

**FY 2011 CoC Competition Application
Deadline Reminder
October 27, 2011**

Applications must be submitted in *e-snaps* by

Friday, October 28, 2011 at 7:59:59 p.m.

Every CoC is encouraged to submit its application TODAY!! To avoid last minute technical issues, CoCs should not wait until the last minute to submit the application.

Since the issuance of the last listserv message, 78 more CoCs have submitted their FY2011 applications in *e-snaps*. There are now 152 CoCs that have submitted their applications.

REMINDERS:

1. All applications received after the October 28, 2011, 7:59:59 p.m. deadline will not be considered for funding in the FY2011 CoC Homeless Assistance Programs competition. *Please see Section IV of the FY2011 CoC NOFA for application submission and timely receipt requirements.*
2. The CoC application is actually received by HUD when the CoC clicks the submit button in Exhibit 1. The only notification that the Exhibit 1 has been successfully submitted will be the following phrase appearing at the bottom of the Submission Summary for Exhibit 1: ***e-form has been submitted***. Another way to confirm that the Exhibit 1 has been submitted is to navigate to the "Submissions" screen in *e-snaps*, where there will be a submission date in the right hand column next to the Exhibit 1 FY2011 entry.
3. If the submit button is not active (e.g., grayed out), it means that one or more fields in Exhibit 1 and/or 1 or more attachments were not completed. CoCs should check the Submission Summary to determine what fields must be completed before the Exhibit 1 can be submitted. Once all errors and messages about missing or incomplete information have been removed, the submit button will be active.
4. Prior to submission CoCs should carefully review the Project Listing for completeness and accuracy and to be sure that **ALL** applicable Exhibit 2s are included with the CoC Application.

5. If an Exhibit 2 is amended back to the applicant, the CoC should update its project listing immediately to show that the project is no longer submitted to the CoC. After the applicant has resubmitted the project, the CoC should update its project listing again to ensure that the project appears on the list.
6. Approve, rank, or reject projects only after all Exhibit 2s have been submitted.
7. All project applications (Exhibit 2s) submitted to the CoC must be approved or rejected.
8. Only new projects must be ranked.
9. Use the Budget Summary screen to compare FPRN and Permanent Housing Bonus amounts to the total amounts requested for these projects.
10. **The only Virtual Help Desk questions that are being addressed now are technical issues.** The submission deadline for CoC competition, policies, and NOFA questions was Friday, October 21st.
11. To allow time to resolve user technical issues, such as password resets, locked out users, etc., all emergency technical questions should be submitted to the VHD by **noon, Eastern Time, on October 28, 2011.** Questions submitted after **12:00 p.m., Eastern Time, may not** be resolved before the competition Help Desk closes on October 28, 2011, at 7:59:59 p.m., Eastern Time.

Be sure to review the following training modules on the HUD HRE.

- For guidance on how to **upload, review, and rank** Exhibit 2 projects, review the *FY2011 Project Listing Instructions* at <http://hudhre.info/documents/FY2011ProjectListingInstructions.pdf> and the *Instruction Module* at http://hudhre.info/documents/Exhibit1ProjectListing_2011_August.pdf.
- For guidance on how to **troubleshoot** and **submit** your Exhibit 1 to HUD, review the Exhibit 1: Submitting Your CoC Application Training Module.