

CoC Quarterly Spending Report Data Descriptions

The HUD Office of Special Needs Assistance Programs (OSNAP) emails the CoC Quarterly Spending Report directly to Continuum of Care (CoC) Program Collaborative Applicants. HUD strongly encourages CoC Collaborative Applicants to share this report with grant recipients, CoC members, and other interested parties.

This report is an Excel spreadsheet that includes financial data to assist Continuums of Care and CoC Program grant recipients to analyze current and past grant expenditures. The financial data is extracted from *eLOCCS* and is supplemented with project application data from *e-snaps* (i.e., project name, component type etc.). The source of data is identified in each column header along with the data element's name. At the top of each report, SNAPS identifies the CoC Name, the CoC Number, and the date of *eLOCCS* data. For a description of each column header and data element refer to the table below.

The report only lists CoC Program grants after grant funds have become available in *eLOCCS* and grants are available to begin the expenditure drawdown process. This report is not a comprehensive portfolio of all of a CoC's grants; however, it should contain all CoC grants available in *eLOCCS* that are available to begin spending, are actively spending, or have expired in the previous 3 years. If a grant is not shown in this report, a signed grant agreement has not been processed and entered into *eLOCCS* by HUD's Fort Worth Accounting Center. If you have questions about a grant not shown in this report, you should contact your local HUD field office Community Planning and Development Representative (CPD Rep) and ask about the processing status of a specific grant agreement.

Analyzing CoC Quarterly Spending Report and Flow of Data

As noted above, this report only includes CoC Program grants that are available for expenditure drawdowns or grants that have expired in the previous 3 years. Also note, the report may contain some older expired grants that have not completed the SNAPS grant closeout and recapture processes. The multiple years of expired grant data for the same project's grant allows for analysis of year-to-year expenditure and recapture comparisons. For an analysis of this data, it is critical for users to understand how *eLOCCS* data flows through the different stages of a grant's lifecycle. The primary stages of an awarded CoC Program grant are as follows:

1. After a CoC Program grant is conditionally awarded, the grant information is reviewed in *e-snaps* by your CPD Rep and grant alerts or conditions, if any, are addressed by HUD and the direct grant recipient.
2. Once the *e-snaps* review and any updates are completed, the CPD Rep produces a grant agreement to be signed by the recipient organization's contracting official and HUD. Next, the fully executed grant agreement is forwarded to HUD's Fort Worth Accounting Center (FWAC) and data is entered into *eLOCCS*.
3. After the grant agreement is set up in *eLOCCS*, field office staff finalize a detailed budget setup which is referred to as a field office spreading Budget Line Items (BLIs) by budget categories. **Note:** It is often at this stage where an executed grant agreement may be entered and visible in *eLOCCS* but may not be shown in this report until after the field office 'spreads the BLIs'.
4. After the BLIs are entered and verified by the field office, much of this report's data for a specific grant will not be shown, until after entry of the **Period of Performance Start (POP Start Date)** and **Period of Performance End (POP End Date)**. These data fields remain blank until a recipient enters the **POP Start Date** into *eLOCCS* as part of their first expenditure voucher request. After a **POP Start Date** is entered, the **POP End Date** will be calculated and shown based on the number of months in the **Term** of the grant.
5. Once both **POP Dates** are shown, the financial fields will be shown, and values will adjust after *eLOCCS* vouchers are approved. The amount of funds in **Total Balance** are available to be drawn by the recipient for up to 90 days after a grant's **POP End Date**. Any funds remaining in **Total**

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Balance after 90 days are eligible to be recaptured by HUD. The amount shown in **Total Balance** will continue to be shown until either the recipient submits approved voucher requests or HUD zeros out the balance through the grant closeout and recapture processes.

6. After the grant closeout and recapture processes are completed, the amount of funds recaptured, if any, will be shown as a negative amount in the **Total Tech Change or Recaptured** column. Also note the original amount in **Total Current Contracted** will be reduced by the amount of funds recaptured by HUD.

Column Header	Descriptions & Guidance of Data Elements														
CoC Competition Year	Year of CoC Program Competition funding as recorded in the grant number for filtering or sorting purposes.														
Grant Number (eLOCCS)	<p>The SNAPS-assigned grant number, also known as project number in eLOCCS, is specific to each grant and is updated uniquely for each grant renewal. This field can be populated from e-snaps or eLOCCS. The data coming from either source is identified in the column header names. The CoC Program grant number consists of 15 characters and contains reference data as noted below. Example: CA0416L9T032215</p> <p>Tip: You can sort the report by grant number and all grants will be shown in chronological order for each set of grant specific PINs.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">CA</td> <td>Two characters = State abbreviation.</td> </tr> <tr> <td style="text-align: center;">0416</td> <td>Four characters = project identifier. A full project's PIN is state abbreviation combined with these 4-characters. A PIN remains the same year-to-year and will always be a unique to this grant.</td> </tr> <tr> <td style="text-align: center;">L</td> <td> One character = program type and/or funding type. L = Regular CoC Program D = DV Bonus T = Transition Project identifying changing a grant component H = Unsheltered (FY2022 Special NOFO) R = Rural (FY2022 Special NOFO) U = Unified Funding Agency (UFA) projects and/or grants Y = Youth Homelessness Demonstration Program (YHDP) and the Y continues to represent a dedicated youth project after renewal in the regular CoC Program </td> </tr> <tr> <td style="text-align: center;">9T</td> <td>Two characters = HUD's field office code</td> </tr> <tr> <td style="text-align: center;">03</td> <td>Two characters = the last two characters of a CoC Number (i.e., this 03 is for CoC Number CA-503).</td> </tr> <tr> <td style="text-align: center;">22</td> <td>Two characters = CoC Program Competition year of funding.</td> </tr> <tr> <td style="text-align: center;">15</td> <td>Two characters = sequence number representing the number of times HUD has renewed the grant since 2008. This example is 15 renewal grants and 1 new since SNAPS always assigns new grants '00' as the first numbers in the sequence. Upon each renewal, SNAPS then assigns '01' and continues sequentially with each renewal. Also note, 2008 was the first year of this style of grant numbers. Some grants are pre-2008 and have been continually renewed since the beginning of the CoC Program.</td> </tr> </table>	CA	Two characters = State abbreviation.	0416	Four characters = project identifier. A full project's PIN is state abbreviation combined with these 4-characters. A PIN remains the same year-to-year and will always be a unique to this grant.	L	One character = program type and/or funding type. L = Regular CoC Program D = DV Bonus T = Transition Project identifying changing a grant component H = Unsheltered (FY2022 Special NOFO) R = Rural (FY2022 Special NOFO) U = Unified Funding Agency (UFA) projects and/or grants Y = Youth Homelessness Demonstration Program (YHDP) and the Y continues to represent a dedicated youth project after renewal in the regular CoC Program	9T	Two characters = HUD's field office code	03	Two characters = the last two characters of a CoC Number (i.e., this 03 is for CoC Number CA-503).	22	Two characters = CoC Program Competition year of funding.	15	Two characters = sequence number representing the number of times HUD has renewed the grant since 2008. This example is 15 renewal grants and 1 new since SNAPS always assigns new grants '00' as the first numbers in the sequence. Upon each renewal, SNAPS then assigns '01' and continues sequentially with each renewal. Also note, 2008 was the first year of this style of grant numbers. Some grants are pre-2008 and have been continually renewed since the beginning of the CoC Program.
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Project PIN	A Project PIN consists of the first six characters of a project's grant number. For example, CA0416 is the Project PIN in the grant number CA0416L9T032215 .														

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Recipient Name (<i>eLOCCS</i>)	As recorded in <i>eLOCCS</i> per the grant agreement. Tip: Filter or sort by Recipient Name to find all associated grants for a single recipient.
Project Name (<i>e-snaps</i>)	As recorded in <i>e-snaps</i> as entered in a project application.
Project Component (<i>e-snaps</i>)	As recorded in <i>e-snaps</i> . CoC Project Components include Permanent Housing (PH), Transitional Housing (TH), Supportive Services Only (SSO), Joint (JOINT), Safe Haven (SH), Homeless Management Information Systems (HMIS), CoC Planning (Planning) and Unified Funding Agency Costs (UFA).
Project Subtype (<i>e-snaps</i>)	As recorded in <i>e-snaps</i> and further identifies the subtype of project's component. Project Subtypes include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Coordinated Entry (CE), and HMIS Dedicated (HMIS). Most SNAPS documents show Project Component and Project Subtype combined for more detailed identification, such as: (PH-PSH), (PH-RRH), (JOINT-TH & RRH), (SSO-CE), (SSO-Street Outreach).
Term (Months) (<i>eLOCCS</i>)	Number of months in the grant term as recorded in <i>eLOCCS</i> and will be used for date span for POP Start Date and POP End Date .
Period of Performance Start Date (<i>eLOCCS</i>)	The first year of a 'New' grant will have a POP Start Date entered by the recipient when the first voucher request is entered into <i>eLOCCS</i> . This date will always 'roll' to the 1 st day of a month, regardless of the day entered. This date represents the beginning of this grant's operational start and will remain the same month year-to-year unless a recipient requests and receives an amendment to extend the grant. For each subsequent 'Renewal' of a grant, the POP Start Date must be the 1st day of the month following the POP End Date of the previous expiring grant. Tip: You can filter or sort by Grant Number or PIN to check if a POP Start Date was entered correctly when compared to the previous grant's POP End Date.
Period of Performance End Date (<i>eLOCCS</i>)	After the recipient enters the POP Start Date , the POP End Date is calculated from the 1 st day of the month plus the number of months from the Grant Term field. The POP End Date will always be the last day of the month.
Total Original Contracted (<i>eLOCCS</i>)	This total amount appears after Fort Worth Accounting Center enters grant agreement data in <i>eLOCCS</i> . This field is the base of this report's financial calculations because once this amount is set, the amount does not change over time as do the other financial fields in <i>eLOCCS</i> .

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<p>Total Current Contracted (eLOCCS)</p>	<p>This is the actual total amount approved to draw on a grant. At times this amount will differ from the total awarded in <i>e-snaps</i> or as first entered in Total Original Contracted especially after a grant is finished with a \$0.00 balance. Total Current Contracted will typically begin with the same amount as Total Original Contracted but amounts can vary depending on:</p> <ul style="list-style-type: none"> • whether funds were fully disbursed or recaptured, • technical corrections, or • amendments—with the most common amendment being grant consolidations with surviving grants having funds added and terminating grants having funds subtracted. <p>When a grant is closed out, this amount will be reduced to the same amount that has been disbursed to a recipient from a grant.</p>
<p>Total Balance (eLOCCS)</p>	<p>The grant funds available to draw down by recipients if the grant is not more than 90-days past the grant expiration date. A \$0.00 balance in this field indicates funds were either fully disbursed to the recipient, or if the grant is 90 days past the POP End Date, the balance of funds is in the process of being recaptured by HUD.</p>
<p>Total Tech Change or Recaptured</p>	<p>When a negative amount is indicated in this field, it is the HUD recaptured amount and will display only after a grant has \$0.00 in Total Balance. When a negative amount is shown in this field, HUD has completed the recapture process. A positive amount in this field typically represents funds added to a grant as a surviving grant in a consolidation. This field can also show changes in an active grant, e.g., technical corrections.</p> <p>Note: In some grants where funds are added due to a technical correction or a surviving grant in a consolidation and later subtracted funds due to a recapture, this field will first display the positive amount while the grant is active; however, after expiration and recapture, funds will be subtracted from the positive amount. Thus, after the recapture process, sometimes a positive amount also had funds recaptured. In these cases, actual eLOCCS data should be reviewed.</p>

If you have questions about the CoC Quarterly Spending Report, please contact your local HUD field office CPD Representative.