How to use CommunityForce to submit your CoC project renewal application

Email questions to NOFA@austinecho.org
Head to austinecho.communityforce.com/
Scroll up slightly to reveal the “Login” button
If you remember your login info, input it here

- 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

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

Ignore these (they’re old)

Background info

Click here to start your application
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”
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
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.

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

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

Click on “Assign Section,” then on the next screen check off all the sections you want your Collaborator to work on, and click Save.
To work on your application, return to the Application Dashboard and click on a section.

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

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.
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 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