Continuum of Care (CoC) Quarterly Spending Report Data Descriptions

(Updated 4/10/2026)

HUD's Office of Special Needs Assistance Programs (SNAPS) developed the Continuum of Care (CoC) Quarterly Spending Report to help CoCs and recipients analyze current and past grant expenditures. SNAPS emails the report directly to CoC Program Collaborative Applicants quarterly. CoC Collaborative Applicants should share this report with grant recipients, CoC members, and other interested parties.

The report contains financial data extracted from the Line of Credit Control System **(LOCCS)** and supplemented with project application data from ***e-snaps*** (i.e., project name, component type, etc.). Each column header lists the data source along with the data element's name. At the top, the report identifies the CoC Name, the CoC Number, and the date the report was run. Refer to the table below for a description of each column header and data element.

The report only lists CoC Program grants that expired in the past 3 years and those that have funds available for expenditure (i.e., the fully executed grant agreement is processed in **LOCCS** by HUD's Fort Worth Accounting Center (FWAC), the field office set up the budget in **LOCCS**, and the grant's balance exceeds $0.00). Contact your local field office if you cannot find a grant you expected to see on the report and ask about the status of the grant agreement.

Analyzing CoC Quarterly Spending Report and Flow of Data

In addition to grants that expired in the past 3 years, the report includes older expired grants that have not completed the SNAPS grant recapture and closeout processes. The multiple years of data for the same project's grants allows for the comparison of year-to-year expenditure and recapture amounts. It is helpful to understand the flow of **LOCCS** data through the different stages of a grant's lifecycle when analyzing this data. The primary stages of an awarded CoC Program grant are below.

1. After a CoC Program grant is conditionally awarded, your CPD representative:

   a) reviews the grant information in ***e-snaps*** and

   b) works with the direct grant recipient to address grant alerts or conditions in *e-snaps,* if any.

2. Once the ***e-snaps*** review and any updates are completed, the CPD representative transmits a grant agreement to the recipient that is signed by the recipient's authorized official and then by HUD. The field office forwards the fully executed grant agreement to FWAC staff who enter the data into **LOCCS**.
3. After FWAC sets up the grant agreement in **LOCCS**, field office staff enter detailed budget information, which is referred to as "spreading" Budget Line Items (BLIs) by budget categories. **Note:** A recipient may see an executed grant agreement in **LOCCS** once processed by FWAC, but the grant is not captured in CoC Quarterly Spending Report until the field office spreads the BLIs in LOCCS.
4. Even after the field office enters and verifies the BLIs in LOCCS, much of this report's data for a specific grant isn't visible until after the recipient establishes the **PoP Start and End Dates** in **LOCCS** by submitting the first voucher request. After the recipient enters the **PoP Start Date**, LOCCS automatically populates the **PoP End Date** based on the number of months in the grant **Term**.
5. Once the **PoP Start and End Dates** are established, the financial fields will be visible and will update as vouchers are approved in **LOCCS**. Recipients have up to 90 days after a grant's PoP End Date to draw the amount of funds in the **Total Balance** field. During this 90-day period, recipients are also preparing, finalizing, and submitting the Annual Performance Report (APR) in Sage.

6. After the 90-day period ends, the field office downloads the CoC Closeout Agreement from LOCCS and emails it to the recipient. While recipients are not required to sign and return the CoC Closeout Agreement, they should, at a minimum, review the form, especially when it shows a grant balance.
7. If the grant has a remaining balance and the recipient incurred eligible costs during the grant's PoP, the recipient may request a draw within 60 days (i.e., up to 150 days after the PoP End Date); however, any draw requests during this period must be submitted with supporting documentation for the field office to review before approving the draw.
8. Each quarter, SNAPS will recapture grants with balances at 151+ days after the PoP End Date. **Once recaptured, funds cannot be reinstated.** After grant recapture and closeout, the amount of any funds will appear in **LOCCS** as a negative amount in the **Total Tech Change or Recaptured** column. LOCCS will reduce the original amount in **Total Current Contracted** by the amount of recaptured funds.

CoC Quarterly Spending Report Data Descriptions

Column Header	Descriptions & Guidance of Data Elements
CoC Competition Year	Fiscal Year of CoC Program Competition funding consistent with the grant number. For example, **FY 2022** is the CoC Competition Year reflected in the grant number CA0416L9T03**22**15. **Tip**: You can filter or sort the report by competition year to find all grants awarded under the same Notice of Funding Opportunity.
Project-Grant Number (LOCCS)	The CoC Program grant number, also known as project number in **LOCCS**, is unique to each grant and is updated for each grant renewal. This field is originally generated from ***e-snaps***. **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.
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 **CA0416**L9T032215.
Recipient Name (LOCCS)	As recorded in **LOCCS** per the grant agreement. **Tip**: Filter or sort by **Recipient Name** to find all associated grants for a single recipient.
Project Name (*e-snaps*)	The project name the recipient entered into their project application in e-snaps.
Project Component (*e-snaps*)	As recorded in ***e-snaps***. 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 (*e-snaps*)	As recorded in ***e-snaps*** to further identify 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) (LOCCS)	Number of months in the grant term as recorded in **LOCCS.**

Period of Performance Start Date (LOCCS)	The first year of a 'New' grant will have a **PoP Start Date** entered by the recipient when the first voucher request is submitted in **LOCCS**. This date will always 'roll' to the 1st 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 and day for each subsequent 'Renewal' of the grant 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 (LOCCS)	After the recipient enters the **PoP Start Date,** the **PoP End Date** is calculated from the 1st 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 (LOCCS)	This total amount appears after FWAC processes the grant agreement in **LOCCS**.

Total Current Contracted (LOCCS)	The actual total amount approved to draw on a grant. At times this amount will differ from the total awarded in ***e-snaps*** 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: • 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. 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.
Total Balance (LOCCS)	The grant funds available to draw down by recipients if the grant is not more than 90-days past the PoP End 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 subject to recapture by HUD.
Total Tech Change or Recaptured	• A negative amount in this field is the HUD recaptured amount that appears only when a grant has $0.00 in **Total Balance,** and the recapture process is complete. • 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.

	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, review the data in **LOCCS.**

If you have questions about the CoC Quarterly Spending Report, please contact your assigned SNAPS desk officer.