



FY 2018 Continuum of Care (CoC) Program Competition

CoC Priority Listing Detailed Instructions

U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Special Needs Assistance Programs

Contents

PURPOSE	3
AVAILABLE FUNDS AND TIERING	3
COC PRIORITY LISTING	3
NEW CONCEPTS	4
COC PRIORITY LISTING OVERVIEW	4
RANKING OVERVIEW	5
AMENDING PROJECT APPLICATIONS	6
FORM 1A. CONTINUUM OF CARE (COC) IDENTIFICATION	6
REALLOCATION OVERVIEW	6
FORM 2. REALLOCATION	7
FORM 3. REALLOCATION-GRANT(S) ELIMINATED	7
FORM 4. REALLOCATION-GRANT(S) REDUCED	8
FORM 5. REALLOCATION-NEW PROJECT(S)	9
FORM 6. REALLOCATION-BALANCE SUMMARY	9
CONTINUUM OF CARE (COC) PROJECT LISTINGS	10
FORM 7A. CONTINUUM OF CARE (COC) NEW PROJECT LISTING	12
FORM 7B. CONTINUUM OF CARE (COC) RENEWAL PROJECT LISTING	13
7C. CONTINUUM OF CARE (COC) UFA COSTS PROJECT LISTING	16
FORM 7D. CONTINUUM OF CARE (COC) COC PLANNING PROJECT LISTING	18

FUNDING SUMMARY	19
ATTACHMENTS	20
SUBMISSION SUMMARY	20

Purpose

This document provides detailed instructions for completing the FY 2018 CoC Priority Listing for the FY 2018 CoC Program Competition. This FY 2018 CoC Priority Listing is one part of the FY 2018 CoC Consolidated Application. The other part is the CoC Application that is a separate submission in *e-snaps*. Section VI.F.1.d of the FY 2018 CoC Program Competition NOFA states:

“The CoC Application and the CoC Priority Listing are separate in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing, that includes all project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.”

Available Funds and Tiering

Approximately \$2.1 billion is available in the FY 2018 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects described in Section III.C.3.g of the NOFA. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. HUD will continue to require Collaborative Applications to rank all projects, except CoC planning and Unified Funding Agency (UFA) Costs projects in two tiers as described in Sections II.B.10.a and b of the NOFA. Tier 1 is equal to 94 percent of the CoC's ARD and Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amounts available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR)) as described in Section III.C.3.c of the NOFA.

CoC Priority Listing

The FY 2018 CoC Priority Listing includes the reallocation forms, Project Listings (New, Renewal, UFA Costs, if applicable, and CoC Planning) where CoC's decisions are captured to either accept and rank or rejection project applications submitted to the CoC, and the required attachment form HUD-2991, Certification of Consistency with the Consolidated Plan, which must be completed by the Collaborative Applicant and signed by the authorized jurisdictional official. A Collaborative Applicant must either attach a HUD-2991 for each project application or may submit a single HUD-2291 with a list of the submitted projects from each jurisdiction within the CoC's geographic area.

Collaborative Applications are encouraged to use this CoC Priority Listing Detailed Instruction in conjunction with:

- [Notice of Funding Availability \(NOFA\) for the Fiscal Year \(FY\) 2018 Continuum of Care Program Competition;](#)
- [CoC Priority Listing Detailed Instructions;](#)
- [CoC Priority Listing Navigational Guide;](#) and
- [FY 2018 GIW](#) posted on the HUD Exchange to reference eligible renewal project budget information.

All new reallocated, bonus, DV Bonus and renewal project applications must be either approved and ranked with a unique rank number or rejected by the CoC, the only exception to the unique rank number requirement is for a fully consolidated project application(s) which is discussed in section 7B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions. Unified Funding Agency (UFA) Costs project applications, if applicable, and the CoC Planning project applications that can only be submitted by the CoC's designated Collaborative Applicant are not ranked but must be either approved or rejected as only one project application for each type can be submitted. Based on guidance received from the CoC, the Collaborative Applicant will rank the approved new and renewal project applications in either Tier 1 or Tier 2 as described in Section II.B.10 of the FY 2018 CoC Program Competition NOFA.

New Concepts

The FY 2018 CoC Program Competition NOFA includes new concepts that affect the CoC Priority Listing.

1. Consolidations – see Sections II.B.4 and III.C.3.d of the FY 2018 CoC Program Competition NOFA and section 7B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions.
2. Domestic Violence (DV) Bonus – see Sections II.B.3 and III.C.3.g of the FY 2018 CoC Program Competition NOFA and *section Ranking Overviews* of these instructions.
3. Transition Grants – see Sections II.B.2 and III.C.3.r of the FY 2018 CoC Program Competition NOFA and section *Reallocation Overview* of these instructions.

CoC Priority Listing Overview

The CoC Priority Listing can be accessed on the “Submissions” page in *e-snaps*. All project applications submitted to the CoC will appear on one of the four CoC Project Listings that make up the CoC Priority Listing. Projects are uploaded to the applicable Project Listing after they have been submitted in *e-snaps* and the Collaborative Applicant updates the applicable list for each Project Listing. The four types of Project Listings included in the CoC Priority Listings are:

CoC New Project Listing: This lists new project applications created through:

- a. Reallocation and Bonus
 - Permanent Housing (PH) (including Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH)),
 - Joint Transitional Housing and Permanent Housing-Rapid Rehousing component (Joint TH and PH-RRH component),
 - Supportive Services Only for Coordinated Entry (SSO–CE), and
 - Dedicated Homelessness Management Information System (HMIS); and
- b. Domestic Violence Bonus
 - PH-RRH,
 - Joint TH and PH-RRH component, and
 - SSO-CE.

The Collaborative Applicant must review, accept and rank or reject all project applications on the New Project Listing based on the CoC’s objective review, rating and ranking criteria.

CoC Renewal Project Listing: This lists eligible renewal project applications that have an expiration date in Calendar Year (CY) 2019 (January 1, 2019 through December 31, 2019). The Collaborative Applicant must review, accept and rank or reject all projects on the Renewal Project Listing based on the CoC’s objective review, rating and ranking criteria.

CoC UFA Costs Project Listing: Only for use by Collaborative Applicants designated by HUD as a UFA in the FY 2018 CoC Program Registration process. The NOFA only permits one UFA Costs project application per CoC, which the Collaborative Applicant designated by the CoC and approved by HUD as the UFA must submit. The UFA designated Collaborative Applicant must review and accept or reject the UFA Costs project application(s).

CoC Planning Project Listing: The NOFA only permits one CoC planning application per CoC, which the Collaborative Applicant must submit. The Collaborative Applicant must review and accept or reject the CoC planning project application(s).

Ranking Overview

Ranking Project Applications: When ranking project applications, the following limitations apply:

1. Ranking numbers must be unique for each new and renewal project application submitted. The only exception to the unique rank number requirement is for a fully consolidated project application(s) which is discussed in section 7B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions.
2. Collaborative Applicants may only approve on UFA Cost project on the UFA Cost Project Listing, which the Collaborative Applicant designated a UFA by HUD must submit.
3. Collaborative Applicants may only approve one CoC Planning project on the CoC Planning Project Listing; which the Collaborative Applicant must submit.

Collaborative Applicants must notify all project applicants no later than 15 days before the application submission deadline regarding whether their project applications would be included on the FY 2018 CoC Priority Listing submission. Collaborative Applicants are required to notify project applicants of their ranked position on the CoC Priority Listing if the project application(s) was approved and ranked, and notification to project applicants if the project application(s) was rejected by the CoC. Notifications of acceptance and rank and rejection must be provided in writing to project applicants outside of *e-snaps*.

Rejecting or Reducing a Project Application: CoCs that reduced or eliminated eligible renewal projects due to reallocation in the FY 2018 CoC Program Competition must ensure one of the following in addition to notifying the project applicant(s):

1. the Collaborative Applicant rejects any eligible renewal project(s) that was eliminated as part of reallocation process. The Collaborative Applicant must reject the project(s) on the CoC Renewal Project Listing; and
2. any eligible renewal project(s) that the CoC reduced as part of reallocation process was submitted with the reduced request amount.

When rejecting a project application, an 'X' will appear next to the project application on the applicable project listing indicating to HUD that the CoC rejected the project in the local CoC competition. The Collaborative Applicant must notify the project applicant, in writing, outside of *e-snaps* of the rejection no later than 15 days before the FY 2018 application deadline and include the reason(s) for the rejection.

If a project application was submitted for an eliminated or ineligible project that was subsequently rejected by the CoC in the CoC Priority Listing, the Collaborative Applicant must select the reason for rejection of the project application on the ranking form.

Ranking DV Bonus Projects

A CoC can only submit one project application for each project type: PH-RRH, Joint TH and PH-RRH, and SSO-CE. If a CoC submits more than one project application for each project type, HUD will only consider the highest ranked project that passes eligibility and quality threshold review; e.g., if a CoC submits 2 PH-RRH project applications under the DV Bonus, HUD will consider the highest ranked PH-RRH project application that passed eligibility and quality threshold for the DV Bonus and the lowest ranked PH-RRH project will be considered under the regular bonus project (see Section III.C.3.c of this NOFA).

CoCs are required to rank all DV Bonus projects on the New Project Listing of the CoC Priority Listing with a unique rank number. If a project application designated as DV Bonus is conditionally selected by HUD with DV Bonus funds, HUD will remove the ranked DV Bonus project from the New Project Listing and all other project applications ranked below the DV Bonus project will slide up one rank position (e.g., if the conditionally selected DV Bonus project is ranked #5, HUD will remove the DV Bonus project and each project below #5 will move up

one ranked position). If the DV Bonus project application is not conditionally selected with DV Bonus funds, the project application will remain in its ranked position and will be considered for funding as a bonus project with available CoC Program funds provided the CoC meets the requirements of Section II.B.10.e. of the FY 2018 CoC Program Competition NOFA.

Amending Project Applications

Collaborative Applicants can use the CoC Priority Listing to amend a project application submission back to the project applicant when necessary for changes or corrections (e.g., to have a project applicant correct a requested budget amount). If the Collaborative Applicant needs to amend a project after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant **must** be sure to update the applicable Project Listing and rank the amended project after the project applicant returns it the Project Listing and verify the rank number assigned has not been assigned to another project of a different project type.

Collaborative Applicant AND Project Applicant Responsibilities for Amended Projects

1. Collaborative Applicant—must notify the project applicant, in writing outside of *e-snaps*, that the project application has been amended for further review or correction.
2. Project Applicant—must review and revise the project application and then submit to the CoC via *e-snaps* and notify the Collaborative Applicant, in writing outside of *e-snaps*, that the project application has been resubmitted.
3. Collaborative Applicant—must ensure the resubmitted project application is included on the correct Project Listing (New, Renewal, UFA Costs, if applicable, or CoC Planning) and given a unique rank number **BEFORE submitting the FY 2018 CoC Priority Listing to HUD before the FY 2018 CoC Program Competition application submission deadline.**
4. Project Applicant—must follow up with the Collaborative Applicant to verify that the amended project is listed and ranked on the FY 2018 CoC Priority Listing.

HUD will not review or conditionally select a project application that is not visible with a unique rank number on the FY 2018 CoC Priority Listing.

Form 1A. Continuum of Care (CoC) Identification

The field on this form lists the Collaborative Applicant Name. This field is read-only and references the Collaborative Application name entered on the CoC Applicant Profile.

Reallocation Overview

Reallocation is a process that allows CoCs to reallocate funds in whole (eliminated) or in part (reduced) from eligible renewal projects to create one or more new projects. CoCs may reallocate from all types of projects: Supportive Services Only (SSO), Transitional Housing (TH), Permanent Housing-Permanent Supportive Housing (PH-PSH), Permanent Housing-Rapid Rehousing (PH_RRH), Safe Haven (SH), and Homeless Management Information System (HMIS).

CoCs may only reallocate a renewal project that will be under grant agreement by December 31, 2019 and will have an expiration date in Calendar Year (CY) 2019 (between January 1, 2019 and December 31, 2019).

CoC planning and UFA Costs projects are **never eligible** for reallocation. CoC Planning and UFA Costs projects are non-renewable and are awarded each year to Collaborative Applicants to carry out the activities of the CoC planning process and if applicable, designated UFA activities as described in 24 CFR part 578.

New in FY 2018 – Transition Grants use of the Reallocation Process.

The FY 2018 CoC Program Competition NOFA allows an existing eligible renewal project(s) to transition its current project component (e.g., TH) to another eligible new component (e.g., PH-RRH).

1. CoCs must use the reallocation process to transition an eligible renewal project(s) to one of the following types of new project applications:
 - a. PH-PSH;
 - b. PH-RRH;
 - c. Joint TH and PH-RRH component;
 - d. SSO project specifically for a coordinated entry process (referred to as a centralized or coordinated assessment system in the FY 2017 CoC Program Competition NOFA); and
 - e. New dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.
2. The applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application must be attached to the project application).

A project applicant that wants to take advantage of the transition grant process must reallocate the eligible renewal project(s) old component (e.g., TH) and submit a new eligible project application (e.g., PH-RRH) to transition the grant from one component to another. For full details on this process, see Sections II.B.2 and III.C.3.r of the FY 2018 CoC Program Competition NOFA.

Form 2. Reallocation

The Collaborative Applicant must indicate whether the CoC will use the reallocation process in the FY 2018 CoC Program Competition.


If the CoC is not reallocating any projects in the FY 2018 CoC Program Competition, the Collaborative Applicant will complete question 2-1 and then move to Continuum of Care (CoC) New Project Listing.

2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2019 into one or more new projects?

If the CoC is reallocating funds from one or more eligible expiring renewal grant(s) to create one or more new PH-PSH, PH-RRH project, Joint TH and PH-RRH component project, SSO-CE project, or dedicated HMIS projects, the Collaborative Applicant must select “**Yes**” from the drop-down menu; otherwise, select “**No**.”

Additionally, if a project applicant(s) intends to transition a grant from its existing component to a new eligible component in the FY 2018 CoC Program Competition, the Collaborative Applicant must select “**Yes**” from the drop-down menu as the only way a project applicant(s) can transition from the old component to the new component is to reallocate one or more eligible renewal projects to create the new component.

From 3. Reallocation-Grant(s) Eliminated

CoCs that choose to reallocate from eligible renewal projects into new PH-PSH, PH-RRH, Joint TH and PH-RRH component, SSO-CE, or dedicated HMIS may do so by eliminating one or more of its eligible expiring renewal grants. When a CoC chooses to eliminate a project(s) entirely, the Collaborative Applicant must identify those here. This includes any project applicant(s) that will transition an eligible renewal project(s) to a new component eligible in the FY 2018 CoC Program Competition. To begin, click the  icon to enter information on project(s) that will be eliminated. Each project slated for elimination must be entered individually.

3-1 Complete each of the fields below for each grant that is being eliminated during the FY 2018 reallocation process. CoCs should refer to the FY 2018 Grant Inventory Worksheet to ensure all information entered here is accurate.

The Collaborative Applicant must enter the following details for each eliminated project:

1. Project name;
2. Expiring Grant number;
3. Component type, and
4. Annual Renewal Amount (ARA) as recorded on the FY 2018 GIW.

The information entered here must exactly match a project identified on the FY 2018 GIW.

Any project that is listed on this form will be ineligible to apply for renewal funding in future CoC Program Competitions.

3-2 Describe how the CoC determined that this project should be eliminated and include the date the project applicant was notified.

The Collaborative Applicant must describe the factors the CoC considered and why it made the determination that this project should be eliminated (e.g., project was underperforming, no longer filled a gap in the community). Additionally, the Collaborative Applicant should state if the CoC Board or other committee or subcommittee established by the CoC reviewed and approved the decision to eliminate the project.


Transition grants: Collaborative Applicant(s) must state the project(s) is transitioning from the old component (e.g., TH) to a new eligible component (e.g., PH-RRH) and include the following information:

1. the Collaborative Applicant reviewed and affirms that no more than 50 percent of the funds in the new component project will be for costs of eligible activities under the old component; and
2. the CoC consents to the transition of the old component and the new component and the project applicant meets the standards outlined in Sections III.C.3.q and r. of the FY 2018 CoC Program Competition NOFA.

Additionally, the project applicant must also attach a copy of the most recently awarded project application from *e-snaps*. The Collaborative Applicant(s) must ensure the most recently awarded project application from *e-snaps* is attached to the project application.

Form 4. Reallocation-Grant(s) Reduced

CoCs that choose to reallocate funds to create PH-PSH, PH-RRH, Joint TH and PH-RRH component, SSO-CE or dedicated HMIS projects may do so by reducing the Annual Renewal Amount (ARA) for one or more of its eligible expiring renewal grants.

When a CoC has chosen to reduce one or more projects, the Collaborative Applicant must identify those projects in this section. To begin, click the  icon to enter information on project(s) that will be reduced. Each project slated for reduction must be entered individually.

4-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY 2018 reallocation process. CoCs should refer to the FY 2018 Grant Inventory Worksheet to ensure all information entered is accurate.

The Collaborative Applicant must enter the following details for each reduced project:

1. Project name;


2. Expiring Grant number;
3. Current ARA as recorded on the FY 2018 GIW for project being reduced;
4. Amount that will be retained for renewal project in FY 2018 CoC Program Competition; and
5. Amount available for new project, which will automatically calculate after you click “**Save**” and will reflect the difference between the eligible renewal projects current ARA and the amount that will be retained for the renewal project).

The information entered in 1-3 above must be consistent with a project identified on the FY 2018 GIW. The project being reduced will not be eligible to apply for the higher ARA in the FY 2018 CoC Program Competition or any future CoC Program Competition. The CoC must ensure that the renewal project’s request—as indicated in its project application and reflected on the CoC Renewal Project Listing—is consistent with the information entered in questions 1, 2, and 4 above.

4-2 Describe how the CoC determined that this project should be reduced and the date the project applicant was notified of the reduction.

The Collaborative Applicant must describe the factors the CoC considered in its decision to reduce this project (e.g., rental assistance project requested less than 100 percent of FMR, resulting in an excess of eligible and available funds). In addition, the Collaborative Applicant should state if the CoC Board or other committee or subcommittee established by the CoC reviewed and approved the decision to reduce the project.

Form 5. Reallocation-New Project(s)

CoCs must identify the new project(s) it created through reallocation and provide the requested information for each project. To begin, click the  icon to enter information on the new project(s) that will be created.

5-1 Complete each of the fields below for each new project created through reallocation in the FY 2018 CoC Program Competition. For a list of all eligible types of new projects that may be created through the reallocation process, see the FY 2018 CoC Program Competition NOFA.

The Collaborative Applicant must enter the following details for each new reallocated project being created:

1. FY 2018 Rank (from New Project Listing);
2. Proposed New Project Name;
3. Component Type:
 - PH
 - Joint TH and PH-RRH,
 - SSO for coordinated entry, or
 - HMIS for dedicated HMIS; and
4. Amount Requested for New Project.

The information entered here must match exactly what is entered on the applicable New Project Application and reflected on the CoC New Project Listing.

Form 6. Reallocation-Balance Summary

The last form in the Reallocation process does not require input from the Collaborative Applicant as it is calculated from the information entered on Screens 3, 4, and 5. However, because this summary is calculated from the three

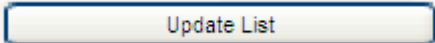
screens (3, 4, and 5), HUD encourages Collaborative Applicants to carefully review the information to ensure the total amount requested for one or more new projects **does not exceed** the total amount being reduced and eliminated. If a new project application(s) exceeds the amount of funds relocated, the lowest ranked new project created through reallocation will be reduced to the amount that is available through reallocation. This action may result in the project application(s) being reduced or rejected if there are not sufficient reallocated funds available.

Additionally, for a new project created through the transition grant process, the amount of funds from the eligible renewal project must equally match the amount of the new project application.


- The amount in the last field, “**Remaining Reallocation Balance**” should **always equal \$0**.
- If the “**Remaining Reallocation Balance**” field contains a **negative amount**, the amount requested for the new reallocated project **exceeds** the amount available. HUD will reduce the lowest ranked new project created through reallocation by the amount of the negative balance if the Collaborative Applicant does not correct this prior to FY 2018 CoC Program Competition application submission deadline.
- If the “**Remaining Reallocation Balance**” amount is **greater than \$0**, funds reduced or eliminated from an existing project have not been assigned to a new project request. If the Collaborative Applicant does not correct this prior to FY 2018 CoC Program Competition application submission deadline, the CoC will **permanently lose this amount**—HUD cannot restore such lost funds.

Continuum of Care (CoC) Project Listings

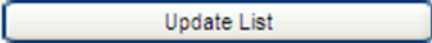
Four CoC Project Listings that make up the CoC Priority Listing: New, Renewal, UFA Costs, and CoC Planning. Initially, all the lists will be empty. To import the project applications submitted to the Collaborative Applicant,

click  on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the four categories. This process might take a several minutes depending on the number of project applications for each category that *e-snaps* must locate to populate the list.

To review a project application submission, click the  icon next to the project. This allows Collaborative Applicants to review the entire project application that was submitted to the applicable CoC Project Listing.

To approve and rank or to reject a project application, click the  icon next to each project to view the basic project details and rank or reject the project using the instructions below.


After the Collaborative Applicant approves and ranks or rejects each project application an entry should be visible beside each project application. Collaborative Applicants can continuously update by clicking



 for each of the project listings to periodically view project applications that have been submitted until the CoC’s local competition deadline to ensure the Collaborative Applicant has considered all submitted project applications.

Reviewing Project Application Submissions

HUD strongly encourages Collaborative Applicants to thoroughly review each project application submitted by project applicants to the CoC Project Listings to ensure accuracy of the information and completeness of the forms. The Collaborative Applicant must review and either accept and rank or reject each new and renewal project application submitted for funding consideration in the FY 2018 CoC Program Competition. Collaborative Applicants must review and accept or reject CoC planning and, if applicable, UFA Costs project applications.

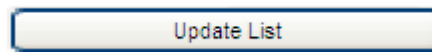
Reviewing and Amending Project Applications

After the project application submissions are imported into each CoC Project Listing, the Collaborative Applicant can review, and when necessary, request that a project applicant amend its submission (e.g., edit project information such as narratives, data, budget information, etc.). Click the  icon to the left of the project name to view the entire project application submission. HUD expects CoCs to review each project application in a fair and unbiased manner, prior to approving and having the Collaborative Applicant approve and rank or reject the project.

If the Collaborative Applicant finds any errors—for example, if the project was reduced through reallocation and the project application does not indicate the change in its budget—the Collaborative Applicant can click the amend  icon to send the project application back to the project applicant for correction. The Collaborative Applicant **must notify the project applicant in writing outside of *e-snaps*** that the project application has been sent back and include the reason(s) for the required modification. After clicking the amend  icon, the project is **no longer included in the Project Listing—the project application will not be submitted to HUD should the Collaborative Applicant submit the CoC Priority Listing before the amended project application is resubmitted and updated on the appropriate Project Listing in *e-snaps*. Therefore, the project application cannot be reviewed nor considered for funding if it does not appear on the applicable Project Listing.**

Project applicants must access their project application, make changes, and resubmit the project application to the Collaborative Applicant. After the project applicant resubmits its project application in *e-snaps*, the project applicant **must** notify the Collaborative Applicant in writing, outside of *e-snaps*, that it has updated its project application which is ready for the Collaborative Applicant to import to the Project Listing for review and ranking,

or rejection. When the Collaborative Applicant clicks



, the project application will appear again in the list.

Amendment Checklist:

- Collaborative Applicant amends project application via *e-snaps* and notifies the project applicant(s) in writing, outside of *e-snaps*, the project application(s) was amended, provides the reason for the amendment, and provides the date by which the project application must be resubmitted to the CoC.
- Project applicant returns to *e-snaps* to make the change(s) noted in writing, outside of *e-snaps*, by the Collaborative Applicant.
- Project applicant resubmits the project application in *e-snaps* and notifies the Collaborative Applicant in writing, outside of *e-snaps*, that the required changes were made and the project application was resubmitted to the CoC.
- Collaborative Applicant updates the appropriate Project Listing(s) in *e-snaps* to review and accept and rank or reject the project application.

For amended projects to be visible and included on the applicable CoC Project Listing, the **project applicant must resubmit the project in *e-snaps*.**

The **Collaborative Applicant** is responsible for notifying the project applicant of the changes needed and the requirement to resubmit and is solely responsible for ensuring the amended project is resubmitted and appears on the applicable CoC Project Listing **before** submitting the FY 2018 CoC Project Listing in *e-snaps* prior to the FY 2018 CoC Program Application Deadline of September 18, 2018 by 8:00 p.m. EDT.


HUD will not review nor conditionally select a project application that is not visible with a unique rank number on the FY 2018 CoC Priority Listing.

If the Collaborative Applicant rejects a project application, per the FY 2018 CoC Program Competition NOFA, the Collaborative Applicant must notify the the project applicant outside of *e-snaps*, with a written explanation for the decision to reject the project application at least 15 days before the application submission deadline.


From 7A. Continuum of Care (CoC) New Project Listing

The Collaborative Applicant can either review, approve, and assign an unique rank number to a new project application or reject it from being considered by HUD for funding.

1. To Accept and rank a new project application created through reallocation, the bonus, or DV Bonus:

- a. Click the  icon next to the project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term
 - Priority Type
- c. Select “**Yes**” to the question “**Do you want to rank this project?**”
- d. The “**Rank**” field will appear. Enter a unique numeric value to assign the rank to the project application. For project applications assigned a rank number, the rank number beside each project must be unique—no projects on either the New Project Listing or Renewal Project Listing **can share the same rank number**.
- e. Select “**Save & Back to List.**”

2. To Reject a new project application created through reallocation, the bonus, or DV Bonus:

- a. Click the  icon next to the project application that the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type

- Component Type
 - Grant Term
 - Priority Type
- c. Select “**No**” to the question “**Do you want to rank this project?**”
- d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
- Applicant did not comply with CoC application requirements;
 - Ineligible applicant;
 - Project not located in the CoC;
 - Ineligible project/ineligible activities;
 - Project did not meet CoC-defined standards; or
 - Duplicate project submission.
- e. Select “**Save & Back to List.**”


On the CoC New Project Listing, the Collaborative Applicant will see that the “**Rank**” column will be prefixed with a number for each project application listed, or the letter “**X**” if a project application(s) has been rejected. For those project applications that have a number, the number beside each must be unique, meaning two or more projects on either the New Project Listing or Renewal Project Listing **cannot share the same rank number**.

Once all new project applications have been approved and ranked, or rejected, the Collaborative Applicant should click “**Save and Next**” to access the “**Renewal Project Listing.**”

Form 7B. Continuum of Care (CoC) Renewal Project Listing

The Collaborative Applicant can either review, approve, and assign a unique rank* to a renewal project application or reject it from being considered by HUD for funding.

1. To Accept and rank a renewal project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
- i. Project Name
 - ii. Project Number
 - iii. Date Submitted
 - iv. Applicant Name
 - v. Budget Amount
 - vi. Project Type
 - vii. Program Type
 - viii. Component Type
 - ix. Grant Term
 - x. Priority Type
- c. Select “**Yes**” to the question “**Do you want to rank this project?**”

- d. The “**Rank**” field will appear. Enter a unique numeric value* to assign the rank to the project application. For project applications assigned a rank number, the rank number beside each project must be unique*—no projects on either the New Project Listing or Renewal Project Listing **can share the same rank number**.
- e. Select “**Save & Back to List.**”

*There is one exception to the unique rank number rule on the Renewal Project Listing. New in FY 2018, HUD allows eligible renewal project applications that are submitted by the same project application and have the same project component type to consolidate through the project application, see Sections II.B.4, III.C.3.d, V.B.2.b.(4), and V.B.3.a.(7) of the FY 2018 CoC Program Competition NOFA for complete information regarding consolidations in the renewal project application.

- 2. Ranking Consolidations on the Renewal Project Listing.** Project applicants that intend to submit consolidated renewal project applications were instructed to submit the individual renewal project applications that make up the consolidated project applications **and** submit a consolidated project application that includes the total units, persons served, services, etc. from the individual renewal project applications. The purpose of this requirement is to protect the individual renewal project applications in the event the project applicant incorrectly consolidated or was not authorized to consolidate (e.g. one or more of the individual project applications is considered poor performing). Project applicants can consolidate two or more eligible renewal projects (but no more than four projects) into one project application during the application process.

Collaborative Applicants must use the following ranking process for individual and consolidated project applications:

- a. Each individual project application that is included in the consolidated project application must be reviewed, approved, and assigned a unique rank number or rejected.
- b. The consolidated project application that includes the individual project applications will be given the rank number of one of the individual project applications.
- c. Example: Project application ABC Homeless consolidated three PH-PSH project applications. – Project A, Project B, and Project C.
 - i. Project A is the surviving project and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**;
 - ii. Project B will be terminating and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**; and
 - iii. Project C will be terminating and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**.
 - iv. Project A as the surviving project has the term “**Fully Consolidated**” under the “**Consolidation Type**” header and will be issued a duplicate rank number from Project A, Project B, or Project C.

The chart below is an abbreviated example of the Renewal Project Listing to demonstrate how to rank the individual projects that make up the consolidated project and how the consolidated project is ranked.


Project Name		Project Type	Project Amount	Rank	Consolidation Type
Project A		PH-PSH	\$100,000	4	Individual
Project B		PH-PSH	\$250,000	10	Individual
Project C		PH-PSH	\$35,000	5	Individual
Project A		PH-PSH	\$385,000	C4	Fully Consolidated

The consolidated project will appear on the Renewal Project Listing with the letter “C” signifying to HUD that this is the fully consolidated project. The CoC will determine which duplicate rank number will be used for the consolidated project, which the Collaborative Applicant will use to rank. The consolidated project may be ranked using any of the three individual rank numbers (4, 10, or 5).

- d. If HUD determines the consolidated project, C4 from the example above, is valid and passes eligibility and review threshold, HUD will remove the individually ranked Project A, Project B, and Project C and retain the rank C4 for the consolidated project.
- e. If HUD determines the consolidated project, C4 from the example above, is not valid (e.g., the project applicant attempted to consolidate two different component types, one or more of the individual project applications is considered poor performing), the consolidated project ranked at C4 will be removed from the Project Listing during HUD review and Projects A, B, and C will be reviewed separately.

If ranked correctly by the CoC and Collaborative Applicant, the removal of the individual projects or consolidated project will have no impact on the available Tier 1 amount.

3. To Reject a renewal project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term
 - Priority Type
- c. Select “No” to the question “Do you want to rank this project?”
- d. The “Reason for project rejection” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
 - Applicant did not comply with CoC application requirements;

- Ineligible applicant;
- Project not eligible for renewal;
- Project not located in the CoC;
- Ineligible project/ineligible activities;
- Project did not meet CoC-defined standards;
- Duplicate project submission; or
- Project reallocated.

e. Select “**Save & Back to List.**”

On the CoC Renewal Project Listing, the Collaborative Applicant will see that the “**Rank**” column will be prefixed with a number for each project application listed, or the letter “**X**” if a project application(s) has been rejected. For those project applications that have a number, the number beside each must be unique, meaning two or more projects on either the New Project Listing or Renewal Project Listing cannot share the same rank number. However, as mentioned above, the Renewal Project Listing may have a “duplicate” rank number if one or more consolidated projects are included.

The Collaborative Applicant must also confirm that all permanent supportive housing and rapid re-housing renewal project applications are deemed necessary by the CoC **or** there are no such projects within the CoC’s geographic area by checking the box beside **one** of the following statements:

1. The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing; **or**
2. The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.


Once all renewal project applications have been approved and ranked, or rejected, the Collaborative Applicant should click “**Save and Next**” to access the “**CoC UFA Project Listing**” (if the Collaborative Applicant was designated as a UFA by HUD) or the CoC Planning Project Listing.

7C. Continuum of Care (CoC) UFA Costs Project Listing

This CoC Project Listing is only for Collaborative Applicants that HUD designated as UFAs during the FY 2018 CoC Program Registration process.


The Collaborative Applicant has the option to either approve or reject a UFA Costs project application. The Collaborative Applicant designated by HUD as UFA is the only entity authorized to submit UFA costs project and can only submit one UFA Costs project application. The Collaborative Applicant cannot exceed the UFA Costs amount HUD provided on the FY 2018 Estimated ARD Report located on the HUD Exchange, which is 2 percent or \$750,000 of the CoC’s Final Pro Rata Need (FPRN), whichever is less.

1. **To Accept** the UFA Costs project application:

- a. Click the  icon next to the project the UFA Costs project application Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted

- Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term
 - Priority Type
- c. Select “**Yes**” to the question “**Do you want to rank this project?**”
- d. Unlike the New and Renewal Project Listings, the rank field will not appear on the UFA Costs project as this project is not ranked; therefore, by selecting “**Yes**” to the previous question, the Collaborative Applicant is signifying that the UFA Costs project application is eligible for funding consideration and will be submitted to HUD.
- e. Select “**Save & Back to List.**”

2. To Reject a UFA Costs project application:


- a. Click the  icon next to the UFA Costs project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
- Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term
 - Priority Type
- c. Select “**No**” to the question “**Do you want to rank this project?**”
- d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
- Ineligible applicant; or
 - Duplicate project submission.
- e. Select “**Save & Back to List.**”

Once the UFA Costs project application is approved, or rejected if ineligible, the Collaborative Applicant should click “**Save and Next**” to access the “**CoC Planning Project Listing**” or click “**Funding Summary**” from the left-hand menu bar to view the total amount of funding that is being requested, including the amount of funds being rejected.


Form 7D. Continuum of Care (CoC) CoC Planning Project Listing

The Collaborative Applicant has the option of either approving or rejecting the CoC Planning project. The Collaborative Applicant will only be able to submit one CoC Planning project application which must be submitted by the Collaborative Applicant and cannot exceed the amount provided by HUD on the FY 2018 Estimated ARD Report located on the HUD Exchange. CoC Planning for the FY 2018 CoC Program Competition is set at 3 percent of FPRN or \$1,250,000; whichever is less.

1. To Accept and rank the CoC Planning project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term
 - Priority Type
- c. Select “**Yes**” to the question “**Do you want to rank this project?**”
- d. Unlike the New and Renewal Project Listings, the rank field will not appear on the CoC Planning project as this project is not ranked; therefore, by selecting “**Yes**” to the previous question, the Collaborative Applicant is signifying that the CoC Planning project application is eligible for funding consideration and will be submitted to HUD.
- e. Select “**Save & Back to List.**”

2. To Reject a CoC Planning project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Program Type
 - Component Type
 - Grant Term

- Priority Type
- c. Select “**No**” to the question “**Do you want to rank this project?**”
 - d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
 - Ineligible applicant; or
 - Duplicate project submission.
 - e. Select “**Save & Back to List.**”

After the Collaborative Applicant approves or rejects the CoC Planning project application, the Collaborative Applicant should click “**Save and Next**” to access the “**Funding Summary**” page. Collaborative Applicants can compare the totals on this screen to the HUD-approved amounts.

Funding Summary

The “**Funding Summary**” form lists five categories for HUD-approved UFAs and four categories for CoC’s not approved as UFAs of subtotal amounts based on the project applications submitted to each of the CoC Project Listings, including the amounts of those projects that CoCs rejected. If changes are made after the project listings are originally populated with projects, Collaborative Applicants must click “**Refresh Calculations**” for the total amount of funding for each of the categories listed below to appear correctly on this screen—amounts for each category **do not** update automatically.

1. **Renewal Amount**—the total amount of funds the Collaborative Applicant is requesting for renewal funding via renewal project applications that the CoC approved and ranked in the CoC Project Listing. This total will be part of the calculation for “**The Total CoC Request.**”
2. **Consolidation Amount**—the total amount of funds the Collaborative Applicant ranked with a duplicate rank number preceded by the letter ‘C’ (e.g., C4). The amount listed in this field **will not be included** in “**The Total CoC Request.**”
3. **New Amount**—the total amount of funds the Collaborative Applicant is requesting for new projects created through the reallocation process, bonus, and DV Bonus via the new project applications that the CoC approved and ranked. This total will be part of the calculation for “**The Total CoC Request.**”
4. **CoC Planning Amount**—the total amount of funds the Collaborative Applicant is requesting for a CoC planning project that was approved. This total will be part of the calculation for “**The Total CoC Request.**”
5. **UFA Costs Amount**—the total amount of funds the UFA designated Collaborative Applicant is requesting for a UFA Costs project that was approved. This total will be part of the calculation for “**The Total CoC Request.**”
6. **Rejected Amount**—the total amount of funds the Collaborative Applicant rejected from consideration by HUD for funding in the Project Listings. The amount listed in this field **will not be included** in “**The Total CoC Request.**”
7. **Total CoC Request**—the total amount of funds the Collaborative Applicant is requesting which represents the total amount of all project applications approved and ranked, or in the case of the CoC Planning and UFA Costs project applications, approved, on each of the CoC Project Listings.

Attachments

The Attachment form allows Collaborative Applicants to upload the required document, [Certification of Consistency with the Consolidated Plan](#) (form HUD-2991) for submission and any optional items.

To attach a document:

1. Click “**Document Type.**”
2. On the next screen, provide a “**document description.**”
3. Then click the “**browse**” button next to “**file name.**”
4. Select the relevant document and select “**open**”—the file selected should appear.
5. To complete the upload, click “**Save**” or the “**Save & Back to List**” button at the bottom of the screen.
6. Repeat this process for all the necessary documents.

After Collaborative Applicants upload all the necessary attachments select the “**next**” button to move to the “**Submission Summary.**”

Submission Summary

The Submission Summary is the final form in the CoC Priority Listing and provides a summary of the status of all the forms. The “**Last Updated**” column provides the status of each form listed, and the date when the form was completed. If any form is not complete a hyperlink will appear in the “**Last Updated**” column with the phrase “**Please Complete.**” Click on the link to return to the form that must be completed. If there are any duplicated rank numbers (the only exception is when a “C” precedes the rank number indicating and consolidated application) within New and Renewal Project Listings or any other issues preventing submission these will appear as hyperlinks under the “**Notes**” section near the bottom of the form. Review the “**Note,**” and then click the hyperlink to be directed to location of the incomplete item to correct.

After all the forms of the CoC Priority Listing are fully completed, it can be submitted in *e-snaps* and the “**Submit**” button at the bottom of “**Submission Summary**” form will available for selection. Collaborative Applicants must click on the “**Submit**” button to submit their CoC Priority Listing to HUD via *e-snaps*.

After the CoC Priority Listing is submitted, it can be exported and saved as a PDF file. Collaborative Applicants can select the “**export to PDF**” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.