consider merging, with one or more CoCs to achieve improved coordination of services, more efficient resource allocation, and regional planning to address homelessness. CoC mergers can also improve competitiveness in the McKinney-Vento homeless funding competition, as well as reduce the administrative burden of applying for funding at the local level and reviewing funding applications at the national level.

In recognition of these advantages, in 2009, HUD has adopted the CoC Hold Harmless Merger policy for calculating Pro-Rata Need that ensures that CoCs will not lose funds by merging. For the FY2011 competition, CoCs in Hold Harmless Need (HHN) status merging with one or more CoCs in Preliminary Pro-Rata Need (PPRN) status will receive the sum of the higher of the HHN or PPRN for each of the merging CoCs. To receive this advantage, 100 percent of the original CoC's geographies must be included in the merge. After these two competitions, the PPRN and HHN amounts will be calculated based on the combined jurisdiction.

- The [CoC Merging Discussion Guide](#) provides communities with important discussion topics and probing questions to consider before deciding to consolidate, or merge, CoCs.

Although HUD encourages CoCs to merge in order to promote increased coordination among service systems and administrative efficiencies, HUD wants to ensure that CoCs understand the financial implications of their decisions.

- The [CoC HH Merger Worksheet](#) will aid this process by providing a step-by-step guide to calculating Final Pro-Rata Need for the FY2011 application.

For those CoCs that merged, the CoC registering for the FY2011 competition must attach the completed CoC HH Merger Worksheet to the registration prior to submission.

CoC Lead Agencies: Getting Started

COC LEAD AGENCY PRIMARY CONTACT CHANGE

- Did the CoC lead agency primary contact who was responsible for submitting the Exhibit 1 application in FY2010 leave your organization or change positions (i.e., is there someone new who needs access to the FY2010 application)?
- Are you the new primary contact and need to gain access to your FY2010 Exhibit 1 submission and need to complete CoC Registration as well as prepare your FY2011 Exhibit 1 submission?

If you answered “yes” to the questions above, you must formally request a change in primary contact to gain access to your agency’s *e-snaps* application. **This is mandatory.**

Your formal letter of request must be scanned and electronically submitted to the HRE Virtual Help Desk. Please refer to the following specific instructions:

- (1) Address the letter to :

U.S. Department of Housing and Urban Development
Office of Special Needs Assistance Programs
451 7th Street, SW
Washington DC, 20410
- (2) Explain the need for substitution and indicate that the letter serves as formal written notice.
- (3) Provide your CoC Number.
- (4) Provide the name of the **former** primary contact.
- (5) Identify and provide the **new** primary contact’s name and contact information (e-mail address, phone number, and mailing address).
- (6) Provide the **new** primary contact’s *e-snaps* user ID. (***Note:** If you haven’t created an *e-snaps* user profile, you must do so at:
<http://www.hud.gov/esnaps>.)
- (7) Obtain the signature of a ranking member of the lead agency/CoC.
- (8) Scan and submit the signed letter via the [HRE Virtual Help Desk](#). (On the Help Desk form, be sure to select “e-snaps CoC competition” as the “Program/System”; “General Technical” as the question topic; and “Adding Users/Registrants” as the subtopic.) If you don’t have scanning capabilities, contact the Virtual Help Desk and we will provide you with further instructions.

CoC Lead Agencies: Getting Started

After your request is reviewed, approved, and processed by HUD Headquarters, you will be able to access your agency's FY2008 and/or FY2009 and/or FY2010 *e-snaps* application, complete your CoC Registration, and eventually complete your FY2011 Exhibit 1.

Note: It is recommended that individuals and organizations requiring access to previous years' applications through new *e-snaps* user profiles **complete these steps well before CoC Registration opens**. After the HRE Virtual Help Desk receives the authorization letter, the changes should be made in about two business days. However, you will be notified by the HRE Virtual Help Desk when the process is complete.

CoC Lead Agencies: Getting Started

COC LEAD AGENCY ORGANIZATION CHANGE

- Are you a new CoC lead agency in FY2011 (i.e., have you taken over this designation from the former lead agency)?
- Are you the new primary contact who needs to gain access to the former lead agency's FY2010 Exhibit 1 Submission so that you may prepare your FY2011 Exhibit 1 submission?

If you answered “yes” to the questions above, you must formally request a change in CoC lead agency and primary contact to gain access to the former agency's *e-snaps* application. **This is mandatory.**

Your formal letter of request must be scanned and electronically submitted to the HRE Virtual Help Desk. Please refer to the following specific instructions:

- (1) Address the letter to :

U.S. Department of Housing and Urban Development
Office of Special Needs Assistance Programs
451 7th Street, SW
Washington DC, 20410
- (2) Explain the need for substitution and indicate that the letter serves as formal written notice.
- (3) Provide your CoC Number.
- (4) Provide the name of the **former** CoC lead agency.
- (5) Provide the name of the **former** primary contact.
- (6) Provide the name of **new** CoC lead agency submitting the request.
- (7) Identify and provide the **new** primary contact's name and contact information (e-mail address, phone number, and mailing address).
- (8) Provide the **new** primary contact's *e-snaps* user ID. (***Note:** If you haven't created an *e-snaps* user profile, you must do so at:
<http://www.hud.gov/esnaps>.)
- (9) Obtain the signature of a ranking member of the lead agency/CoC.
- (10) Scan and submit the signed letter via the [HRE Virtual Help Desk](#). (On the Help Desk form, be sure to select “e-snaps CoC competition” as the “Program/System”; “General Technical” as the question topic; and “Adding

CoC Lead Agencies: Getting Started

Users/Registrants” as the subtopic.) If you don’t have scanning capabilities, contact the HRE Virtual Help Desk and we will provide you with further instructions.

After your request is reviewed, approved, and processed by HUD Headquarters, you will be able to access the former lead agency’s *e-snaps* application, view the FY2010 Exhibit 1 Submission, complete the FY2011 CoC Registration, and eventually complete your FY2011 Exhibit 1.

Note: It is recommended that individuals and organizations requiring access to previous years’ applications through new *e-snaps* user profiles **complete these steps well before CoC Registration opens**. After the HRE Virtual Help Desk receives the authorization letter, the changes should be made in about two business days. However, you will be notified by the HRE Virtual Help Desk when the process is complete.

CoC Lead Agencies: Getting Started

E-SNAPS HELPFUL HINTS

Helpful Application Documents & Resources

- Even though you will be able to import last year's data, it is helpful to have **last year's application** handy.
- Remember to sign-up for HUD's [Homeless Assistance Program Listserv](#). HUD disseminates important competition updates from this listserv.
- It is critical that you review available the [e-snaps Online Training Modules and Reference Room materials](#). These resources provide key information and detailed instructions that will assist you in completing CoC Registration and the FY2011 Exhibit 1 application.
- Review the [Frequently Asked Questions](#) as they will be updated on an ongoing basis throughout the competition.

General e-snaps

- If you want to **add users** so other individuals can access Exhibit 1 under your CoC, these individuals **must** have e-snaps usernames and passwords and they must also be added as e-snaps registrants associated with your CoC. For instructions on how to add registrants in e-snaps, please refer to the [Adding and Deleting Additional Users in e-snaps](#) document on the e-snaps training page.
- If an e-snaps field has an "*" but the question/field is not applicable, you must still put text in the field (e.g., "not applicable").

CoC Registration

- If your CoC registered and completed an Exhibit 1 application in FY2010, you will have the opportunity to IMPORT 2010 Registration and Exhibit 1 information into your 2011 application **during CoC Registration**. HUD strongly recommends that all CoCs who submitted last year elect to "import." You will be able to edit information imported as needed for FY2011. **Note:** You will not have an opportunity to "import" after CoC Registration is closed. For further instructions, refer to the [CoC Registration](#) training module.

Exhibit 1

- Exhibit 1 will ask you to document and list **Member Organizations**. You may technically have hundreds. However, just include the primary and *active* organizations in this e-snaps list.