

e-snaps Glossary

Alternate Contact	The alternate contact is the backup person to the primary contact. This should be the second CoC Lead Agency Contact that the NOFA requires CoCs to identify.
American Recovery and Reinvestment Act of 2009-ARRA	The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009. The Act makes available supplemental funds for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization, for the fiscal year ending September 30, 2009, and for other purposes. The Recovery Act includes \$13.61 billion for projects and programs administered by the Department of Housing and Urban Development, including \$1.5 billion for the Homelessness Prevention and Rapid Re-Housing Program (HPRP).
Annual Progress Report - APR	An annual report produced by grant recipients to track project progress and accomplishments including progress in moving homeless persons to self-sufficiency, services rendered, project goals and beds created. This report is required by HUD for all recipients of McKinney-Vento funding.
Annual Renewal Amount	The maximum amount that an SHP project can receive on an annual basis when renewed. It includes funds for only those eligible activities (operating, supportive services, leasing, HMIS, and administration) that were funded in the original grant (or as amended), less the non-renewable activities (acquisition, new construction, rehabilitation, and any administrative costs related to these activities). It is used to calculate a CoC's Hold Harmless Need (HHN) amount. See 2009 CoC program NOFA for additional guidance.
Applicant	<p>CoC Applicant - Same as the CoC Lead Agency. This is the agency or organization designated by the primary decision-making body to be the entity that submits the CoC application and completes the CoC Registration process. The CoC lead agency is responsible for the coordination and oversight of the CoC planning efforts, and has the authority to certify and submit the CoC homeless assistance funding application.</p> <p>Project (Exhibit 2) Applicant - An entity that applies for funds through the completion of a project application (Exhibit 2). If selected, the applicant enters into a grant agreement with HUD, and becomes a grantee responsible for the overall management of the grant, including drawing grant funds and distributing them to project sponsors. The applicant is also responsible for supervision of project sponsor compliance with grant requirements. The applicant may also be the project sponsor.</p>

Applicant Profile	In <i>e-snaps</i> , the Applicant Profile refers to the SF-424, and all of the significant demographic details about the applicant organization (e.g., organization name, location and type, Tax ID or EIN, DUNS number). The Applicant Profile/SF-424 is used by HUD to distinguish between applicants and assist in determining eligibility for homeless assistance funding.
Audit Finding	When HUD identifies a fiscal statutory or regulatory violation within the grantee's audit report as defined by the Office of Management and Budget (OMB) Circular A-133 – Audits of States, Local Governments and Non-Profit Organizations. <i>Also see definition for Unresolved Audit Finding.</i>
Base Realignment and Closures - BRAC	The congressionally authorized process that the U.S. Department of Defense has used to reorganize its military base structure to more efficiently and effectively support U.S. military forces, increase operational readiness, and facilitate new ways of delivering support.
Cash Match	Recipient's (or grantee's) cash contribution, including cash contributed to the recipient by third parties, toward the cost of the program or project cost not borne by HUD. Cash match is required for all Supportive Housing Program activities except leasing and administration. Specifically, the activities that require a cash match include: Acquisition/Rehabilitation/ New Construction, Supportive Services, Operations, and HMIS. It is the grant recipient's responsibility to ensure that funds the recipient uses to satisfy HUD's match requirements are not prohibited to be used for this purpose under any statute that may govern the matching funds. Refer to the CoC NOFA to obtain specific cash match requirements for SHP activities.
Chronically Homeless Persons - CH	HUD defines a member of this homeless subpopulation as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.
CoC Applicant	<i>See definition for Applicant.</i>
CoC Final Pro Rata Need (FPRN)	The higher amount of: (1) PPRN or (2) HHN. In the case of CoCs who are eligible and approved by HUD for CoC Hold Harmless Merger, the FPRN will be based on the summation of the FPRN of each merging CoC.
CoC Geographic Area	The geographic area a CoC will cover as part of its CoC strategy. The boundaries of identified CoC areas may not overlap. <i>See details in 2009 CoC Registration Notice or the 2009 NOFA.</i>

CoC Hold Harmless Merger	A process where two or more CoCs that registered separately in the 2008 competition, at least one of which has a 2009 FPRN based on HHN and another of which has a 2009 FPRN based on PPRN, register together in the 2009 homeless competition. Under this process, HUD will calculate the newly merged CoC's FPRN based on the higher FPRN for each CoC. This calculation is completed during CoC Registration. The newly merged CoC may use this process for calculating FPRN for the 2009 competition only.
CoC Hold Harmless Need (HHN)	The amount of funds a CoC is eligible to receive where the total Annual Renewal Amount of all SHP grants expiring in that CoC during the period beginning January 1, 2010 and ending December 31, 2010 exceeds the Preliminary Pro Rata Need (PPRN) for that CoC. The HHN is the amount needed to fund the expiring renewal grants for one year.
CoC Homeless Providers	Non-profit agencies or State and Local Governments that provide housing and services for homeless persons.
CoC Lead Agency	Agency or organization designated by the CoC primary decision-making body to be the entity responsible for the coordination and oversight of the CoC planning efforts. The CoC lead agency has the authority to certify and submit the CoC homeless assistance funding application. A state governmental entity is the only acceptable organization that may serve as the Lead Agency for multiple CoCs, due to the level of involvement and possible conflict of interest that comes with serving multiple CoCs. Under no other circumstance should one entity be identified as the Lead Agency for multiple CoCs.
CoC Lead Agency Contact	Person(s) with the authority to submit the CoC Homeless Assistance Grants Competition application on behalf of the CoC, usually the Executive Director or CEO of the CoC Lead Agency. This person is also referred to as the Primary Contact.
CoC Preliminary Pro Rata Need (PPRN)	Amount of funds a CoC could receive based upon the geography that HUD approves as belonging to that CoC. To determine the homeless assistance need of a particular jurisdiction, HUD will use nationally available data, including the following factors as used in the Emergency Shelter Grants (ESG) program: data on poverty, housing overcrowding, population, age of housing, and growth lag. Applying those factors to a particular jurisdiction provides an estimate of the relative need index for that jurisdiction compared to other jurisdictions applying for assistance under the 2009 CoC NOFA. Each year, HUD publishes the PPRN for each jurisdiction. A CoC's PPRN is determined by adding the published PPRN of each jurisdiction within the HUD-approved CoC.

CoC Primary Decision-Making Group	This group manages the overall planning effort for the CoC, including, but not limited to, the following types of activities: setting agendas for full CoC meetings, project monitoring, determining project priorities, and providing final approval for the CoC application submission. This body is also responsible for the implementation of the CoC's HMIS, either through direct oversight or through the designation of an HMIS implementing agency. This group may be the CoC Lead Agency or may authorize another entity to be the CoC Lead Agency under its direction.
CoC Registration	The initial step in the electronic application process during which time a CoC claims geography, submits the CoC's SHP and S+C grant inventory worksheet(s) and appoints a CoC Lead Agency that will be responsible for the submission of the electronic application to HUD. This process establishes the CoC's FPRN amount as well as the bonus amounts for which CoC's are eligible to apply. <i>See details in 2009 CoC Registration Notice.</i>
Competitive Grants	The three HUD homeless assistance (CoC) programs that are funded based on an annual competition published in a Notice of Funding Availability. The three programs include the Supportive Housing Program, Shelter Plus Care Program, and the Section 8 Moderate Rehabilitation Single Room Occupancy Program.
Consolidated Plan	A long-term housing and community development plan developed by state and local governments and approved by HUD (24 CFR Part 91). The Consolidated Plan contains information on homeless populations and should be coordinated with the CoC plan. It can be used as a source of information for the Unmet Needs sections of the Housing Inventory Chart.
Consolidated Plan Certification	The statutory form (HUD-2991) in which a state or local official certifies that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan and, if the applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan.
Continuum of Care - CoC	A collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of outreach, emergency, transitional, and permanent housing and supportive services to address the various needs of homeless persons. HUD also refers to the group of community stakeholders involved in the decision making processes as the Continuum of Care.
Data Entry Contact	The data entry contact is identified by the CoC Lead Agency Primary or Alternate Contact to be the person(s) responsible for entering data into the CoC Registration and Exhibit 1 application. It is not required that a CoC have a Data Entry contact.

Disabling Condition	A diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.
Emergency Shelter - ES	Any facility that the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific subpopulations of the homeless, while they prepare to move into more stable housing. The housing and services are typically provided for up to 90 days or until specific goals are accomplished by the client.
Extrapolation	A technique for estimating the total number of homeless persons in a community that is based on the number of unsheltered and sheltered homeless persons observed and/or interviewed during its homeless count.
Fair Market Rent - FMR	The average monthly rent that would be required to be paid in a particular housing market area (the metropolitan area) in order to obtain privately owned, decent, safe, and sanitary rental housing that is-modest (non-luxury) in nature with suitable amenities. This Fair Market Rent includes utilities (except for telephone). The FMRs are established by HUD for dwelling units of varying sizes (number of bedrooms) and are published in the Federal Register. The FMR are determined by Census and HUD statistics.
Grant Agreement	The written agreement that establishes the rights, terms, conditions, and responsibilities between HUD and the recipient for a project funded by HUD's Continuum of Care Homeless Assistance programs.
Grant Agreement Amendment	A written agreement signed by HUD and the recipient that effectuates significant changes to the original grant agreement.
Grant Inventory Worksheet(s)	An inventory of all grants that are eligible for renewal in a particular year. In 2009, CoCs will be responsible for attaching the SHP and S+C grant inventory worksheet(s) into <i>e-snaps</i> during the CoC Registration process. The grant inventories will be used to determine the funding amount for renewal projects.
Grantee	Any governmental or non-profit entity that signs a grant agreement with HUD. The responsibilities of a grantee includes oversight of the project and project sponsor, as applicable. The term "grantee" and "recipient" are used interchangeably in HUD homeless assistance documents.
HEARTH Act	A bill signed into law on May 20, 2009 by President Obama to reauthorize HUD's McKinney-Vento Homeless Assistance programs.

Homeless (HUD McKinney-Vento Act definition)	An individual who lacks a fixed regular and adequate nighttime residence. An individual who has a primary nighttime residence that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations.
Homeless Count	<i>See definition for Unsheltered Street Count</i>
Homeless Management Information System - HMIS	A computerized data collection system that tracks services received by homeless people, helps identify gaps in services within the CoC, and allows for greater collaboration among service providers as the system provides a "history" of a homeless person's involvement in the system of care making it easier for caseworkers to evaluate the situation and provide services in the most efficient manner. In addition, the HMIS system can help accurately describe a community's homeless population including unduplicated census counts, need for increased capacity to fill service gaps. This system is required by HUD for all CoCs.
Homeless Population	In general, a population is defined as the total number of inhabitants constituting a particular race, class, or group in a specified area. Therefore, the term homeless population refers to all persons that meet HUD's definition of homelessness in a specified area.
Homeless Subpopulation	The term homeless subpopulation refers to subsets of the homeless population that have a characteristic, other than homelessness, in common. HUD refers to the following subpopulations throughout the application: chronically homeless, severely mentally ill, chronic substance abuse, veterans, persons with HIV/AIDS, Victims of Domestic Violence, and Unaccompanied Youth (under 18).
Housing Emphasis	The relationship between funds requested for housing activities (i.e., transitional and permanent) and funds requested for supportive service activities. Housing emphasis will be calculated on all eligible new project requests. HUD will count as housing activity all approvable new project requests for funds for rental assistance and approvable requests for acquisition, rehabilitation, construction, leasing and operations when used in connection with housing. HMIS costs and administrative costs will be excluded from this calculation.
Housing Inventory	A complete housing inventory of emergency shelter, transitional housing, and permanent supportive housing beds on an annual basis. The inventory, which is reported at the facility level, focuses on beds for individuals and families that are available year round as well as those available on a seasonal and overflow basis. Also referred to as e-HIC.

Leveraging	Any resources, cash or non-cash, that will be used to carry out the supportive services or housing program in which funds were awarded under the CoC competition. It is the recipient's financial commitment towards the total cost of implementing the project activities. Leveraged resources may come from outside public or private entities. Acceptable documentation of leveraging resources includes signed and dated letters, memorandums of agreement and similar documents. The leveraged resources should be in place at the time of application submission and the documentation should indicate (1) the type and value of the contribution; (2) name of the project sponsor organization; and (3) the name of the project for which the resources will be contributed.
Mainstream Programs	Programs that are not specifically targeted to homeless people, including Medicaid, food stamps, Social Security Insurance, Social Security Disability Insurance, Workforce programs, Temporary Aid for Needy Families (TANF), etc.
McKinney-Vento Act	The Stewart B. McKinney Homeless Assistance Act (PL100-77) was the first -- and remains the only -- major federal legislative response to homelessness.
Monitoring	An ongoing process to assess the quality of performance over time. It is also a tool that helps HUD staff evaluate program effectiveness, organizational capacity, and assist in identifying fraud, waste and abuse.
Monitoring Finding	When HUD identifies, through evaluation of a grantee's project, noncompliance with the McKinney-Vento statute, program regulations and/or governing Notice of Funding Availability (NOFA). <i>Also see definition for Unresolved Monitoring Finding.</i>
Notice of Funding Availability - NOFA	When HUD or any other federal agency or governmental body has funding available, the agency issues an official NOFA which includes the purpose of the notice, applicant and project eligibility information, program requirements, application and submission information, funding and selection criteria, selection priorities, award administration information, and agency contacts.
Other Resources	Any additional resources that will be used (or are needed) to carry out the project funded under the CoC competition. Resources can include: cash, donated time of professional services, and materials, and volunteer time. <i>As indicated on HMIS, Supportive Services, and Operating budgets.</i>

Outreach	The initial and most critical step in connecting or reconnecting a homeless person to needed health, mental health, recovery, social welfare, and housing services. Outreach is viewed as a process rather than an outcome, with a focus on establishing rapport and a goal of eventually engaging homeless persons into accepting services and housing. It is first and foremost a process of relationship-building.
Outreach and Assessment	Once a person/family is identified/contacted through the outreach process, then the entity/organization determines the immediate service and housing needs of the person(s).
Permanent and Permanent Supportive Housing - PH	Provides long-term (not time-limited), safe, and decent housing for homeless persons with disabilities. However, for the Section 8 Moderate Rehabilitation SRO program, persons must be homeless but not necessarily have a disability. Permanent housing is the ultimate goal of the CoC, and may be provided in a structure or at scattered sites. Permanent supportive housing enables homeless persons to live independently.
Permanent Housing Bonus	The Permanent Housing Bonus will enable to CoCs to apply for funding to create one or more new permanent housing projects. CoCs may use project funds to serve homeless and disabled individuals or families, or chronically homeless individuals. While CoCs are no longer required to use bonus funds for projects that will exclusively serve 100 percent chronically homeless individuals, CoCs are encouraged to use bonus funds for this population whenever possible, as creating new beds for the chronically homeless remains a HUD priority. Demonstrating progress in reducing the chronic homeless population will continue to be a scored item in the CoC application.
Point-In-Time (PIT) Count	A one-day statistically reliable unduplicated count of sheltered and unsheltered homeless individuals and families in a specific area. CoCs are only required to conduct a one-day point-in-time count every two years (biennially) however, HUD strongly encourages CoCs to conduct an annual point-in-time count, if resources allow.
Point-In-Time (PIT) Count (for the purpose of Exhibit 2 applications)	Refers to how many persons can be served by the project at a particular point-in-time. The PIT is a "snapshot" of the number of participants when the program is at full capacity. This count is based on the applicant's estimate at the time of application for a new grant. For a renewal project, the PIT is based on the applicant's assessment of the number of participants residing in a facility or served by the program on a particular night or day when the program is at full capacity. The PIT is used for describing the number of households as well as the number of persons in households for (1) Households without Children, and (2) Households with Children on the Project Participants screens.
Primary Contact	<i>See definition for CoC Lead Agency Contact</i>

Project Applicant	<i>See definition for Applicant.</i>
Project Sponsor	An entity that is responsible for carrying out the proposed project activities. To be an eligible sponsor, you must meet the same program eligibility standards as applicants do, as outlined in the annual NOFA. The only exception to this standard is under the Sponsor-based rental assistance (SRA) component of the S+C Program, where a sponsor must be a private, non-profit organization or a community mental health agency established as a public non-profit organization; therefore, eligible project sponsors for this component are statutorily precluded from applying for S+C funding.
Project-based Rental Assistance PRA	A S+C program component that provides homeless families and individuals with very low and extremely low incomes with housing assistance. PRA provides grants for rental assistance to the owner of an existing structure, where the owner agrees to lease the subsidized units to participants. Rental subsidies are provided to the owner for a period of either 5 or ten years. Participants do not keep the rental assistance if they move.
Public and Private Nonprofit Status	<i>See 2009 CoC NOFA for definition.</i>
Publicly-funded Institutions	For HUD purposes, these institutions include - jails, hospitals, drug and alcohol rehabilitation facilities, and foster care systems that temporarily shelter persons who may become homeless upon discharge.
Recipient	<i>See definition for Grantee</i>
Safe Haven	An SHP component type that serves hard-to-reach homeless persons who have severe mental illness, are on the streets and have been unable or unwilling to participate in supportive services. The program provides 24-hour residence for an unspecified duration and may provide support services to eligible persons who are not residents, on a drop-in basis. Safe Havens do not require participation in services and referrals as a condition of occupancy. Rather, it is hoped that after a period of stabilization in a safe haven, the resident will be more willing to participate in services and referrals and will eventually be ready to move to more traditional form of housing.
Section 8 Moderate Rehabilitation Single Room Occupancy - SRO	Provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.

Selectee	An applicant who is conditionally selected for funding under the annual homeless assistance competition. Selectees for new projects must complete a Technical submission to provide more detailed information on the proposed activities to HUD. <i>Also see definition for Grantee.</i>
Standard Form-424	A legal application form that collects standard data about the applicant requesting federal funding and the project for which funding is being requested. The form is required for submission of all project (Exhibit 2) applications for CoC homeless assistance funds. In <i>e-snaps</i> , the SF-424 is referred to as the <i>Applicant Profile</i> .
Shelter Plus Care - S+C	Provides rental assistance for homeless persons with disabilities through four component programs: Tenant-Based, Sponsor-Based, Project-Based, and Single Room Occupancy (SRO) Rental Assistance.
Sheltered Homeless	Someone who is homeless and is being temporarily housed in shelters (emergency and transitional) and motels/hotels that accept housing vouchers.
Special Needs	A generic term that can include persons with mental illness, physical and/or mental disability, co-occurring disorders, substance abuse, domestic violence victims, and HIV+/AIDS, youth aging out of foster care, runaways. <i>See also disabling conditions.</i>
Sponsor-based Rental Assistance - SRA	A S+C program component that provides homeless families and individuals with very low and extremely low incomes with housing assistance. The SRA component provides grants for rental assistance through cocontracts between the grant recipient and sponsor organizations. The sponsor may be a private non-profit organization or a community mental health agency established as a public non-profit organization. Participants may reside in a single structure or scattered sites owned or leased by the sponsor.
Street Count	<i>See Unsheltered Street Count</i>
Sub-recipient	Project sponsors who sign a sub-recipient agreement with the grantee to receive grant funds. Sub-recipients can carry out the entire SHP project.

Supportive Housing	Supportive housing is affordable housing integrated with a comprehensive, individualized service delivery system that allows people to live successfully in the community with stable permanent housing. Supportive housing is the proven solution for stabilizing and housing people with special needs, including individuals and families challenged with homelessness, people with physical or developmental disabilities, frail elders, victims of violence, people with a mental illness, youth exiting foster care, people living with AIDS, the formerly incarcerated, certain veterans and people overcoming addictions.
Supportive Housing Program - SHP	HUD's SHP helps develop housing and related supportive services for people moving from homelessness to independent living. Program funds help homeless people live in a stable place, increase their skills or income, and gain more control over the decisions that affect their lives. Program components and project types include Transitional Housing, Permanent Housing for Homeless Persons with Disabilities, Supportive Services Only, Innovative Supportive Housing, Safe Havens, and HMIS.
Supportive Services Only - SSO	Projects that address the service needs of homeless persons. Projects are classified as this component only if the project sponsor is not also providing housing to the same persons receiving the services. SSO projects may be in a structure(s) at a central location.
Tenant-based Rental Assistance - TRA	A S+C program component that provides homeless families and individuals with very low and extremely low incomes with housing assistance. TRA programs allow participants to choose their own housing and retain the rental assistance if they move. Grantees may limit where participants reside if necessary to facilitate the coordination of supportive services.
Transitional Housing - TH	Is one type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. It is housing in which homeless persons may live up to 24 months and receive supportive services that enable them to live more independently. The supportive services may be provided by the organization managing the housing or provided by other public or private agencies.
U.S. Department of Housing and Urban Development - HUD	A federal department created in 1965 to increase homeownership support, community development, and housing free from discrimination. Since 1987, HUD has been responsible for founding homeless programs which today comprise the Continuum of Care.

Universal Data Elements	<p>Data required to be collected from each adult, unaccompanied youth, and child under the age of 18 in a household, who apply for a homeless assistance service. These data elements include name, Social Security number, date of birth, ethnicity and race, gender, veteran status, disabling condition, residence prior to program entry, zip code of last permanent address, program entry and exit date.</p> <p>These data elements make it possible to generate an unduplicated count of homeless people accessing services from homeless providers, basic demographic characteristics of homeless people, and their patterns of service use. The data elements will also allow us to measure the number of chronically homeless people who use homeless services along with producing information on shelter stays and homelessness episodes over time.</p>
Unresolved Audit Finding	When the noncompliance violation is not corrected or remediated by the grantee within the time frame specified by HUD. <i>See also Audit Finding.</i>
Unresolved Monitoring Finding	When the identified noncompliance item is not corrected/remediated by the grantee in a specific timeframe as specified by HUD staff. <i>See also Monitoring Finding.</i>
Unsheltered Homeless	Someone who is either living on the streets or in a vehicle, encampment, abandoned building, garage, or any other place not normally used or meant for human habitation.
Unsheltered Street Count	The Point-In-Time street count that will be conducted during the last ten days in January, typically in the evening and early morning hours. Teams canvass specific areas and tally observed homeless persons.