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-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 determines 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 your CoC *Know how your CoC operates	*Facilitate the CoC *Answer questions on how the CoC operates	*Understand how the CoC operates *Participate in the CoC, as applicable
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 your grant agreement *Operate the funding project based on your grant agreement *Complete all necessary reporting requirements (APRs, Project Renewal Applications, draws, etc.) *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,	*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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Financial Management	*Ensure all financial regulations are met for the CoC-funded project *Maintain internal controls *Provide required documentation for project application, grant execution, grant close-out, and grant monitoring *Over the course of the grant, continue to update match documentation	*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
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	*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

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	the ER; they are good for 5 years for the entire property *Communicate with the Field Office and Collaborative Applicant regarding all ERs		the Recipient will utilize for the project
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)	(No responsibilities)	*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	*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	Other Project Grants *Be available to provide basic technical assistance to CoC-funded projects *Monitor performance of CoC and ESG-funded project recipients Own Project Grants *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 *Ensure staff have the necessary access to SAGE *Ensure uploads to SAGE are entered in a timely manner	*Monitor SAGE uploads for project recipients	*Assist the recipient with any questions regarding SAGE *Monitor SAGE uploads for project recipients and verify information submitted is timely, accurate, and complete
Grant Closeouts	*Prepare documentation for grant closeouts (most	(No responsibilities)	*Prepare materials for grant close-out

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	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		*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