U.S. Department of Housing and Urban Development
Office of Community Planning and Development

Special Attention of:

All Secretary's Representatives

All Regional Directors for CPD

All CPD Division Directors

Continuums of Care (CoC)

Recipients and Subrecipients of the
Continuum of Care (CoC) Program

Notice: CPD-18-03

Issued: April 9, 2018

Expires: This Notice is effective until it is
amended, superseded, or rescinded

Cross Reference: 24 CFR Part 578,
*Unified Funding Agency Notice, High
Performing Community Notice*

Subject: Continuum of Care Program Registration

Contents

I.   Purpose

24 CFR part 578 governs the Continuum of Care Program (CoC), authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act. For each Fiscal Year (FY), HUD requires each Continuum of Care's (CoC) designated Collaborative Applicant to register in advance of applying for funding available under the FY CoC Program Competition. Collaborative Applicants must complete the registration using *e-snaps*, a web-based portal accessible at https://esnaps.hud.gov/.

This Notice provides Collaborative Applicants with the information necessary to register CoCs in preparation for the annual FY CoC Program Competition. HUD strongly recommends referring to the CoC Program rule (24 CFR part 578) for CoC Program requirements. The registration process only applies to Collaborative Applicants that will register to submit the annual CoC Consolidated Application for CoC Program funds. The registration process does not apply to project applicants or private individuals as HUD does not provide funding to private individuals and all project applications must be submitted by the Collaborative Applicant to HUD during the CoC Program Competition as described in the appropriate FY CoC Program Competition NOFA. Private individuals should not attempt to complete the CoC Program Registration forms or apply for funds under the CoC Program Competition.

Collaborative Applicants for CoCs that have changes from the previous year's CoC Program Competition (e.g., change in Collaborative Applicant, CoCs merged) should complete the registrations forms to have access to the Consolidated Application in the FY CoC Program Competition. If the CoC has no changes from the previous year's CoC Program Competition and the Collaborative Applicant chooses not to complete the registration forms, HUD will move the previous year's CoC Program Registration information forward with no changes. Additionally, if a CoC has no expiring renewal projects, will not request UFA or HPC designation or funding for new projects, and does not intend to apply for CoC planning costs in the FY CoC Program Competition, it does not need to complete the registration forms. See Section IV.C. for detailed information regarding submission of the registration forms in *e-snaps*. The CoC Program Competition period begins when HUD publishes the FY CoC Program Competition Notice of Funding Availability (NOFA) and ends when HUD issues the final funding announcement for that FY's conditionally awarded funds.

II.   Summary

A. **Dates**

In the first year under this Notice, FY 2018, the CoC Program Registration deadline in *e-snaps* is 5:00 p.m. Eastern Time on the date that will be posted to the FY 2018 CoC Program Competition Funding Availability page on the HUD Exchange (https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/) and announced via the HUD listserv once *e-snaps* is available. In the following fiscal years, FY 2019 and beyond, CoC Program Registration will open the second Tuesday of each January by 1:00 p.m. Eastern time with a registration deadline of 5:00 p.m. Eastern time on the first Thursday of March each year.

Registration submission must be received in *e-snaps* before the registration deadline and include changes to the previous year's registration, e.g.; merger information, geographic code changes.

Collaborative Applicants that choose to complete and submit the registration forms in *e-snaps* will receive HUD approval of their registration submission which must be acknowledged by the Collaborative Applicant in *e-snaps*. Collaborative Applicants that do not receive HUD approval of their registration submission will be notified via *e-snaps* and will not be permitted to access or submit the FY CoC Consolidated Application during the CoC Program Competition. HUD will notify and remind Collaborative Applicants of the registration deadline through its websites located at www.hud.gov, www.hudexchange.info, and via the CoC Program email-based listserv which you can join by clicking: https://www.hudexchange.info/mailinglist/.

B. **For Further Information**

HUD staff will be available to provide general clarification on the content of this Notice and the CoC Program requirements:

1. **Local HUD CPD Field Office.** For further guidance on the registration submission requirements, including the FY Grant Inventory Worksheet (GIW), and the requirements imposed under the McKinney-Vento Homeless Assistance Act (the Act) and 24 CFR part 578, Collaborative Applicants may contact the HUD CPD field office serving your area at https://www.hudexchange.info/programs/cpd-field-office-directory/.

2. **Training and Resources.** Collaborative Applicants that need assistance completing the registration process in *e-snaps* or understanding the program requirements under the CoC Program may access 24 CFR part 578, training materials, and program resources at https://www.hudexchange.info/programs/coc/.

3. **HUD Exchange Ask A Question (AAQ).** Collaborative Applicants that require information and technical support concerning this Notice and the registration process in *e-snaps* may submit an electronic inquiry via the HUD Exchange *e-snaps* AAQ Help Desk at www.hudexchange.info/get-assistance. The AAQ is accessible 24 hours daily; however, responses are usually provided between 8:00 a.m. and 5:00 p.m. Eastern time Monday through Friday, except federal holidays.

   Beginning 2 days prior to the registration submission deadline, the AAQ Help Desk will only respond to emergency technical support questions up to the submission deadline at 5:00 p.m. Eastern time. Collaborative Applicants experiencing technical difficulty during this 2-day period should contact the *e-snaps* AAQ immediately for assistance and document the attempts to obtain assistance.

4. **HUD Homeless Assistance Listserv.** HUD communicates important CoC Program information pertaining to each FY CoC Program Competition, including the availability of the CoC Program Competition NOFA, availability of the electronic application system, etc. through its websites, www.hud.gov, www.hudexchange.info, and via the CoC Program email-based listserv. To join the listserv visit:–https://www.hudexchange.info/mailinglist/.

C. **Registration Process**

Collaborative Applicants that intend to make changes to the previous year's registration should begin this process as soon as HUD announces the opening of the FY registration process. Collaborative Applicants that want to apply for Unified Funding Agency (UFA) or High Performing Community (HPC) will also complete the UFA and HPC forms that are included with the registration forms. For information regarding the requirements and application process for UFA and HPC designations, see the individual Unified Funding Agency Notice and High Performing Community Notice on the HUD Exchange.

D. **CoC Program**

Detailed requirements for the CoC Program, including standards for application review, standards used in award selection, requirements for grant execution, eligible uses of CoC Program funds and matching funds, recipient reporting requirements, and standards for compliance monitoring are included in 24 CFR part 578 and govern the annual CoC Program Competition and the administration of all grants funded in the CoC Program Competition.

The Collaborative Applicant approved by HUD during the CoC Program Registration process prior to each FY CoC Program Competition must be the same organization that will submit the CoC Consolidated Application–the CoC Application, CoC Priority Listing that lists all project applications accepted and ranked or rejected in the CoC local competition, and the Project Application(s)–during the CoC Program Competition. CoCs should not change Collaborative Applicants during the CoC Program Competition period, which is the time between the release of the FY's CoC Program Competition NOFA and when HUD issues the final funding announcement for that FY's conditionally awarded funds, unless the CoC obtains HUD's prior approval for the change or HUD replaces the CoC's designated Collaborative Applicant under the authority of Section 402(c) of the Act). HUD will approve Collaborative Applicant changes after the annual CoC Program Registration process under the following circumstances:

1. an error made by the Collaborative Applicant when entering the Collaborative Applicant's name in the CoC Applicant Profile;

2. the Collaborative Applicant chosen by the CoC is no longer in business;

3. the Collaborative Applicant withdrew;

4. the CoC selected a new Collaborative Applicant; or

5. a new Collaborative Applicant was selected by HUD as a remedial action under Section 402(c) of the Act.

If a CoC needs to change the Collaborative Applicant approved during registration, the CoC must notify the local HUD CPD field office in writing, stating the reason for the Collaborative Applicant change. The notice to the local HUD CPD field office must include documentation of the CoC's approval of the change, e.g., a copy of the meeting minutes that includes a list of those in attendance.

E. **Applicant Profiles.**

The CoC and Project Applicant Profiles are available for Collaborative Applicants and project applicants in *e-snaps* both during and outside of the annual CoC Program Competition period and should be updated when key contacts change (e.g., Executive Director, Homeless Management Information System (HMIS) Lead, authorized contact) and when information about key contacts changes (e.g., email address, phone number, titles). Additionally, HUD encourages all Collaborative Applicants to create a permanent email address that does not change with staff turnover, e.g., executivedirector@abcnonprofit.org. This will ensure important information reaches staff that need to address issues in a timely manner, e.g., curable deficiency, GIW questions. At a minimum:

1. CoC Applicant Profile. Collaborative Applicants should review all parts of the CoC Applicant Profile and update as needed the Primary Contact, Secondary Contact, HMIS Lead, and Homeless Contact information prior to the CoC Program Registration deadline to ensure HUD has the most current contact information.

2. Project Applicant Profile. Project applicants should review all parts of the Project Applicant Profile and update as needed the Authorized Contact, Secondary Contact, review and attach nonprofit documentation, and review and attach the HUD-approved Code of Conduct in advance of publication of the CoC Program Competition Notice of Funding Availability (NOFA).

The contact information, specifically the email addresses, in the CoC and Project Applicant Profiles is used by HUD to contact one or more persons in the organizations to resolve curable deficiencies with information submitted in *e-snaps.* While this Notice pertains directly to the CoCs and Collaborative Applicants, HUD encourages the CoCs and Collaborative Applicants to notify the CoC Program recipients and potential new applicants that the Project Applicant Profile information is available for review and updates, or completion if there is a new applicant, in advance of the FY CoC Program Competition.

F. **CoCs in Major Disaster Areas as Declared under Title IV of the Stafford Act.**

CoCs located in areas declared to be major disaster areas by the President under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) during the active registration period may request that HUD submit their registration in *e-snaps* on their behalf, if the CoC's capacity to complete the registration process in *e-snaps* was degraded or destroyed as a direct result of a major disaster. Collaborative Applicants should send written notification addressed to Norm Suchar, Director, Office of Special Needs Assistance Programs, at CoCDisaster@hud.gov. Collaborative Applicants must include the following information in the request:

1. Geographic code(s) claimed by the CoC. List the six-digit geographic code(s) the CoC wants to claim. As a small number of geographic codes change each year (i.e.; added, removed, changed), a list of all available geographic codes will be updated and posted on the FY CoC Program Competition Funds Available page on the HUD Exchange at the time the CoC Program Registration process is available each year.

2. Contact Information. Provide current contact information for the Collaborative Applicant so HUD may contact the CoC regarding this request if needed.

3. Grant Inventory Worksheet (GIW). HUD Headquarters will post GIWs to the HUD Exchange website for review and notification to HUD of errors or omissions of projects that are eligible to apply for renewal in the CoC Program Competition. HUD will populate the GIW with the renewal grants that received 1 year of funding and new grants funded with 1-year grant terms in the immediate previous CoC Program Competition. The initial GIW posted to HUD may not include a complete listing of all eligible renewal projects. CoCs affected by a major disaster must confirm, to the best of their knowledge, that the information on the GIW is accurate. If the CoC is unable to add missing renewal projects to the final Priority Listing, the CoC can inform HUD of any such renewals so that HUD can add them to the list. HUD Headquarters will continue to work with the local HUD CPD field office to identify any additional renewal projects not identified by the Collaborative Applicant.

III.   CoC Program Registration Key Terms

The key terms included in this Notice are important for Collaborative Applicants to understand to complete the CoC Program Registration process in *e-snaps* on behalf of the CoC. See 24 CFR 578.3 for a more extensive list of definitions.

A. Definitions.

The following terms are defined at 24 CFR 578.3 and must be carefully reviewed by all applicants for the definitions in this section:

1. *Annual Renewal Amount (ARA)*

2. *Applicant*

3. *Centralized or Coordinated Assessment System*

4. *Collaborative Applicant*

5. *Continuum of Care (CoC)*

6. *High-Performing Community (HPC)*

7. *Homeless Management Information Systems (HMIS)*

8. *Homeless Management Information Systems (HMIS) Lead*

9. *Permanent Housing (PH)*

10. *Permanent Supportive Housing (PSH)*

11. *Project*

12. *Recipient*

13. *Subrecipient*

14. *Transitional Housing (TH)*

15. *Unified Funding Agency (UFA)*

B. CoC Program Specific Terms.

The following terms are not found in 24 CFR 578.3 but are used in this Notice to define concepts that pertain specifically to the CoC Program Registration process:

1. *Annual Renewal Demand (ARD).* The ARD is the total renewable funding amount of all the CoC's projects that will be eligible for renewal in each FY CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating Budget Line Items (BLIs) based on Fair Market Rent (FMR) changes. ARD incorporates funding only for eligible activities–operating, supportive services, leasing, rental assistance, HMIS, and project administrative costs–that were funded in the original grant, or grant as amended, less the non-renewable activities–new construction, acquisition, rehabilitation, and any project administrative costs related to these activities.

    Any funding for new construction, acquisition, rehabilitation, and any project administrative costs related to those activities is not renewable and will not be calculated in a project's ARA. If the eligible renewal grant includes these non-renewable activities, Applicants must recalculate to reduce project administrative costs in proportion to the non-renewable activities. Project administrative costs cannot exceed 10 percent of the grant awarded, the maximum allowed in 24 CFR 578.59.

    Because grants for CoC planning and UFA costs are not eligible for renewal, these projects cannot be included in the GIW and are not included in the ARD calculation for CoCs.

2. *Continuum of Care Merger Process.* The CoC merger is a process where two or more CoCs voluntarily agree to merge the entire geographic areas of both or all CoCs into one larger geographic area under one CoC. HUD strongly encourages CoCs that struggle with capacity to merge with a neighboring CoC or Balance of State CoC during each fiscal year's CoC Program Registration process.

3. *Continuum of Care Registration.* The process, described in this Notice, through which the CoC's designated Collaborative Applicant notifies HUD of its intent to submit a CoC Consolidated Application in the CoC Program Competition on behalf of the CoC, and the CoC:

    (a) reviews its geographic area;

    (b) designates a Collaborative Applicant that will be responsible for submitting the electronic registration and application in *e-snaps*; and

    (c) reviews and requests necessary changes to the HUD-posted GIW.

4. *Grant Inventory Worksheet (GIW).* The GIW is an inventory of all projects within a CoC's geographic area that are eligible for renewal in a particular year. HUD uses

the GIW to determine which projects are eligible to receive renewal funding and to ensure an accurate calculation of the CoC's ARD. HUD will populate GIWs with all eligible renewal projects known to HUD and post the GIWs to the HUD Exchange website for Collaborative Applicants, CoCs, and project applicants review. See Section V. of this Notice for more information regarding the GIW and how to submit corrected information to HUD.

The GIW will include information known to HUD for each project to calculate the estimated ARD for each CoC. HUD will post the GIW's for all CoCs to the HUD Exchange website.

Project applicants and CoCs, through the designated Collaborative Applicants, must ensure that the renewal budget and total number of units for all renewal projects match the amounts and units approved by HUD on the GIW. HUD will apply applicable updates based on changes to FMR to permanent housing operating, leasing, and rental assistance BLIs after the application submission deadline, but before HUD conditionally awards grants. As necessary, HUD will reduce the requested budgets and units to match the budget and total number of units on the CoC's GIW. Renewal projects cannot exceed the total ARA.

5. *Preliminary Pro Rata Need (PPRN)*. The formula amount is based on the metropolitan cities, urban counties, and other counties claimed by the CoC as part of its geographic area during the CoC Program Registration process. To determine the amount of funding available for each metropolitan city, urban county, or other county, HUD uses the formula set forth at 24 CFR 578.17(a). Each year, HUD publishes the PPRN for each of these jurisdiction on the HUD Exchange website. A CoC's PPRN is determined by adding the published PPRN of each metropolitan city, urban county, and other county located within the HUD-approved CoC geographic area. The PPRN for each insular area is calculated based on population as set forth in 24 CFR 578.17(a). After enactment of the annual appropriations act for each fiscal year, and issuance of the NOFA, HUD will publish the Preliminary Pro Rata Need (PPRN) assigned to metropolitan cities, urban counties, and all other counties on the appropriate FY Funds Available page on HUD Exchange (e.g., FY 2018 CoC Program Funds Available Page).

6. *Rental Assistance Worksheet*. The rental assistance worksheet accurately calculates a rental assistance project's ARA and is used when there is a change to an eligible renewal project's unit configuration due to a grant agreement amendment or for those rental assistance projects that are renewing for the first time that were originally awarded under a multi-term grant agreement (e.g., 2 years). The rental assistance worksheet determines the 1-year ARA for the project.

IV.   Completing the Registration Process.

Accessing and completing the registration process in *e-snaps* includes the following steps that must be completed no later than 5:00 p.m. eastern time on the date posted to the FY 2018 CoC Program Competition Funding Availability page on the HUD Exchange and announced via the

HUD listserv for FY 2018 and the first Thursday of March beginning in FY 2019 for FY 2019 and each subsequent year. If a Collaborative Applicant of a known CoC has not completed a new registration by this time and date, HUD will move the previous year's CoC Program Registration information forward to the current CoC Program Competition year with no changes. Collaborative Applicants that complete and submit a current registration that do not receive HUD approval of their registration submission will be notified via *e-snaps* and will not be permitted to access or submit the FY CoC Consolidated Application during the CoC Program Competition.

A. Step One: Log into *e-snaps* to access the registration forms.

Any Collaborative Applicant primary contact person who has accessed the registration forms in *e-snaps* in previous Competitions is known as a "returning *e-snaps* user." These users will already have access to the CoC Program Registration forms. Returning users may use the same username and password previously created.   First-time users must create an *e-snaps* account by completing the *e-snaps* user profile information. The Collaborative Applicant's primary authorized *e-snaps* user must grant permission to each person who created a user account for the first time before they can access the registration forms.

B. Step Two: Complete the registration forms.

All Collaborative Applicants registering for the first time must complete all relevant information. The CoC Program Registration Instructional Guide provides step-by-step instructions on how to complete each registration form in *e-snaps*.

1. *Identify CoC Mergers.* CoCs that intend to voluntarily go through the Continuum of Care Merger Process are asked to notify HUD by sending an email to CoCMerger@hud.gov to obtain a new CoC name and number that clearly identifies the geographic area of the newly merged CoC. HUD will accept requests submitted for the following actions during the CoC Program Registration process:

    (a) the merger of two or more CoCs;

    (b) the separation of one or more geographic areas from one or more CoCs to other CoCs; or

    (c) the splitting of an existing CoC and the division of the geographic resources into two or more CoCs.

    CoCs that merge before the end of the CoC Program registration process must reflect the merger in *e-snaps* so HUD can calculate the correct PPRN of the merged CoCs. HUD provides guidance on eligibility and procedures via the CoC Merger Worksheet and Guidance on CoC Merger. The worksheet indicates whether a CoC could benefit from merging under the CoC merger option and is available on the HUD Exchange website.

2. *Review the CoC's Geographic Area.* All Collaborative Applicants must notify HUD of the geographic codes claimed by the CoC in *e-snaps* during the CoC Program

Registration process. HUD will post a list of each geographic code on the HUD Exchange website. HUD will update the list to include the PPRN amount associated with each geographic code

Due to the allocation of funds for metropolitan cities, urban counties, other counties, and insular areas under the Community Development Block Grant (CDBG) formula, HUD makes necessary changes each fiscal year to the metropolitan cities, urban counties, all other counties, and insular areas eligible to receive a PPRN amount for each FY CoC Program Competition. See 24 CFR 578.17(a) for information regarding the PPRN formula and the role of CDBG in determining the formula and geographic areas. Collaborative Applicants should identify all geographic codes within the CoC's geographic area during the registration process in *e-snaps* as additional metropolitan cities, urban counties, all other counties, and insular areas may be added or removed each fiscal year.

Per 24 CFR 578.35(d), if more than one CoC claims the same geographic area, HUD will award funds to the Collaborative Applicant whose application has the highest total score. No projects will be funded from the lower scoring CoC. No project applications that are submitted in two or more competing CoC Consolidated Applications will be funded. HUD will not correct errors made by Collaborative Applicants, including errors where a Collaborative Applicant failed to claim a geographic code.

C. Step Three: Submit CoC Program Registration to HUD.

All Collaborative Applicants must submit their annual CoC Program Registration to HUD through *e-snaps* no later than 5:00 p.m. eastern time on the date that will be posted to the FY 2018 CoC Program Competition Funding Availability page on the HUD Exchange and announced via the HUD listserv, and beginning in FY 2019, by 5:00 p.m. eastern time on the first Thursday in March of each year. If a Collaborative Applicant of a known CoC has not completed a new registration by this time and date, HUD will move the previous year's CoC Program Registration information forward to the current CoC Program Competition year with no changes.

If the CoC is new and did not complete a CoC Program Registration in the previous CoC Program Competition process, the Collaborative Applicant must complete all registration forms and submit in *e-snaps*. If the new CoC fails to submit the registration by the submission date, it will not have access to that fiscal year's CoC Consolidated Application.

Special instructions for CoCs without expiring renewal grants. CoCs that do not have any projects within their geographic area that are eligible for renewal funding in the next FY CoC Program Competition and will not request UFA or HPC designation or funding for new projects, including CoC planning, do not have to complete or submit the CoC Program Registration forms in *e-snaps*. However, CoC Program Registration is strongly encouraged so HUD is aware of the CoC's active status.

V. Grant Inventory Worksheet Process.

HUD will post each CoC's GIW populated with all eligible renewal projects known to HUD to the HUD Exchange website as 'read-only' for Collaborative Applicant, CoC, and project applicant review. If the Collaborative Applicant, CoC, or project applicant determines there is an error in the information or an eligible renewal project is missing from the HUD-posted GIW, the CoC's Collaborative Applicant must submit a HUD-prescribed GIW Change Form to provide information and documentation regarding the error and the change the applicant is requesting from HUD. HUD will review the change request, and if approved, will make the change to the GIW and post an updated GIW to the HUD Exchange website. All GIW Change Forms must be submitted by the Collaborative Applicant to the local HUD CPD field office for review and approval. HUD Headquarters will not consider any change requests directly from project applicants.

A. Identify projects to be included on the GIW.

1. HUD will complete an inventory of all projects eligible for renewal funding in the annual CoC Program Competition, which are projects expiring during the next calendar year (the period between January 1 and December 31). CoC-designated Collaborative Applicants should review the populated inventory of eligible projects on the posted GIWs and notify HUD via the GIW Change Form if additional eligible renewal projects are missing or if there are any changes needed to the GIW (e.g., budget changes based on a grant agreement amendment). If there are any changes that affect the rental assistance BLI, the Collaborative Applicants must also submit a Rental Assistance Worksheet.

2. The local HUD CPD field office will review any changes, and if approved, notify HUD Headquarters and the Collaborative Applicant of the approval. HUD Headquarters will use the information contained on the GIW Change Form to update the GIW, which HUD will then post to the HUD Exchange website with a revision date. To ensure the estimated ARD is accurate, CoCs should ensure all eligible renewal projects are included on the GIW. For those CoCs with eligible renewal projects, a correct accounting of all eligible renewal projects is imperative for HUD to calculate the correct amount of CoC planning and UFA Costs the Collaborative Applicants may be eligible to apply for in the CoC Program Competition.

Collaborative Applicants are responsible for ensuring the GIWs accurately list all projects eligible for renewal funding in the applicable FY CoC Program Competition and notifying HUD of any missing eligible renewal projects. HUD will populate the GIWs with the projects awarded 1 year of funding in the previous CoC Program Competition, including renewal and new projects, and any multi-year grants that are eligible for first-time renewal in the next FY CoC Program Competition.

CoC planning and UFA Costs projects are not included on the pre-populated GIWs as these projects do not contribute to a CoC's ARD amount nor are these projects included in the national ARD amount. Each CoC Program Competition NOFA will provide information on how to apply for CoC planning and UFA Costs projects.

B. Update Information on the GIW.

HUD recognizes that the initial GIW posted on the website may be incomplete or inaccurate. It is the responsibility of the Collaborative Applicant, CoCs, and project applicants to review and update the GIW information after the Collaborative Applicant has consulted with the local HUD field office, to ensure the following eligible projects are included on the GIWs:

1. grants that were awarded a multi-year term that will expire in the next calendar year;

2. renewal grants that received 1 year of funding in the previous CoC Program Competition; and

3. new 1-year grants awarded in the previous CoC Program Competition that will expire in the next calendar year that will have an executed grant agreement no later than December 31 of the current year (e.g., no later than December 31, 2018 to be eligible for FY 2018 renewal funds) and that will have an operating start date after January 1 of the next calendar year (e.g., January 1, 2019 through December 31, 2019).

C. Projects listed on the GIW.

The inclusion of a project on the GIW does not guarantee the project will receive funding in the next FY CoC Program Competition as all project applications must meet the eligibility and threshold requirements of the CoC Program Competition NOFA and must be prioritized by the CoC through the ranking process as described in each FY CoC Program Competition NOFA. All project applicants must submit a project application in *e-snaps* as described in each FY CoC Program Competition NOFA for CoC review and determination as to whether the CoC will accept and rank or reject the project prior to submitting the CoC Consolidated Application to HUD. **HUD will not fund projects for which the Collaborative Applicant failed to submit a project application in *e-snaps* by the FY CoC Program Competition submission deadline regardless of whether the project was included on the GIW.** HUD retains discretion to not renew or to reduce funding for any project that has significant issues, e.g.; monitoring findings, results from investigations by HUD's Office of Inspector General, project applicant does not routinely drawdown funds from eLOCCS at least once per quarter, consistently late Annual Performance Report (APR) submissions. It is the responsibility of the Collaborative Applicant, CoCs, and project applicants to review and update the GIW information after the Collaborative Applicant has consulted with the local HUD field office.

VI.   Information and Assistance.

HUD Exchange Website.

The HUD Exchange website has resources available to help Collaborative Applicants successfully complete the annual CoC Program Registration process, prepare for application submission, and understand CoC Program requirements. All *Federal Register* publications, user guides, and other resources related to the CoC Program Registration process, CoC Program Competition, and the CoC Program can be obtained from the HUD Exchange website. Collaborative Applicants and persons who will complete the registration process should reference the materials located on the HUD Exchange website to ensure accuracy and completeness of the information provided.