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

Email questions to NOFA@austinecho.org
Head to austinecho.communityforce.com/

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 effective 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
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

**Background info**

Ignore these

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

<table>
<thead>
<tr>
<th>My Applications</th>
<th>2019 CoC Project Renewal Application</th>
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or

<table>
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<tr>
<th>My Applications</th>
<th>My Collaborations</th>
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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.

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.

Click here to print

Scroll down to view the rest of your application
When you’re done working on your application you can review and submit.

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