

How to use CommunityForce to submit your CoC New/Bonus funds application

Email questions to NOFA@austinecho.org

Head to austinecho.communityforce.com/

Grants: 6 / My Results: 6

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/>

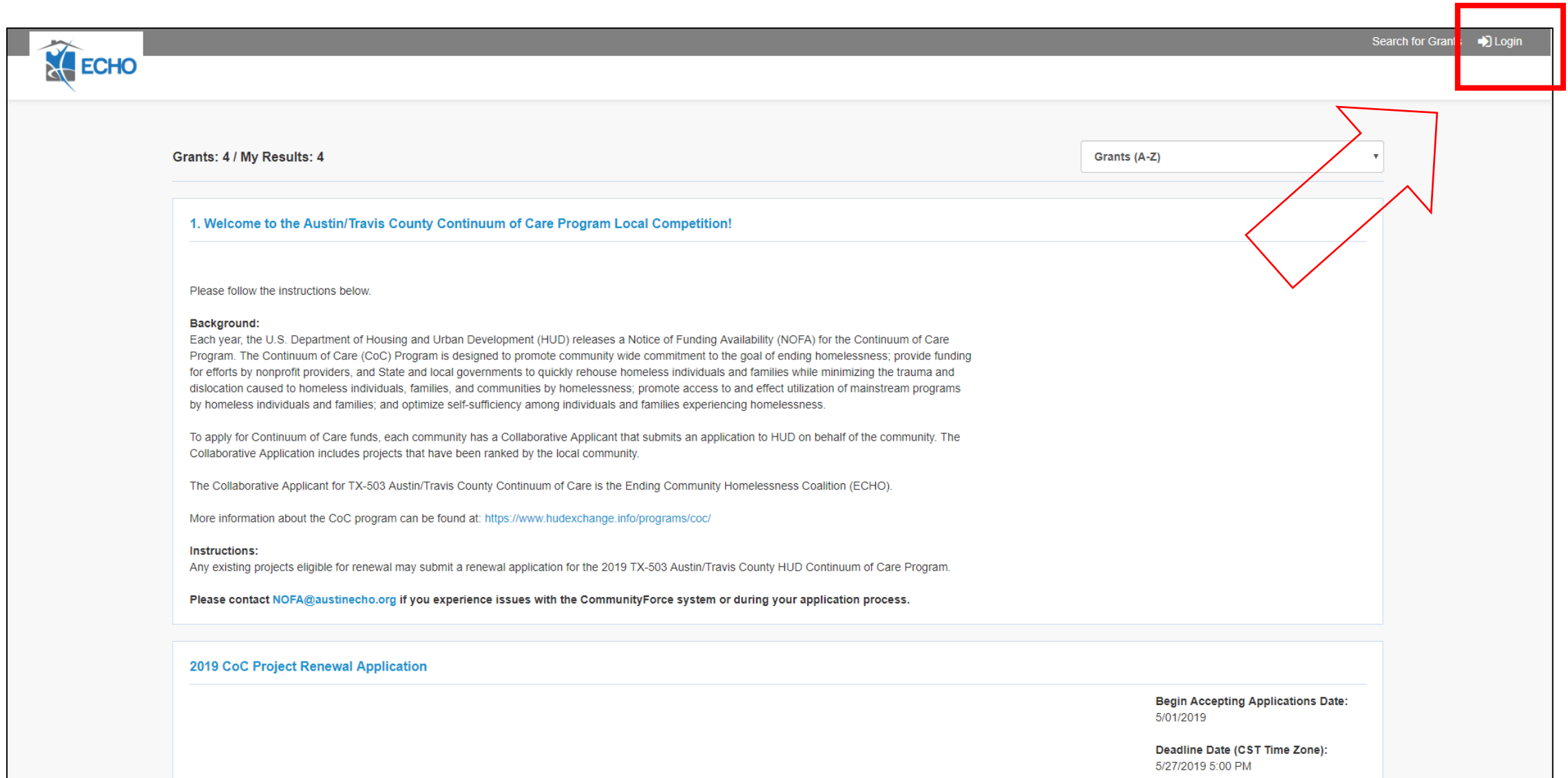
Instructions:

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 New/Bonus Application](#)

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!' followed by instructions and background information.

ECHO

Search for Grants

Grants: 4 / My Results: 4

Grants (A-Z) ▾

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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.

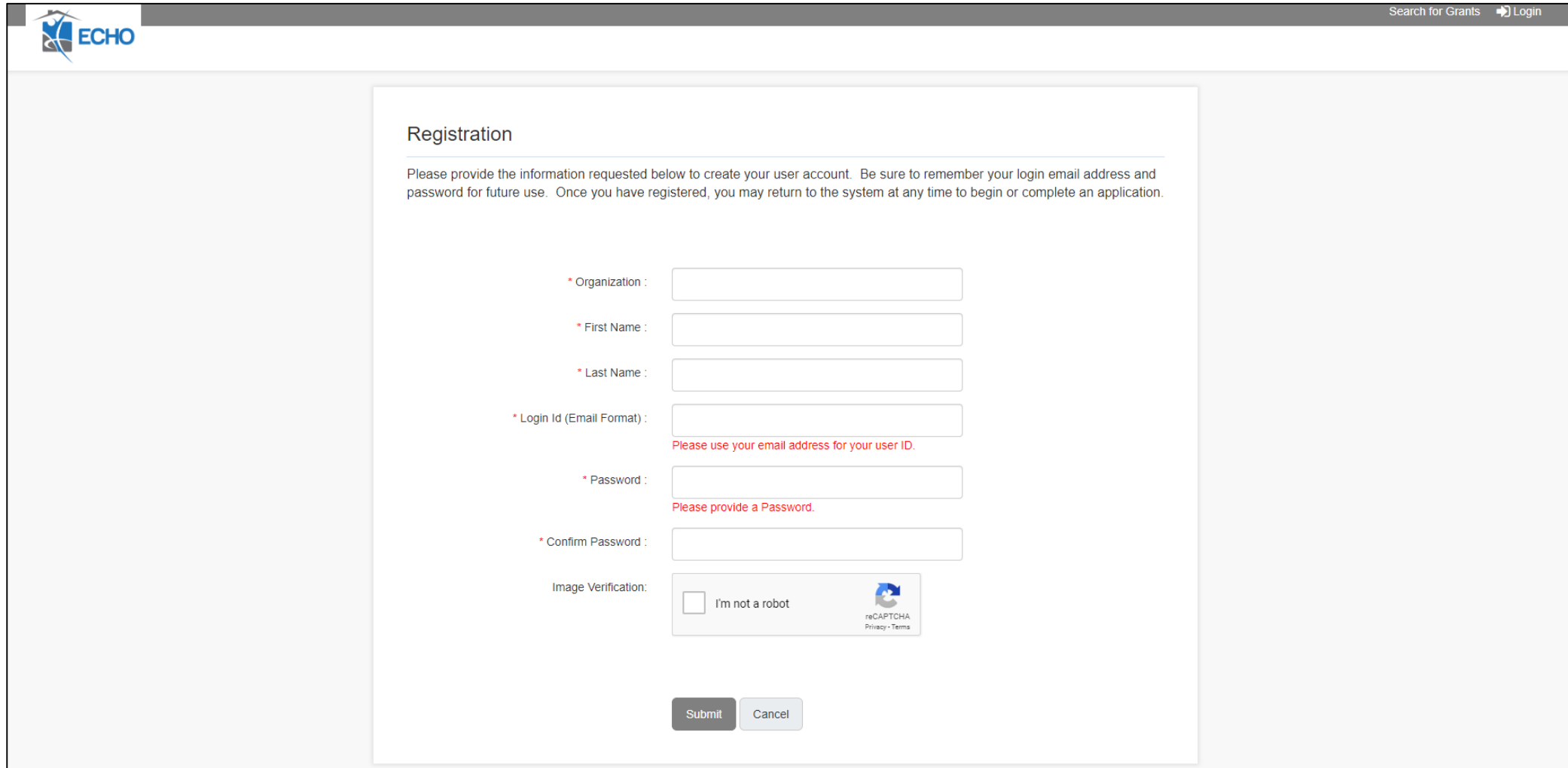
Existing Applicants:
Enter your Username and Password to complete the application. *(This is your email address and password used to set up your account.)*

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. 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. There are also red error messages: "Please use your email address for your user ID." under the Login Id field and "Please provide a Password." under the Password field. At the bottom of the form is an "Image Verification" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. Finally, there are "Submit" and "Cancel" buttons at the bottom center.

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

Grants: 6 / My Results: 6 Grants (A-Z) ▾

[1. Welcome to the Austin/Travis County Continuum of Care Program Local Competition!](#)

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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. [View more\(...\)](#)

2019 CoC New/Bonus Application

All projects applying for funding during the FY19 Continuum of Care (CoC) NOFA Competition through the process of creating a new project (e.g., New Bonus funds, DV Bonus fund, Expansion funds, Transition funds) must complete this application. [View more\(...\)](#)

Begin Accepting Applications Date:
7/09/2019

Deadline Date (CST Time Zone):
8/06/2019 11:59 PM

[Apply](#)

2019 CoC Project Renewal Application

[View more\(...\)](#)

Begin Accepting Applications Date:
5/01/2019

Deadline Date (CST Time Zone):
5/28/2019 7:00 PM

[Continue with Application](#)

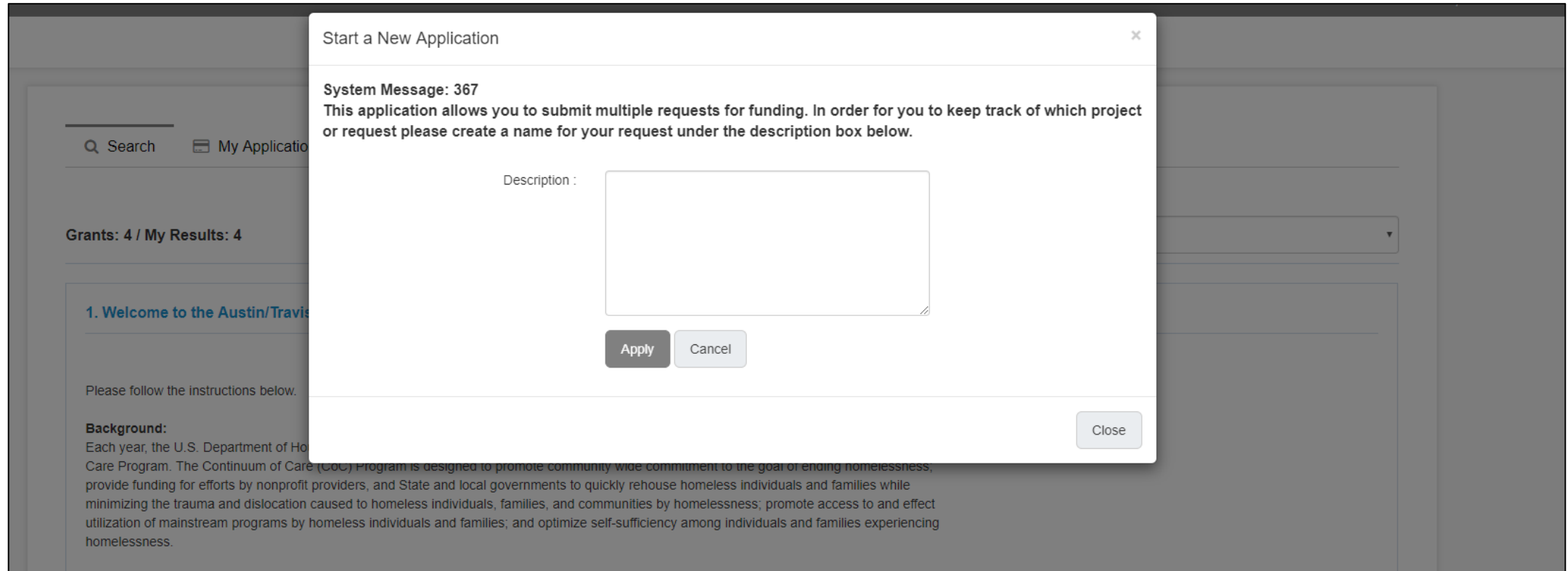
2019 HMIS Renewal Application

Background info

Click here to start your application

Ignore these

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

Search My Application

Grants: 4 / My Results: 4

1. Welcome to the Austin/Travis

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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

My Applications / 2019 CoC New/Bonus Application

Deadline for Submission || 8/06/2019 11:59 PM (CST)

Choose Action ▾ Final Review and Submit



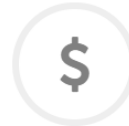

Thank you for your interest in Permanent and/or Transitional Housing Renewal Application opportunity and welcome to your dashboard.

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.
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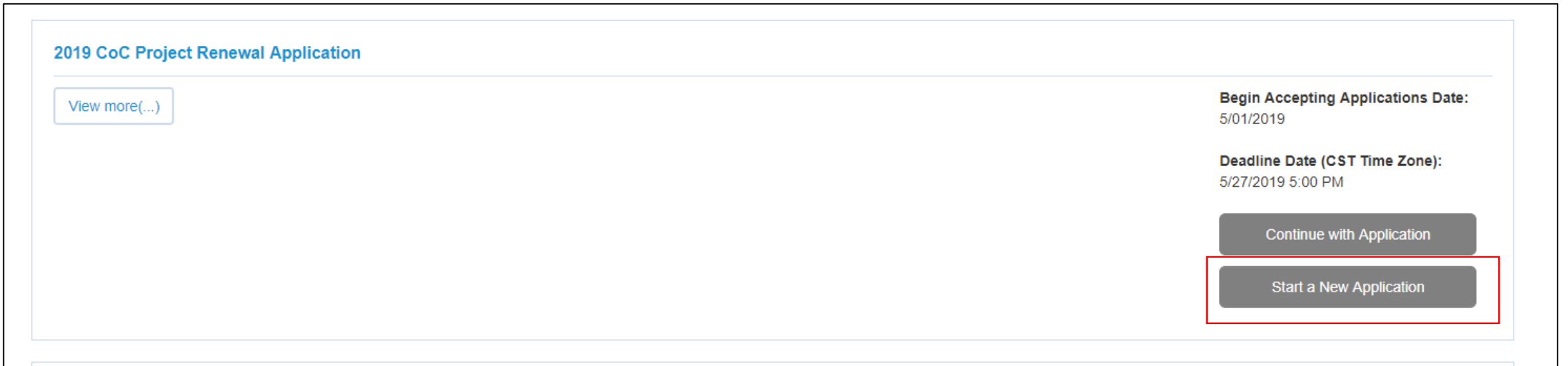
<p>Applicant Information</p>  <p>0%</p> <p>Deadline: 8/06/2019 11:59 PM</p> <p>Modified by: N/A</p> <p>Modified on :: N/A</p>	<p>ESNAPS Application</p>  <p>0%</p> <p>Deadline: 8/06/2019 11:59 PM</p> <p>Modified by: N/A</p> <p>Modified on :: N/A</p>	<p>Local Funding Priorities</p>  <p>0%</p> <p>Deadline: 8/06/2019 11:59 PM</p> <p>Modified by: N/A</p> <p>Modified on :: N/A</p>	<p>CoC Program Policies Standards</p>  <p>0%</p> <p>Deadline: 8/06/2019 11:59 PM</p> <p>Modified by: N/A</p> <p>Modified on :: N/A</p>
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From this screen you can click on a section and start filling in your project information

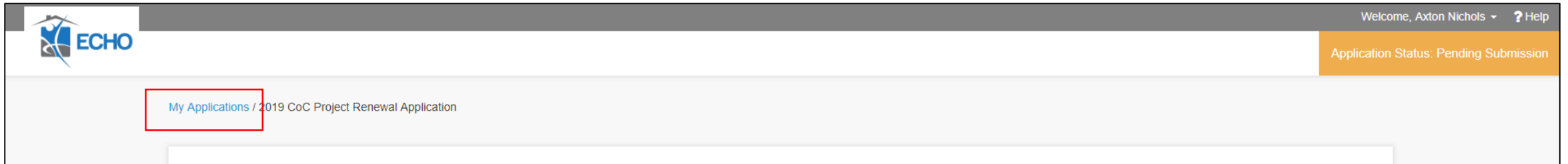
To start a new application, click the ECHO logo in the upper left of the screen to return to the first page



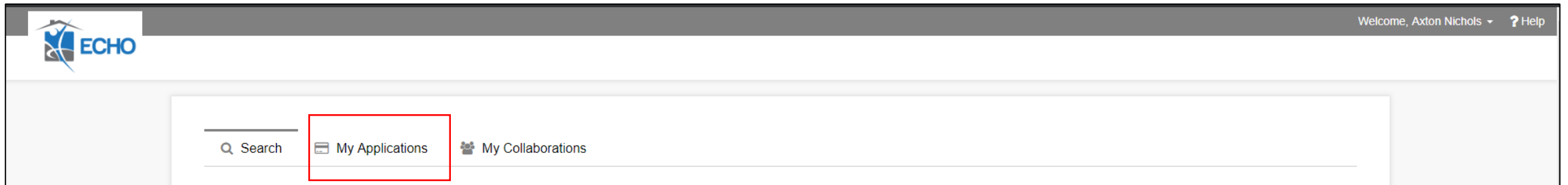
Scroll back down and click "Start a New Application," and give the new application a name



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



or



“My Applications” page

Welcome, Axton Nichols

ECHO

Search My Applications My Collaborations

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 New/Bonus Application	-	8/06/2019	Pending Submission		
<input type="radio"/>	2019 CoC New/Bonus Application	-	8/06/2019	Pending Submission		
<input type="radio"/>	2019 CoC Project Renewal Application	5/09/2019	5/28/2019	Withdrawn		

You will need to hover your mouse over the name of the grant (2019 CoC New/Bonus 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

My Applications / 2019 CoC New/Bonus Application

Deadline for Submission || 8/06/2019 11:59 PM (CST)

Thank you for your interest in Permanent and/or Transitional Housing Renewal Application opportunity and welcome!

Important Instructions:

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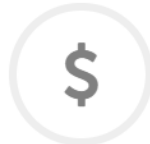
Applicant Information



ESNAPS Application



Local Funding Priorities



CoC Program Policies Standards



Choose Action ▾

Final Review and Submit

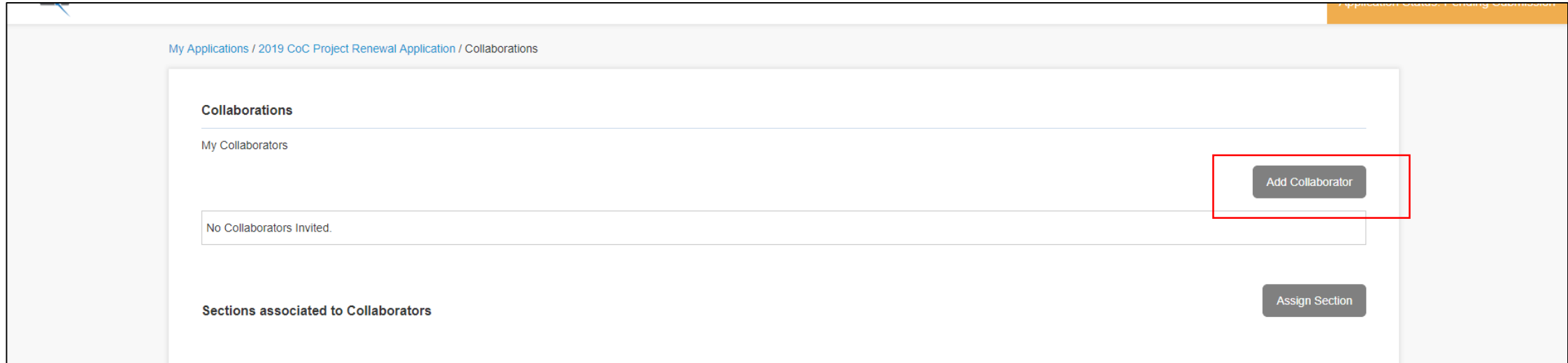
+ Add Collaborator

Preview Application

Import Responses From Existing Applications

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

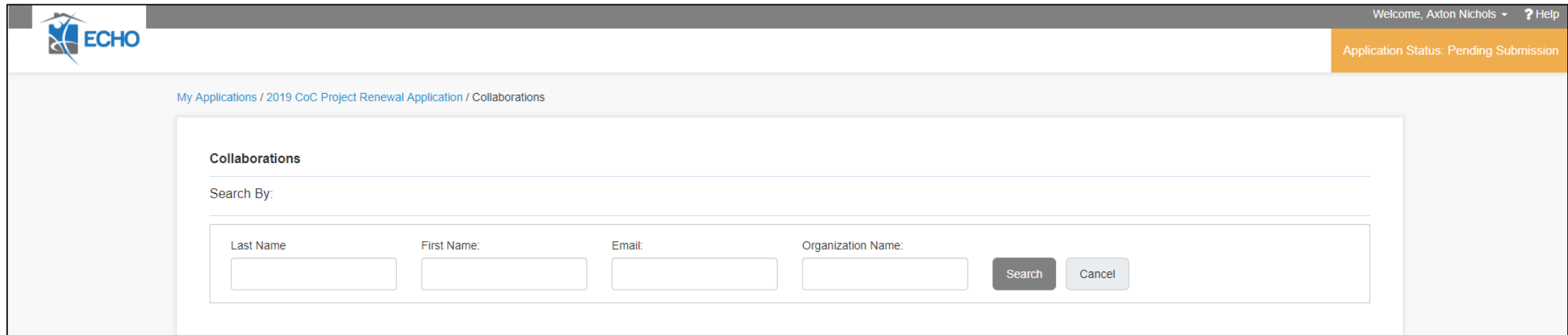
No Collaborators Invited.

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

My Applications / 2019 CoC New/Bonus Application / Collaborations

Collaborations

Assign Section

Section	Collaborator
<input type="checkbox"/> Applicant Information	
<input type="checkbox"/> ESNAPS Application	
<input type="checkbox"/> Local Funding Priorities	
<input type="checkbox"/> CoC Program Policies Standards	

Save Cancel

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

Deadline for Submission || 8/06/2019 11:59 PM (CST)

Choose Action ▾ Final Review and Submit



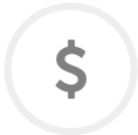

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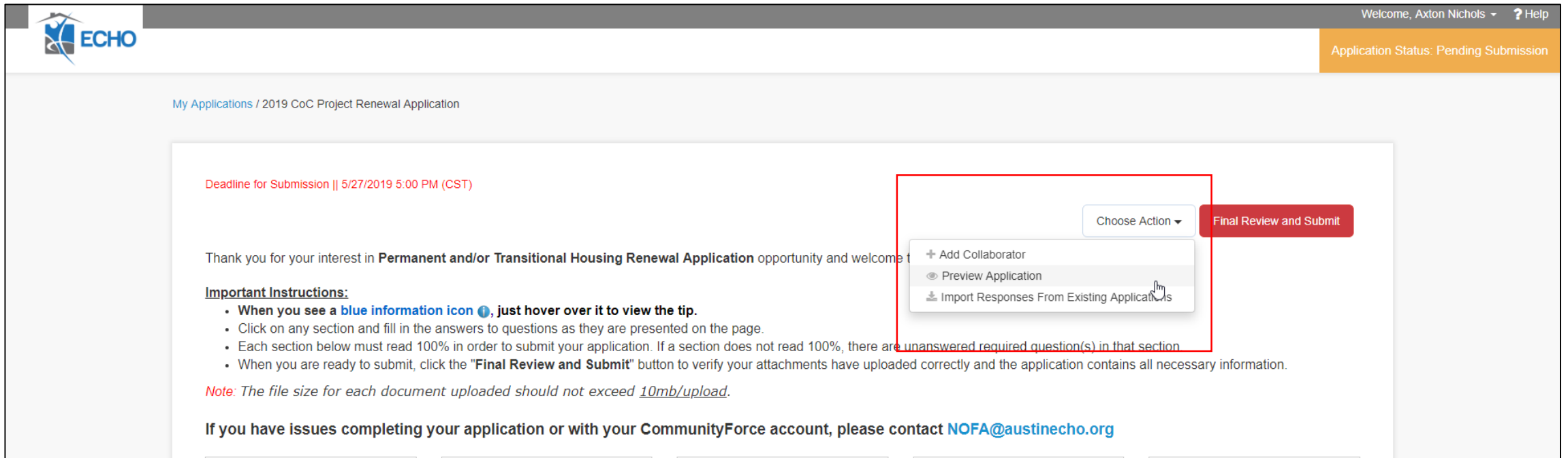
Note: The file size for each document uploaded should not exceed 10mb/upload.

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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.

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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

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

Deadline for Submission || 8/06/2019 11:59 PM (CST)

Choose Action ▾ **Final Review and Submit**



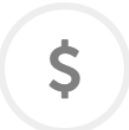

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Finalized applications are not due until **August 6th**. Please do not submit your application until you are certain you're completely done working on it. You will not be able to make further edits once you submit

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about the CommunityForce
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