TEXAS HOMELESS NETWORK

Continuum of Care Collaborative Applicant and Field Office Roles and Responsibilities

Continuum of Care Collaborative Applicant is the entity designated by the Continuum of Care to coordinate the CoC's annual application for HUD Continuum of Care Program funding. In some communities, the Collaborative Applicant may also be designated to take on additional responsibilities of the Continuum including, but not limited to: coordinating and facilitating the Continuum of Care, Continuum of Care Board, and Continuum of Care working groups; coordinate the Point-in-Time Count; coordinate and facilitate strategic planning for the Continuum of Care; monitor CoC Program-funded projects.

Local HUD CPD Field Offices are the local offices for HUD that communicate the priorities and policies of the Secretary and develop community relationships that ensure the success of the Secretary's initiatives and special projects. Field Offices address program delivery issues and determine program impacts.[1]

Below is a table on who you should go to for certain questions or challenges.

Topic Area	Recipient Role	Collaborative Applicant Role	Field Office Role
Continuum of Care Operations	*Participate in the CoC *Attend 75% of CoC General Meetings in any 12 month period *Understand how the CoC operates *Participate in the Point-in-Time and Housing Inventory Counts	*Facilitate the CoC *Answer questions on how the CoC operates	*Understand how the CoC operates *Participate in the CoC, as applicable
Training	*Complete required online trainings (CoC Program Components/Eligible Costs, CoC Program Administration, Financial Management Curriculum *Attend all trainings designated as mandatory by the Collaborative Applicant and Field Office	*Provide training to Recipients as needed	*Organize and facilitate Start-Up Trainings
Grants Inventory Worksheet	*Ensure the Collaborative Applicant has the most up-to-date information about your project	*Revise, as needed and Complete the Grants Inventory Worksheet *Submit to HUD	*Coordinate with the Collaborative Applicant, Recipients, and HUD SNAPS Office to ensure the GIW is completed and submitted
CoC Project Operations	*Read and understand your grant agreement, the CoC Program Interim Rule, the TX BoS CoC Policies and Procedures, Tx BoS CoC Written Standards for Service Delivery, and the NOFA under which a project is funded	*Understand the CoC-funded projects within the CoC *Be available to provide basic technical assistance to CoC-funded projects on Project Operations	*Execute grant agreements with CoC-funded projects *Provide guidance and support to CoC-funded projects *Monitor CoC-funded projects

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[1] https://www.hud.gov/program_offices/field_policy_mgt

	*Operate the project based on your grant agreement *Complete all necessary reporting requirements (APRs, Project Renewal Applications, draws, etc.) *Participate in HMIS (or comparable database, if Recipient is a Victim Services Provider) *Document participant eligibility, FMR, Rent Reasonableness, Eligible Costs, Lead-Based Paint, Housing Quality Standards, Services Provided, Homeless Participation, Conflicts of Interest, Affirmatively Furthering Fair Housing *Follow HMIS Policies and Procedures; Document Project HMIS Policies and Procedures *Follow other HUD Requirements including but not limited to: Equal Access Rule, Mobility Rule, Coordinated Entry, System Performance, Housing First, Consumer Involvement *Participate in the community Coordinated Entry System *Adhere to the CoC Written Standards and CE Written Standards *If mandated, participate in a Performance Improvement Plan (PIP), Corrective Action Plan (CAP), or HUD Technical assistance *Request a case conference with THN staff prior to any project participant terminations		
Financial Management	*Ensure all financial regulations are met for the CoC-funded project *Maintain internal controls *Provide required documentation for project	*Understand the basic requirements of financial management for the CoC Program *Be available to provide basic technical assistance to CoC-funded projects	*Monitor CoC-funded projects on financial management regulations

	application, grant execution, grant close-out, and grant monitoring *Over the course of the grant, continue to update match documentation		
Draws	*Prepare for and process through eLOCCS draw requests (requirement is quarterly, recommendation is monthly) *Complete all necessary documentation for draw requests *Track draw requests *Communicate with Field Office and Collaborative Applicant regarding any draw problems *Communicate directly with HUD Field Office on questions regarding eLOCCS	*Understand the basic requirements of draws *Be available to provide basic technical assistance to CoC-funded projects regarding the draw process (but not for eLOCCS specifically)	*Assist the recipient with any questions regarding eLOCCS *Monitor project spending (via desk audit)
Grant Execution	*Complete all necessary documentation for conditional awards *Collect all match documentation for execution *Prepare necessary site control documentation, if applicable *Ensure the Environmental Review is finalized *Sign the executed grant agreement and return to HUD *Ensure all grant timeliness standards for initiating the project are adhered to	(No responsibilities)	*Complete all necessary conditional awards processes *Review submitted information *Send grant agreements to Recipients *Execute the grant agreement once signed by the Recipient *Answer any Recipient questions regarding eSNAPS
Environmental Review (ER)	*Ensure an ER is conducted BEFORE funds are committed *Outreach to the Responsible Entity about the housing locations for the project *Ensure proper documentation is received for the ER; they are good for 5 years for the entire property	*Understand the basic requirements of ERs *Be available to provide basic technical assistance to CoC-funded projects regarding the ER process	*If the Responsible Entity cannot complete the ER, determine who at HUD will conduct the ER *Verify an active ER is available for each property the Recipient will utilize for the project

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	*Communicate with the Field Office and Collaborative Applicant regarding all ERs		
Grant Amendments	*Identify necessary grant amendments; determine if an amendment is needed *Contact the Field Office and Collaborative Applicant about requested grant amendments *Provide necessary materials: detailed, written request explaining the reason for the change, justification the same or better level of service will be provided, and attach all relevant revised application and technical submission exhibits reflecting the proposed change(s)	*Approve requests for significant changes or grant extensions as outlined in *CoC Expectations* form to move forward to the HUD CPD Field Office	*Review requested grant amendments *Communicate with the Grant Recipient and Collaborative Applicant regarding grant amendments *Execute (or deny) grant amendments *Answer any Recipient questions regarding eSNAPS
Monitoring	*Notify the Collaborative Applicant within 48 hours of receipt of a HUD monitoring notification *Conduct regular self-monitoring for project operations and financial operations *Prepare for HUD Field Office monitoring visits and/or desk audits *Participate in HUD Field Office monitoring visits and/or desk audits *Communicate with Field Office and Collaborative Applicant regarding follow-up *Carbon copy ("cc") the Collaborative Applicant on all correspondence with the Field Office related to project monitoring	<u>Other Project Grants</u> *Be available to provide basic technical assistance to CoC-funded projects *Monitor performance of CoC and ESG-funded project recipients <u>Own Project Grants</u> *Conduct regular self-monitoring for project operations and financial operations *Prepare for HUD Field Office monitoring visits and/or desk audits *Participate in HUD Field Office monitoring visits and/or desk audits *Communicate with Field Office and Collaborative Applicant regarding follow-up	*Conduct risk assessments to determine monitoring priority *Prepare for monitoring visits *Communicate with Grant Recipients and Collaborative Applicant regarding up-coming monitoring visits and needed follow-up from a monitoring visit *Prepare the monitoring report and conduct follow-up on corrective action
Reporting	*Prepare Annual Performance Reports (APRs) – no later than 90 days following the operating end date of the grant * Recipients must submit Annual Performance Reports (APRs) to TX BoS CoC staff for review at	*Monitor Sage HMIS uploads for project recipients	*Assist the recipient with any questions regarding Sage HMIS *Monitor Sage HMIS uploads for project recipients and verify information submitted is

	least two (2) weeks prior to HUD submission. *Ensure staff have the necessary access to Sage HMIS *Ensure uploads to Sage HMIS are entered in a timely manner		timely, accurate, and complete
Grant Closeouts	*Prepare documentation for grant closeouts (most documentation is needed no later than 90 days following the operating end date of the grant) *Communicate any closeout challenges with the Collaborative Applicant and Field Office	(No responsibilities)	*Prepare materials for grant close-out *Execute grant close-out *Communicate with Recipient and Collaborative Applicant on grant close-out process and challenges

HUD Exchange Resources

- [HUD Exchange Website Home Page](#)

- [CoC Program Page](#)

- [CoC Program Toolkit Page](#)

- [Frequently Asked Questions – CoC Program](#)

- [Ask A Question](#) on HUD Exchange

- [Join a Mailing List](#) on HUD Exchange