

How to use CommunityForce to submit your CoC project renewal application

Email questions to NOFA@austinecho.org

Head to austinecho.communityforce.com/

Grants: 4 / My Results: 4 Grants (A-Z) ▾

1. Welcome to the Austin/Travis County Continuum of Care Program Local Competition!

Please follow the instructions below.

Background:
Each year, the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA) for the Continuum of Care Program. The Continuum of Care (CoC) Program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

To apply for Continuum of Care funds, each community has a Collaborative Applicant that submits an application to HUD on behalf of the community. The Collaborative Application includes projects that have been ranked by the local community.

The Collaborative Applicant for TX-503 Austin/Travis County Continuum of Care is the Ending Community Homelessness Coalition (ECHO).

More information about the CoC program can be found at: <https://www.hudexchange.info/programs/coc/>

Instructions:
Any existing projects eligible for renewal may submit a renewal application for the 2019 TX-503 Austin/Travis County HUD Continuum of Care Program.

Please contact NOFA@austinecho.org if you experience issues with the CommunityForce system or during your application process.

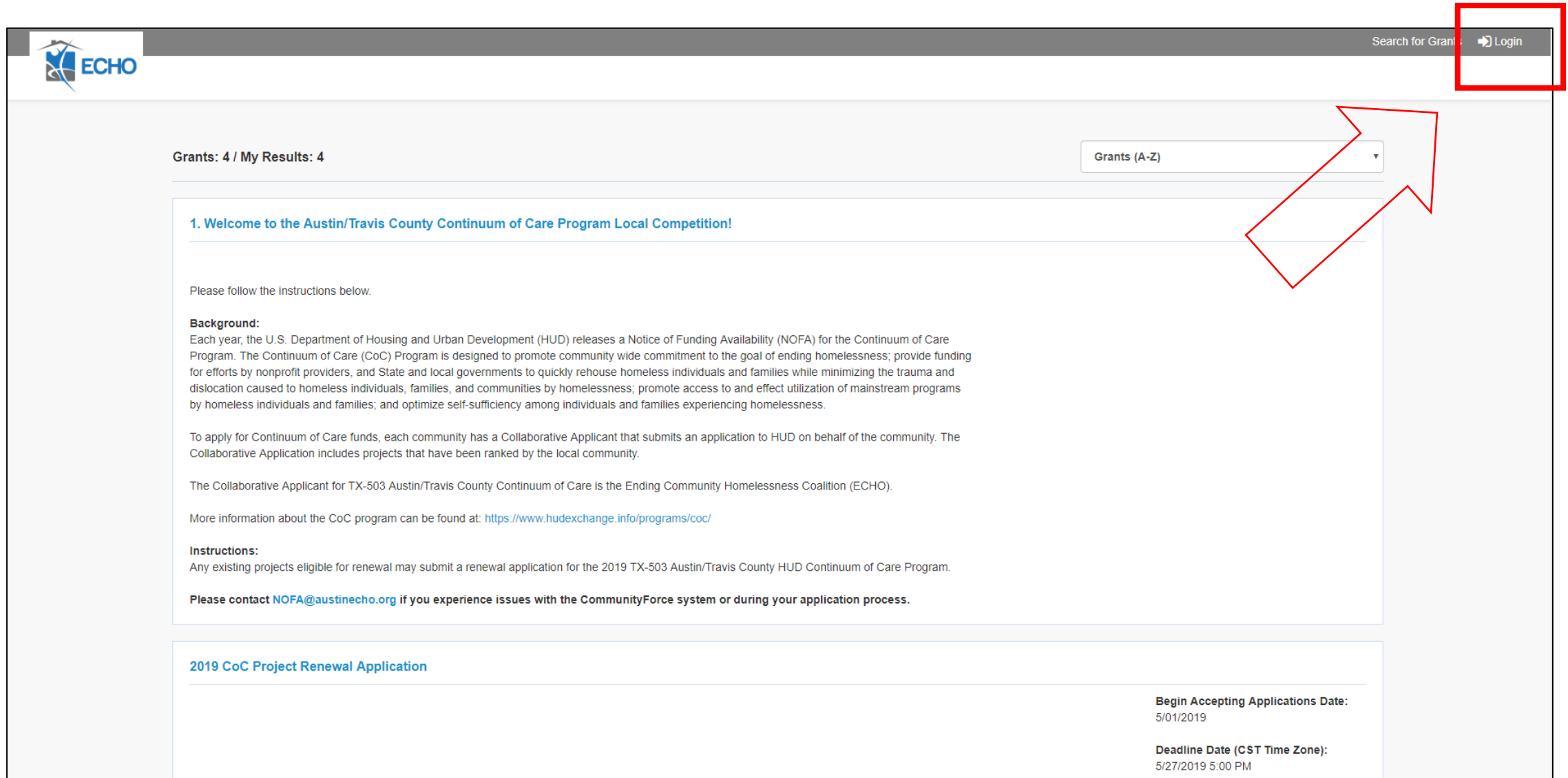
2019 CoC Project Renewal Application

| |
|-------------------------------------------|
| Begin Accepting Applications Date: |
| 5/01/2019 |
| Deadline Date (CST Time Zone): |
| 5/27/2019 5:00 PM |

HMIS Renewal Application

| |
|-------------------------------------------|
| Begin Accepting Applications Date: |
| 5/08/2018 |

Scroll up slightly to reveal the “Login” button



The screenshot shows the ECHO website interface. At the top right, there is a search bar and a 'Login' button, which is highlighted with a red rectangular box. A red arrow points from the main content area towards the 'Login' button. The main content area displays 'Grants: 4 / My Results: 4' and a dropdown menu labeled 'Grants (A-Z)'. Below this, there is a section titled '1. Welcome to the Austin/Travis County Continuum of Care Program Local Competition!' with instructions and background information.

ECHO

Search for Grants [Login](#)

Grants: 4 / My Results: 4

Grants (A-Z) ▾

1. Welcome to the Austin/Travis County Continuum of Care Program Local Competition!

Please follow the instructions below.

Background:
Each year, the U.S. Department of Housing and Urban Development (HUD) releases a Notice of Funding Availability (NOFA) for the Continuum of Care Program. The Continuum of Care (CoC) Program is designed to promote community wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

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2019 CoC Project Renewal Application

Begin Accepting Applications Date:
5/01/2019

Deadline Date (CST Time Zone):
5/27/2019 5:00 PM

If you remember your login info, input it here

ECHO Search for Grants

Login

Email

Please enter Username

Password

Please enter the Password

[Forgot Password?](#)

Login Cancel

Welcome to Ending Community Homelessness Coalition Application System.

New Applicants:
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

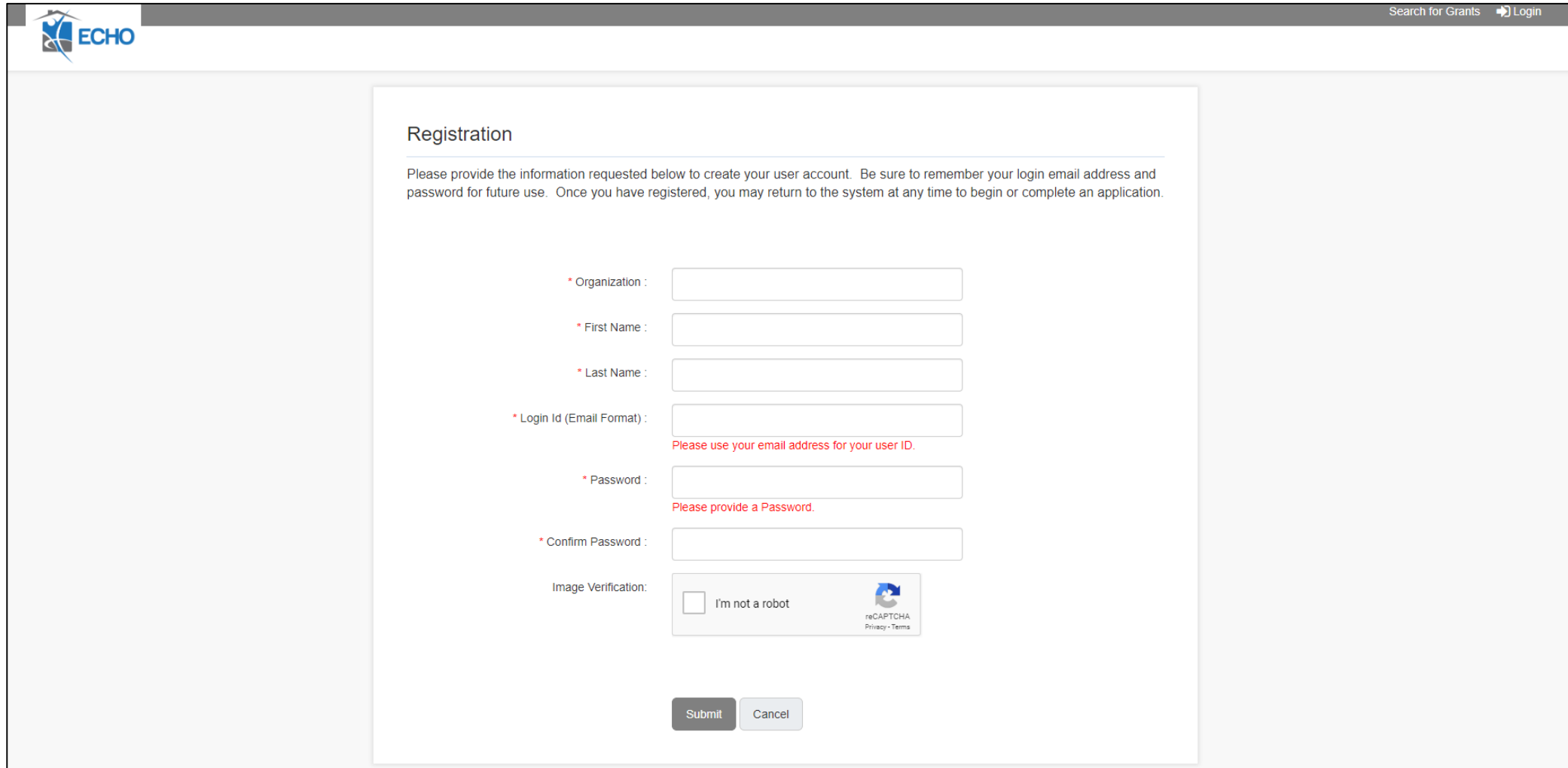
Existing Applicants:
Enter your Username and Password to complete the application. *(This is your email address and password used to set up your account.)*

Forgot Password:
Click on "Forgot Password" and enter your login email address to reset your password. Once complete, an email will be sent asking you to reset your password. You will receive a confirmation email once you've successfully reset your password.

[Create New Account](#)

- You can reset your password by clicking “Forgot Password” and entering the email address you’ve used previously.
- If you’ve never used CommunityForce before, click “Create New Account.”

Creating a new account



The screenshot shows the ECHO registration page. At the top left is the ECHO logo, and at the top right are links for "Search for Grants" and "Login". The main content area is titled "Registration" and contains a paragraph of instructions: "Please provide the information requested below to create your user account. Be sure to remember your login email address and password for future use. Once you have registered, you may return to the system at any time to begin or complete an application." Below this are several input fields: "Organization", "First Name", "Last Name", "Login Id (Email Format)", "Password", and "Confirm Password". Each field has a red asterisk indicating it is required. Below the "Login Id" field is a red error message: "Please use your email address for your user ID." Below the "Password" field is a red error message: "Please provide a Password." At the bottom of the form is an "Image Verification" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the very bottom are "Submit" and "Cancel" buttons.

ECHO Search for Grants Login

Registration

Please provide the information requested below to create your user account. Be sure to remember your login email address and password for future use. Once you have registered, you may return to the system at any time to begin or complete an application.

* Organization :


* First Name :

* Last Name :

* Login Id (Email Format) :
Please use your email address for your user ID.

* Password :
Please provide a Password.

* Confirm Password :

Image Verification: I'm not a robot  reCAPTCHA
Privacy · Terms

Submit Cancel

You will have the option to change your account details later, if needed

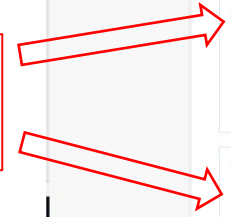
Once you have an account and have logged in you'll wind up on this page

The screenshot shows a web application interface for grant management. At the top, there is a navigation bar with 'Search', 'My Applications', and 'My Collaborations'. Below this, a search bar shows 'Grants: 4 / My Results: 4' and a 'New Search' button. A dropdown menu is set to 'Grants (A-Z)'. The main content area is titled '1. Welcome to the Austin/Travis County Continuum of Care Program Local Competition!'. It contains a 'Background' section with text about the HUD Continuum of Care program, followed by 'Instructions' and contact information for NOFA@austinecho.org. Below this is a table of grant results. The first row is '2019 CoC Project Renewal Application' with an 'Apply' button highlighted in a red box. The second row is 'HMIS Renewal Application' and the third is 'Permanent OR Transitional Housing Renewal Application'. Both the second and third rows have 'View more(...)' buttons. At the bottom, there is a pagination control showing 'Page 1 of 1' and a 'Display All Records per Page' option.

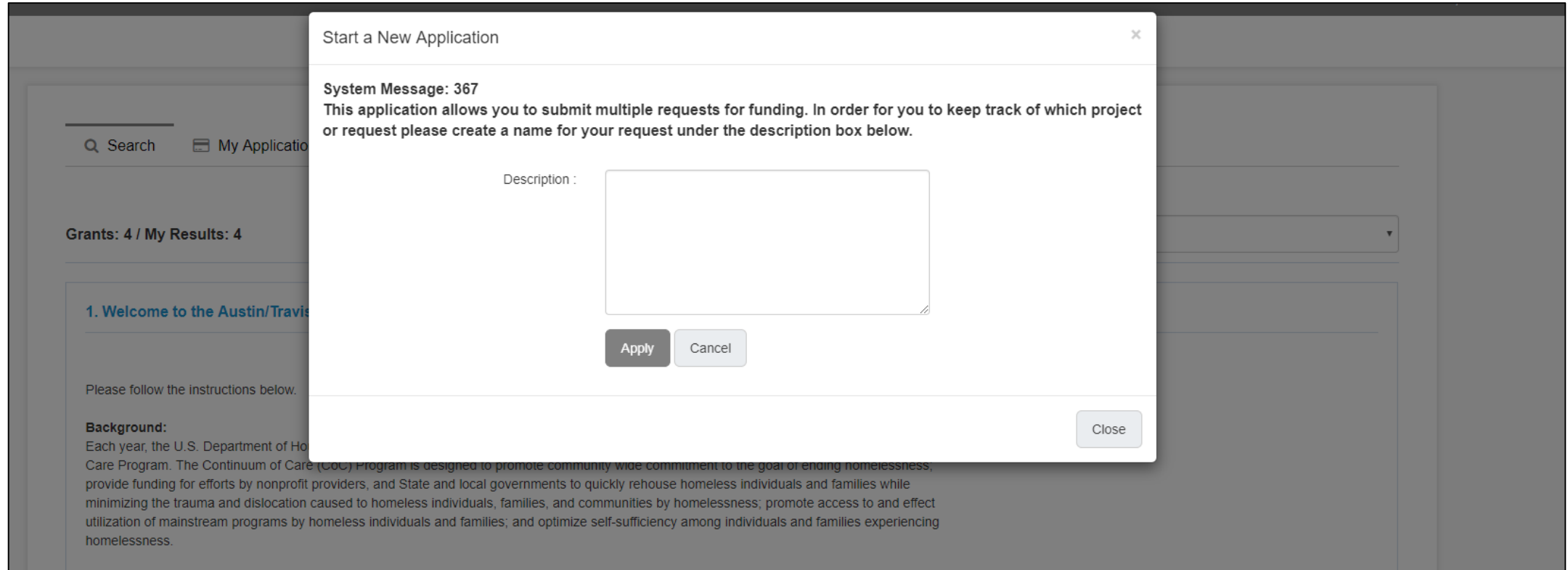
Background info

Click here to start your application

Ignore these (they're old)



Name your application



Start a New Application

System Message: 367
This application allows you to submit multiple requests for funding. In order for you to keep track of which project or request please create a name for your request under the description box below.

Description :

Apply Cancel

Close

Grants: 4 / My Results: 4

1. Welcome to the Austin/Travis

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Background:
Each year, the U.S. Department of Ho
Care Program. The Continuum of Care (COC) Program is designed to promote community wide commitment to the goal of ending homelessness, provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

If you will need to submit multiple applications (for different projects), you can name each application here to keep track of which application goes to which project. Enter a name and click “Apply”

Application Dashboard screen

ECHO Application Status: Pending Submission

My Applications / 2019 CoC Project Renewal Application

Deadline for Submission || 5/27/2019 5:00 PM (CST)

Choose Action ▾ Final Review and Submit

Thank you for your interest in **Permanent and/or Transitional Housing Renewal Application** opportunity and welcome to your dashboard.

Important Instructions:

- When you see a **blue information icon** ⓘ, just hover over it to view the tip.
- Click on any section and fill in the answers to questions as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the **"Final Review and Submit"** button to verify your attachments have uploaded correctly and the application contains all necessary information.

Note: The file size for each document uploaded should not exceed 10mb/upload.

If you have issues completing your application or with your CommunityForce account, please contact NOFA@austinecho.org

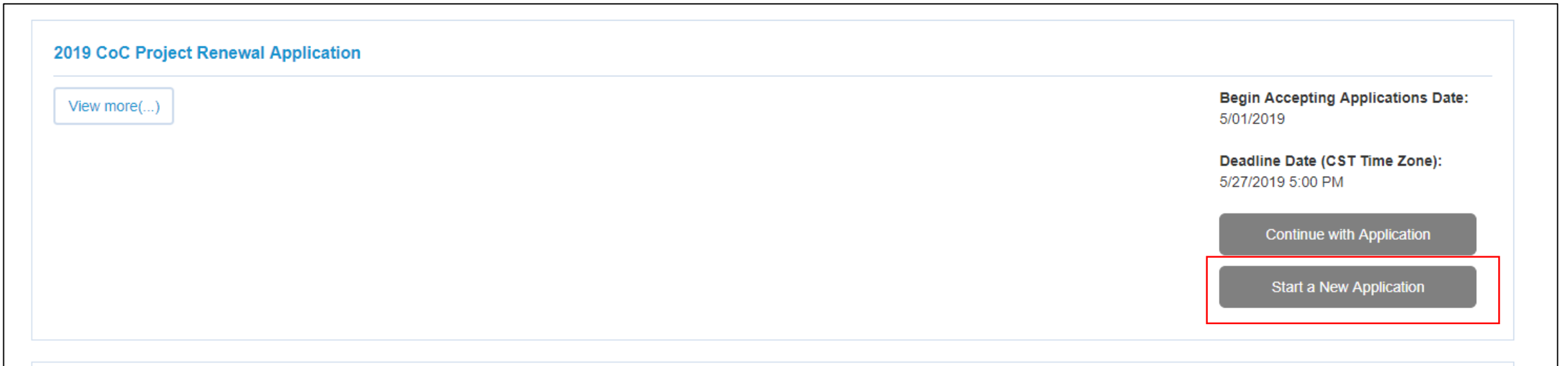
| Section | Progress | Deadline | Modified by | Modified on |
|------------------------------------------------------|----------|-------------------|-------------|-------------|
| Applicant Information | 0% | 5/27/2019 5:00 PM | N/A | N/A |
| Program Changes andor Amendments Question not scored | 0% | 5/27/2019 5:00 PM | N/A | N/A |
| HUD Threshold | 0% | 5/27/2019 5:00 PM | N/A | N/A |
| Community Participation | 0% | 5/27/2019 5:00 PM | N/A | N/A |
| Project Type | 0% | 5/27/2019 5:00 PM | N/A | N/A |
| Project Description and Performance | | | | |
| Supportive Services | | | | |
| Budget Information | | | | |

From this screen you can click on a section and start filling in your project information

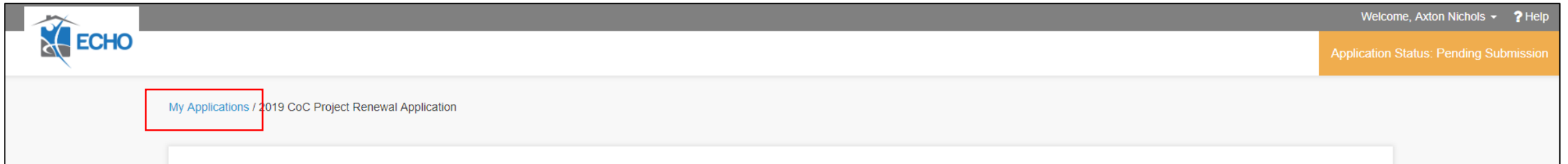
To start a new application, click the ECHO logo in the upper left of the screen to return to the first page



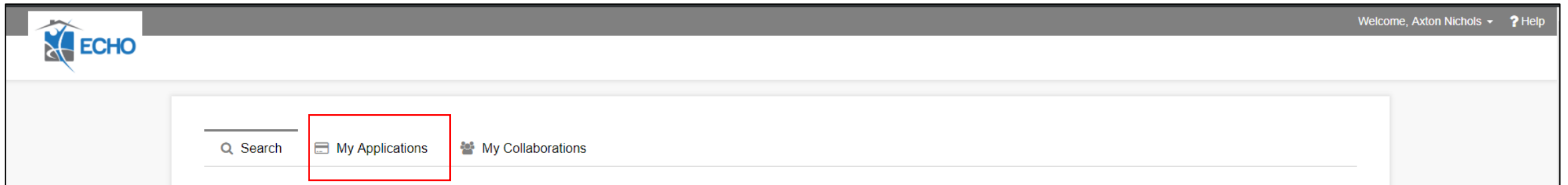
Scroll back down and click "Start a New Application," and give the new application a name



Click “My Applications” at the top of the page to see a list of all your applications



or



“My Applications” page

Search My Applications My Collaborations

Welcome, Axton Nichols ? Help

Below is a list of your application(s) and their current status.

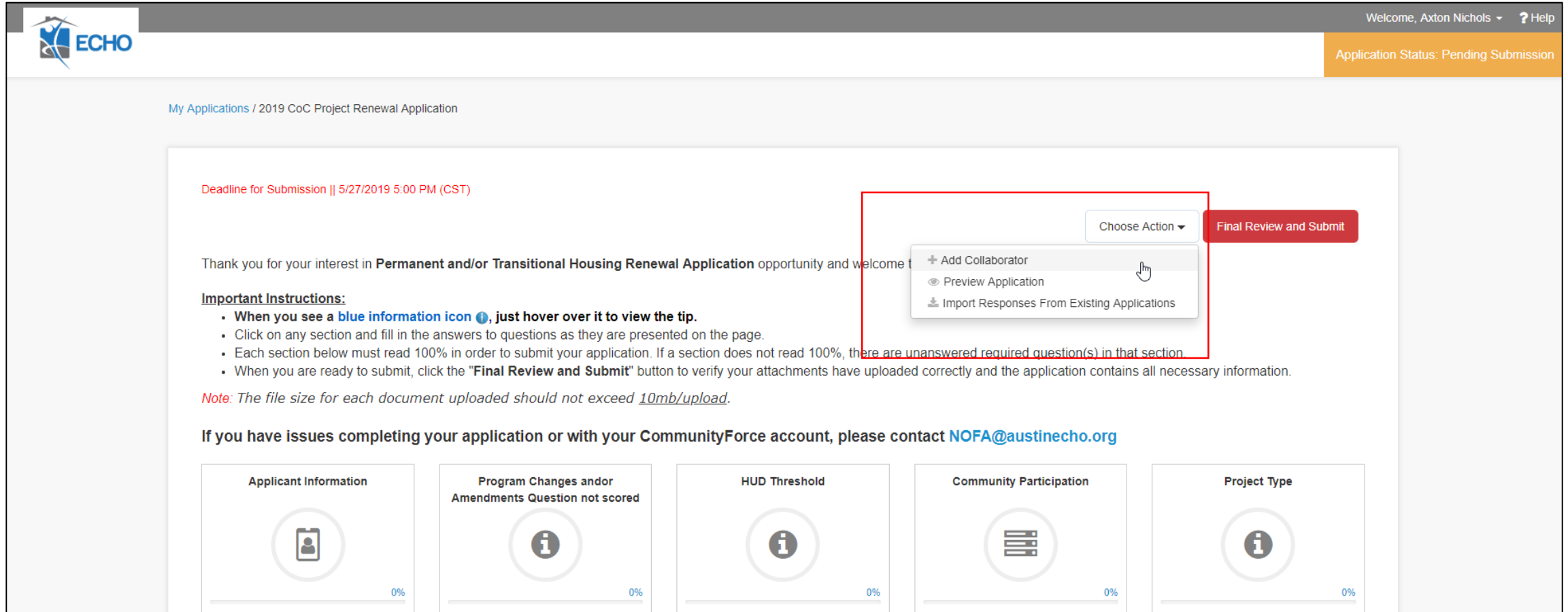
Choose Action Active

| Select | Grants | Date Submitted | Deadline | Status | PDF | Ownership |
|-----------------------|------------------------------------------------------|----------------|-----------|--------------------|-----|-----------|
| <input type="radio"/> | 2019 CoC Project Renewal Application | - | 5/27/2019 | Pending Submission | | |
| <input type="radio"/> | 2019 CoC Project Renewal Application | - | 5/27/2019 | Pending Submission | | |

Program 1

You will need to hover your mouse over the name of the grant (2019 CoC Project Renewal Application) to see the name you gave to the application

You can invite other people to work on the application from the Application Dashboard screen




The screenshot displays the ECHO application dashboard for a 2019 CoC Project Renewal Application. The user is logged in as Axton Nichols. The application status is 'Pending Submission'. A red box highlights the 'Choose Action' dropdown menu, which is open, showing three options: '+ Add Collaborator', 'Preview Application', and 'Import Responses From Existing Applications'. A hand cursor is positioned over the '+ Add Collaborator' option. To the right of the dropdown is a red 'Final Review and Submit' button. Below the dropdown, the dashboard shows progress bars for five sections: Applicant Information (0%), Program Changes and/or Amendments Question not scored (0%), HUD Threshold (0%), Community Participation (0%), and Project Type (0%).

My Applications / 2019 CoC Project Renewal Application

Deadline for Submission || 5/27/2019 5:00 PM (CST)

Thank you for your interest in **Permanent and/or Transitional Housing Renewal Application** opportunity and welcome to the application process.

Important Instructions:

- When you see a **blue information icon** , just hover over it to view the tip.
- Click on any section and fill in the answers to questions as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section.
- When you are ready to submit, click the "**Final Review and Submit**" button to verify your attachments have uploaded correctly and the application contains all necessary information.

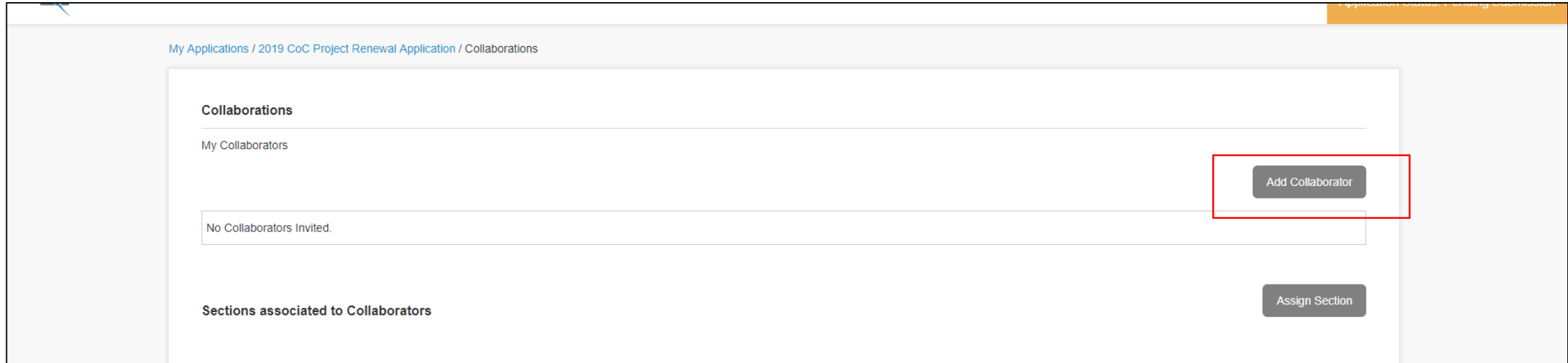
Note: The file size for each document uploaded should not exceed 10mb/upload.

If you have issues completing your application or with your CommunityForce account, please contact NOFA@austinecho.org

| Section | Progress |
|-------------------------------------------------------|----------|
| Applicant Information | 0% |
| Program Changes and/or Amendments Question not scored | 0% |
| HUD Threshold | 0% |
| Community Participation | 0% |
| Project Type | 0% |

Click on “Choose Action” near the top of the screen, then select “Add Collaborator”

Adding application Collaborators



My Applications / 2019 CoC Project Renewal Application / Collaborations

Collaborations

My Collaborators

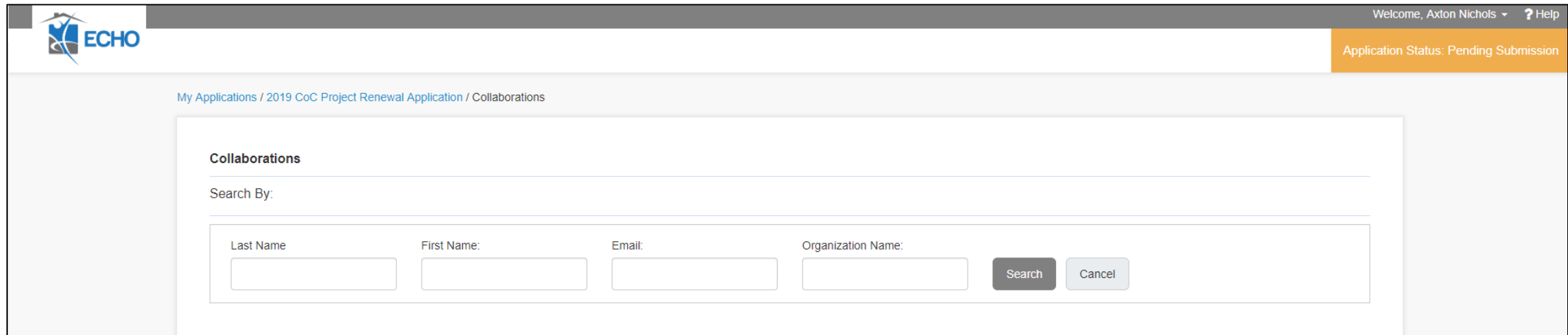
No Collaborators Invited.

Sections associated to Collaborators

Add Collaborator

Assign Section

Click on the “Add Collaborator” button, then search for the person you want to be able to work on the application with you



ECHO

Welcome, Axton Nichols - ? Help

Application Status: Pending Submission

My Applications / 2019 CoC Project Renewal Application / Collaborations

Collaborations

Search By:

Last Name First Name: Email: Organization Name:

Search Cancel

Assign sections to your Collaborator

My Applications / 2019 CoC Project Renewal Application / Collaborations

Collaborations

My Collaborators

Add Collaborator

| Applicant | Email | Remove |
|-----------------|-----------------------------------|--------|
| Applicant2 Test | TestApplicant2@communityforce.com | |

Sections associated to Collaborators

Assign Section

Click on “Assign Section,” then on the next screen check off all the sections you want your Collaborator to work on, and click Save

Collaborations

Assign Section








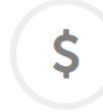
| Section | Collaborator |
|--------------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> Applicant Information | |
| <input type="checkbox"/> Program Changes and/or Amendments Question not scored | |
| <input type="checkbox"/> HUD Threshold | |
| <input type="checkbox"/> Community Participation | |
| <input type="checkbox"/> Project Type | |
| <input type="checkbox"/> Project Description and Performance | |
| <input type="checkbox"/> Supportive Services | |
| <input type="checkbox"/> Budget Information | |

Save Cancel

To work on your application, return to the Application Dashboard and click on a section

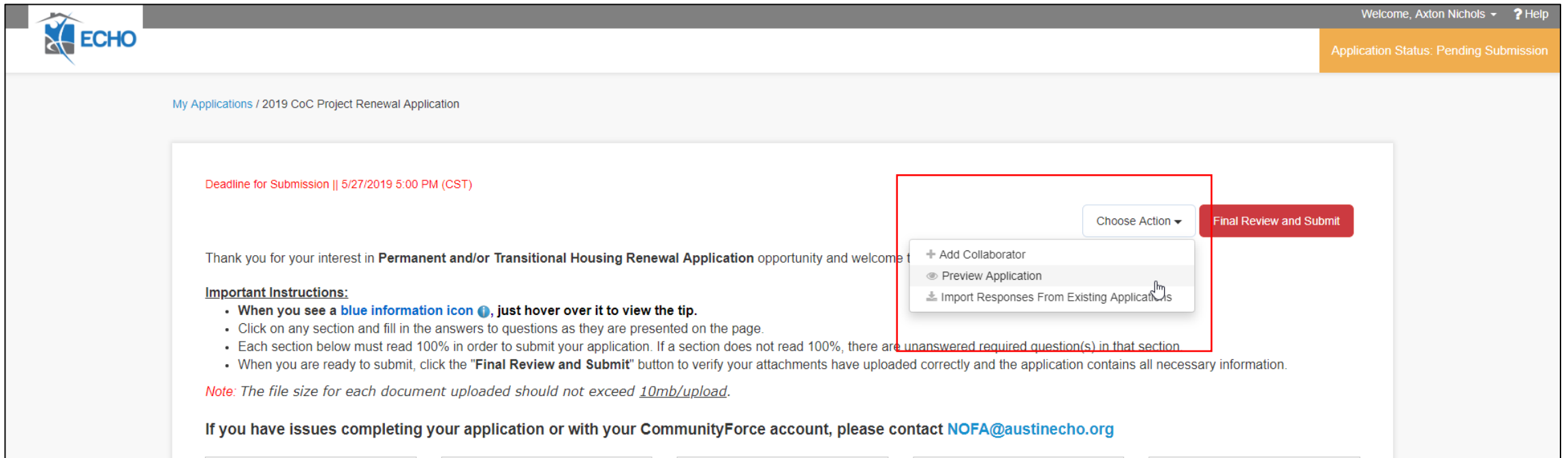
Note: The file size for each document uploaded should not exceed 10mb/upload.

If you have issues completing your application or with your CommunityForce account, please contact NOFA@austinecho.org

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant Information  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | Program Changes and/or Amendments Question not scored  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | HUD Threshold  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | Community Participation  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | Project Type  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A |
| Project Description and Performance  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | Supportive Services  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | Budget Information  0% Deadline: 5/27/2019 5:00 PM Modified by: N/A Modified on :: N/A | | |

It doesn't matter what order you work on your application, but every section must be completed before you can submit

To preview the full application, return to the Application Dashboard



The screenshot shows the ECHO application dashboard for a 2019 CoC Project Renewal Application. The page header includes the ECHO logo, the user name 'Welcome, Axton Nichols', and a 'Help' link. The application status is 'Pending Submission'. The main content area displays a deadline for submission on 5/27/2019 at 5:00 PM (CST). Below the deadline, there is a 'Choose Action' dropdown menu with three options: '+ Add Collaborator', 'Preview Application', and 'Import Responses From Existing Applications'. A red box highlights the 'Choose Action' dropdown and the 'Preview Application' option. To the right of the dropdown is a red 'Final Review and Submit' button. The page also contains 'Important Instructions' and a note about file size limits.

My Applications / 2019 CoC Project Renewal Application

Welcome, Axton Nichols ? Help

Application Status: Pending Submission

Deadline for Submission || 5/27/2019 5:00 PM (CST)

Thank you for your interest in **Permanent and/or Transitional Housing Renewal Application** opportunity and welcome to the application process.

Important Instructions:

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- Click on any section and fill in the answers to questions as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are **unanswered required question(s) in that section**.
- When you are ready to submit, click the **"Final Review and Submit"** button to verify your attachments have uploaded correctly and the application contains all necessary information.


Note: The file size for each document uploaded should not exceed 10mb/upload.

If you have issues completing your application or with your CommunityForce account, please contact NOFA@austinecho.org

Click on “Choose Action,” then “Preview Application”

“Preview Application” will allow you to view all the information you’ve entered on one screen. You also have the option to print out your application

Application Summary of : Test Org | Nichols, Axton

Click here to print 

Applicant Information

All projects applying for renewal-funding for the 2019 Continuum of Care (CoC) NOFA Competition must complete this application, (except for HMIS projects, which requires a different application). It is recommended that applicants review the accompanying Scorecard and Checklist for reference of how answers will be reviewed and scored. The total scoring on this application, as indicated by the [Rank and Review Policy](#), will be 35% of the final Project Score used for the competition.

For more information about what ECHO anticipates being required in e-snaps, see the 2018 e-snaps guides here:
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

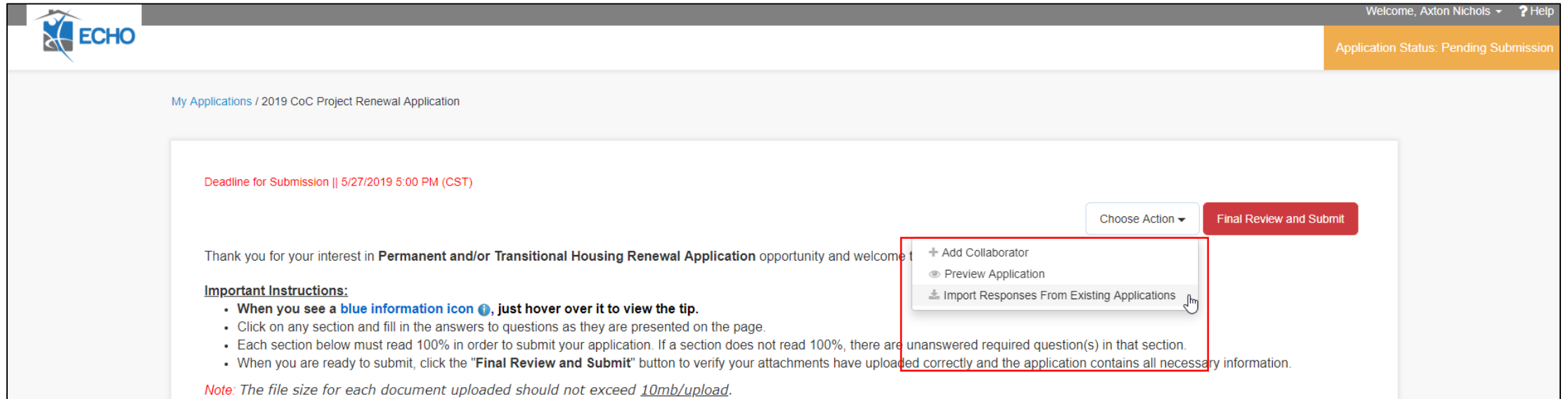
ECHO reserves the right to ask for additional information or to revisit the application requirements and scoring after the release of the 2019 NOFA from HUD.

Please reference the [renewal application scoring guide](#) while completing this application.

Applicant Information

Scroll down to view the rest of your application

Importing responses



The screenshot shows the ECHO application portal interface. At the top left is the ECHO logo. At the top right, it says "Welcome, Axton Nichols" and "Application Status: Pending Submission". The main content area is titled "My Applications / 2019 CoC Project Renewal Application". A red banner indicates the "Deadline for Submission || 5/27/2019 5:00 PM (CST)". Below this, there is a "Choose Action" dropdown menu with a red "Final Review and Submit" button. The dropdown menu is open, showing three options: "+ Add Collaborator", "Preview Application", and "Import Responses From Existing Applications". The "Import Responses From Existing Applications" option is highlighted with a red box. Below the dropdown, there are "Important Instructions" and a note about file size.

My Applications / 2019 CoC Project Renewal Application

Deadline for Submission || 5/27/2019 5:00 PM (CST)

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- When you are ready to submit, click the "**Final Review and Submit**" button to verify your attachments have uploaded correctly and the application contains all necessary information.

Note: The file size for each document uploaded should not exceed 10mb/upload.

There is an option to import responses, however this will only allow you to import responses from other versions of the 2019 CoC Project Renewal Application. This may be useful if you're working on applications for multiple projects, but be aware that "Import Responses" will override **every section** of the application you're working on. You can not import individual sections.

Because this year's application is different from last years, you won't be able to import responses from your 2018 CommunityForce renewal application. If you don't already have it and would like a copy of your 2018 e-snaps application to use as a reference, email us at NOFA@austinecho.org

When you're done working on your application you can review and submit

The screenshot shows the ECHO application dashboard for a 2019 CoC Project Renewal Application. The user is identified as Axton Nichols. The application status is 'Pending Submission'. A red box highlights the 'Final Review and Submit' button in the 'Choose Action' dropdown menu. The dashboard includes a deadline for submission on 5/27/2019 at 5:00 PM (CST). Below the main content, there are five progress cards: Applicant Information, Program Changes and/or Amendments (with a note 'Question not scored'), HUD Threshold, Community Participation, and Project Type. Each card shows a 0% completion rate and a deadline of 5/27/2019 at 5:00 PM. At the bottom, there are three more sections: Project Description and Performance, Supportive Services, and Budget Information.

Finalized applications are not due until **May 28th**. Please do not submit your application until you are certain you're completely done working on it. You will not be able to do further edits once you submit

If you have additional questions
about the CommunityForce
system, send them to
NOFA@austinecho.org