

Continuum of Care (CoC)
FY 2016 CoC Priority Listing

Detailed Instructions

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

Continuum of Care (CoC) Priority Listing Instructions

Table of Contents

Continuum of Care (CoC) Priority Listing Instructions:

Introduction..... 3
 Rejecting or Reducing a Project Application..... 5
 Amending a Project Application..... 5
1. Continuum of Care Identification..... 6
Reallocation Overview..... 6
 2. Reallocation..... 7
 3. Reallocation – Grant(s) Eliminated 7
 4. Reallocation – Grant(s) Reduced..... 8
 5. Reallocation – New Project(s) 9
 6. Reallocation – Balance Summary..... 9
Continuum of Care Project Listings.....10
 7A. Continuum of Care New Project Listing 12
 7B. Continuum of Care Renewal Project Listing..... 13
 7C. Continuum of Care UFA Costs Project Listing..... 15
 7D. Continuum of Care Planning Project Listing..... 16
Funding Summary..... 18
Attachments..... 18
Submission Summary..... 19

Continuum of Care (CoC) Priority Listing Instructions

Introduction

The purpose of this document is to provide supplementary detailed instructions for completing the FY 2016 CoC Priority Listing. This FY 2016 CoC Priority Listing is one part of the FY 2016 CoC Consolidated Application. The other part of the CoC Consolidated Application is the FY 2016 CoC Application which is a separate submission in *e-snaps*. As stated in Section VI.D.1.d of the FY 2016 CoC Program Competition NOFA: **The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing, with all projects applications either approved and ranked, or rejected, are submitted in *e-snaps* prior to the application submission deadline.**

The FY 2016 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 reject project applications submitted to the CoC, and the Attachment form. There are two required attachments for the CoC Priority Listing: HUD-299  Certification of Consistency with the Consolidated Plan, and the final HUD-approved FY 2016 Grant Inventory Worksheet (GIW). Furthermore, these CoC Priority Listing Instructions should be used in conjunction with:

- [Notice of Funding Availability \(NOFA\) for the Fiscal Year \(FY\) 2016 Continuum of Care Program Competition](#),
- [CoC Priority Listing Detailed Instructions](#),
- [CoC Priority Listing Instructional Guide](#), and
- Additional Resources available on the [FY 2016 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) page on the HUD Exchange.

All new and renewal project applications must be either approved and ranked or rejected by the CoC. The exceptions to this rule are the Unified Funding Agency (UFA) Costs, if applicable, and the CoC Planning project applications which must be either accepted or rejected by the Collaborative Applicant. 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.16 of the FY 2016 CoC Program Competition NOFA. Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in FY 2016, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers. Tier 1 is equal to 93 percent of the CoC's FY 2016 ARD approved by HUD on the final FY 2016 HUD-approved GIW. Tier 2 is the difference between Tier 1 and the maximum award available which is the CoC's ARD plus any amount available for the permanent housing bonus as described in Section II.B.16.b of the FY 2016 CoC Program Competition NOFA.

If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1 as stated above; and then, using CoC score and other factors described in Section II.B.17 of the FY 2016 CoC Program NOFA, HUD may fund the Tier 2 portion of the project. If HUD does not fund the Tier 2 portion of the project, HUD may award project funds at the reduced amount provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

Continuum of Care (CoC) Priority Listing Instructions

As CoC Planning and UFA Costs project applications are not ranked, but rather approved or rejected, these two types project applications will not be included in Tier 1 or Tier 2.

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 that are included in the CoC Priority Listings are:

1. **CoC New Project Listing:** This lists new project applications created through:
 - a. Reallocation: new Permanent Housing (PH) (Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH)), Supportive Services Only for Coordinated Entry (SSO – CE), and dedicated Homelessness Management Information System (HMIS) project applications; and
 - b. Permanent Housing Bonus – new PH-PSH and PH-RRH project applications.

All projects on this New Project Listing must be reviewed, accepted and ranked or rejected, by the Collaborative Applicant based on the CoC’s local decisions and priorities.

2. **CoC Renewal Project Listing:** This should only list eligible renewal project applications that have an expiration date in calendar year 2017 (January 1, 2017 through December 31, 2017). All projects on this Renewal Project Listing must be reviewed, accepted and ranked or rejected by the Collaborative Applicant based on the CoC’s local decisions and priorities.
3. **CoC UFA Costs Project Listing:** This category is only for use by Collaborative Applicants designated by HUD as a UFA in the FY 2016 CoC Program Registration. Only one UFA Costs application per CoC is permitted and it must be submitted by the Collaborative Applicant designated by HUD as the UFA. The UFA designated Collaborative Applicant must review and accept or reject the UFA Costs project application(s). Only 1 UFA Costs project application can be accepted which must be from the UFA designated Collaborative Applicant.
4. **CoC Planning Project Listing:** Only one CoC planning application per CoC is allowed and it must be submitted by the Collaborative Applicant. The Collaborative Applicant must review and accept or reject the CoC planning project application. Only 1 CoC planning project application can be accepted and submitted which must be from the CoC’s designated Collaborative Applicant.

Since the Collaborative Applicant will more than likely work with the New Project Listing and Renewal Project Listing simultaneously, a ranking spreadsheet has been developed by HUD and can be found on the HUD Exchange. The [FY 2016 CoC Ranking Tool](#) was designed to assist CoCs with the ranking process and help determine which projects fall within Tier 1 and which projects fall within Tier 2. *HUD strongly advises Collaborative Applicants to use this tool with all new and renewal project applications listed to ensure a ranking number is used only once. Use of this Tool is not required in the FY 2016 CoC Program Competition.* This spreadsheet keeps a running total of the amount that will be requested for funding by the Collaborative Applicant. When the Collaborative Applicant is ready to rank project applications in the CoC Project Listings, the ranking spreadsheet can be sorted to place all project types (new and

Continuum of Care (CoC) Priority Listing Instructions

renewal) together to create one list with no duplicate rank numbers. The Collaborative Applicant may attach the completed spreadsheet to the CoC Priority Listing if it chooses; however, it is not required and **projects accepted and ranked in the e-snaps submitted CoC Priority Listing is the official record of the CoCs ranking decisions**, not the FY 2016 CoC Ranking Tool. Therefore, even if a Collaborative Applicant attaches the FY 2016 Ranking Tool to the FY 2016 CoC Priority Listing, it will still need to fully complete and accept and rank, or reject, all new and renewal project applications and accept or reject CoC planning and if applicable, UFA Costs projects in the FY 2016 CoC Project Listings.

In previous CoC Program Competition years HUD used funding categories, or alpha codes, to identify project application types (e.g., new created through the permanent housing bonus, renewal) submitted to the CoC Priority Listing. All but one funding category have been eliminated in the FY 2016 CoC Priority Listing:

- X = Rejected – a project application that has an “X” on the CoC Priority Listing has been rejected by the CoC. The Collaborative Applicant is required to notify the project applicant outside of *e-snaps* of the rejection no later than 15 days before the FY 2016 application deadline.

When ranking project applications, the following limitations apply:

- Ranking numbers must be unique for each new and renewal project application submitted.
- Only 1 CoC Planning project can be approved on the CoC Planning Project Listing and it must be submitted by the Collaborative Applicant.
- Only 1 UFA cost project can be approved on the UFA Cost Project Listing and it must be submitted by the Collaborative Applicant designated as a UFA by HUD.

Rejecting or Reducing a Project Application: Collaborative Applicants that reduced or eliminated eligible renewal projects due to reallocation in the FY 2016 CoC Program Competition must ensure one of the following:

1. Eligible renewal project(s) that were eliminated and still submitted a project application(s) - the Collaborative Applicant must reject the project(s) on the CoC Renewal Project Listing.
2. Eligible renewal project(s) that were reduced - the renewal project(s) must reflect the appropriate reduced request amount.

If a project application was submitted for an eliminated or ineligible project that was subsequently rejected by the CoC in the CoC Priority Listing, then the Collaborative Applicant must select the reason for rejection of a project on the ranking form. In addition, Collaborative Applicants are **required** to notify all project applicants no later than 15 days before the application deadline regarding whether their project applications would be included on the FY 2016 CoC Priority Listing submission.

Amending a Project Application: Collaborative Applicants can also use the CoC Priority Listing to amend a project application submission back to the project applicant when necessary for changes or corrections. 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 refresh the applicable Project Listing and rank the amended project once it is returned to the Project

Continuum of Care (CoC) Priority Listing Instructions

Listing and verify that the rank number assigned has not been assigned to another project of a different project type.

It is the Collaborative Applicant's AND Project Applicant's responsibility to:

1. Collaborative Applicant - must notify the project application outside of *e-snaps* that the project application has been amended for further review or correction.
2. Project Applicant - must resubmit the project application back to the CoC via *e-snaps* and notify the Collaborative Applicant outside of *e-snaps* that the project application has been resubmitted.
3. Collaborative Applicant - must ensure the returned project application is appearing on the correct Project Listing (New, Renewal, UFA Costs, if applicable, or CoC Planning) **BEFORE submitting the FY 2016 CoC Priority Listing to HUD before the FY 2016 CoC Program Competition deadline.**

HUD will not review nor conditionally select a project application that is not visible with a unique rank number on the FY 2016 CoC Priority Listing.

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 whereby any CoC may reallocate funds in whole or in part from eligible renewal projects to create one or more new projects. In the FY 2016 CoC Program Competition, CoCs may use the reallocation process to create:

- New PH-PSH housing projects where all beds will be dedicated for use by chronically homeless individuals and families as defined in 24 CFR 578.3
- New PH-RRH projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.
- New SSO project specifically for a coordinated entry process (referred to as a centralized or coordinated assessment system in the FY 2016 CoC Program Competition NOFA).
- 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.

CoCs may reallocate **from all types** of projects: supportive services only, transitional housing, permanent supportive housing (including rental assistance formerly awarded under the Shelter plus Care (S+C) Program), rapid re-housing, safe haven, and Homeless Management Information System (HMIS). CoCs should review all projects eligible for renewal funds under the FY 2016 CoC Program Competition and reallocate funds from those projects that are determined to be underperforming, obsolete, or ineffective.

Continuum of Care (CoC) Priority Listing Instructions

As a Reminder: CoC planning and UFA Costs projects are **never eligible** for reallocation. CoC planning 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.

2. Reallocation

The Collaborative Applicant must indicate whether the CoC will use the reallocation process in FY 2016. *If the CoC is not reallocating any projects in the FY 2016 CoC Program Competition, the Collaborative Applicant should 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 2016 into one or more new projects?

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



3. Reallocation – Grant(s) Eliminated

CoCs that choose to reallocate funds into new PH-PSH, PH-RRH, SSO, or dedicated HMIS may do so by eliminating one or more of its eligible expiring renewal grants. When a CoC chooses to eliminate one or more projects entirely, the Collaborative Applicant must identify those projects here. To begin, click on the  icon to enter information on project(s) that will be eliminated. Each project slated for elimination will need to be entered individually.

3-1 Complete each of the fields below for each grant that is being eliminated during the FY 2016 reallocation process. CoCs should refer to the final HUD-approved FY 2016 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. Grant number;
3. Component type, and
4. Annual Renewal Amount (ARA) as recorded on the final FY 2016 HUD-approved GIW.

The information entered here must exactly match a project identified on the final HUD-approved FY 2016 GIW.

Important: Any project that is listed here will be ineligible to apply for renewal funding in future CoC Program Competitions. Should the recipient attempt to apply for renewal funding, it will be the responsibility of the CoC to reject the project on the CoC Project Listing and notify the project applicant outside of *e-snaps* the reason its project is being rejected.

Continuum of Care (CoC) Priority Listing Instructions

3-2 Describe how the CoC determined that this project should be eliminated.

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). In addition, the Collaborative Applicant should state if the decision to eliminate the project was reviewed and approved by the CoC Board or a committee or sub-committee established by the CoC Board.

4. Reallocation – Grant(s) Reduced

CoCs that choose to reallocate funds into new PH-PSH, PH-RRH, SSO or dedicated HMIS may do so by reducing the annual renewal amount 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 on the  icon to enter information on project(s) that will be reduced. Each project slated for reduction will need to be entered individually.

4-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY 2016 reallocation process. CoCs should refer to the final HUD-approved FY 2016 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. Grant number;
3. Current Annual Renewal Amount (ARA) as recorded on the final HUD-approved FY 2016 GIW for project being reduced;
4. Amount that will be retained for renewal project; and
5. Amount available for new project (this will be automatically calculated after you click on the “Save” button 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 here must be consistent with a project identified on the final FY 2016 HUD-approved GIW. The project being reduced will not be eligible to apply for the higher ARA in this Competition or any future CoC Program Competitions. The CoC must ensure that the renewal projects request, and amount reflected on the CoC Project Listing, is consistent with the information entered here.

4-2 Describe how the CoC determined that this project should be reduced.

The Collaborative Applicant must describe the factors the CoC considered and 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 decision to reduce the project was reviewed and approved by the CoC Board or a committee or sub-committee of the CoC Board.

5. Reallocation – New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project. To begin, click on 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 2016 funding process. For a list of all eligible types of new projects that may be created through the reallocation process, see the FY 2016 CoC Program Competition NOFA.

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

1. FY 2016 Rank (from New Project Listing);
2. Proposed New Project Name;
3. Component Type:
 - PSH for PH-PSH projects
 - RRH for PH-RRH projects
 - SSO-CE for SSO projects for a coordinated entry process; or
 - HMIS for dedicated HMIS projects; and
4. Amount Requested for New Project.

The information entered here must match exactly to what is entered on the applicable New Project Application.

6. Reallocation - Balance Summary

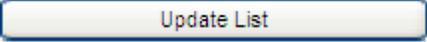
The last form in the Reallocation process does not require any input from the Collaborative Applicant. Nonetheless, since this summary is calculated from the previous three forms, please carefully review the information on this form to ensure that the total amount being requested for one or more new projects **does not exceed** the total amount being reduced and/or eliminated.

- The amount in the last field, “Remaining Reallocation Balance” should **always be equal to \$0**.
- If the “Remaining Reallocation Balance” field has a **negative amount**, this means that the amount requested for the new reallocated project **exceeds** the amount available. HUD will reduce the new project by the amount of the negative balance if this is not corrected prior to application submission.
- If the “Remaining Reallocation Balance” amount is **greater than \$0** that indicates that there are funds that have been reduced or eliminated from an existing project which have not yet been assigned to a new project request. In this case, the CoC has a remaining balance and this amount **will be lost permanently** by CoC, it cannot be restored.

Continuum of Care (CoC) Priority Listing Instructions

Continuum of Care (CoC) Project Listings

As mentioned earlier, there are four CoC Project Listings that make up the CoC Priority Listing: New (created through reallocation and PSH Bonus only), Renewal, UFA Costs, and CoC Planning. Initially, all of the lists will be empty. To import the project applications submitted to the Collaborative Applicant,

click on the  button on *each* of the forms at which time *e-snaps* will begin to search for all of the project applications that have been submitted to date under each of the four categories. This process may take a few minutes based upon the number of project applications for each category that need to be located.

To review a project application submission, click on the  next to each project. This will allow the Collaborative Applicant 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 on the  next to each project to view the basic project details.

Once the Collaborative Applicant approves and ranks or rejects each project application there should be an entry beside each project application. Collaborative Applicants may continue to update this list periodically to view which projects have been submitted and continue to do so until the Collaborative Applicant's internal deadline for project applications submission has passed to ensure that all project applications are considered by the Collaborative Applicant.

Reviewing Project Application Submissions

Collaborative Applicants are strongly encouraged and should thoroughly review each project application submitted by project applicants to the CoC Priority Listing to ensure accuracy of the information and completeness of the forms. The Collaborative Applicant will then need to review and either accept and rank or reject each new and renewal project application submitted for funding consideration in the FY 2016 CoC Program Competition. CoC planning and if applicable, UFA Costs must also be reviewed and either accepted or rejected.

Reviewing and Amending Project Applications

After the project application submissions have been imported into each CoC Project Listing, the Collaborative Applicant will have the ability to 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 on the  icon to the left of the project name to view the entire project application submission. Collaborative Applicants are expected to review each project application in a fair and unbiased manner, prior to approving and ranking or rejecting.

If the Collaborative Applicant finds any errors, for instance if the project was reduced through reallocation and the application does not yet show that change in its budget, it can click on the amend icon  to send the project application back to the project applicant for correction. The Collaborative

Continuum of Care (CoC) Priority Listing Instructions

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 the amend icon  has been clicked, the project will disappear from the applicable Project Listing.

Project applicants are then required to go back into their project application, make changes, and resubmit the project application to the Collaborative Applicant. Once the project application has been resubmitted, the project will reappear on the appropriate project listing the next time that the Collaborative Applicant clicks on the  button.

NOTE: In order for the amended project to reappear 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. Additionally, it is the sole responsibility of the Collaborative Applicant to ensure the amended project is resubmitted and appearing on the applicable CoC Project Listing BEFORE submitting the FY 2016 CoC Project Listing in e-snaps.

HUD will not review nor conditionally select a project application that is not visible with a unique rank number on the FY 2016 CoC Priority Listing.

Reminder: If the Collaborative Applicant rejects a project application, per the FY 2016 CoC Program Competition, 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.

Special Instructions for Reviewing Project Application Attachments

As stated in the CoC Application Detailed Instructions, Collaborative Applicants must review the HUD 50070 and HUD-2880 to ensure up-to-date, accurate and complete versions of these forms are attached to the Project Applicant Profile – not the Project Application. Collaborative Applicants do have the ability review these forms in e-snaps, as they appear on the Project Applicant Profile.

Once the project applicants have submitted the project applications in e-snaps to the CoC Priority Listing, the Collaborative Applicant can go to the any of the Project Listings – New, Renewal, UFA Costs (if applicable), and CoC Planning – and follow these steps:

1. Click on the  next to the project application. Once the screen refreshes, the Collaborative Applicant can see the Project Application.
2. From the left menu of the Project Application, click on “View Applicant Profile” which will now give the Collaborative Applicant access to the Project Applicant Profile.
 - a. From the left menu in the Project Applicant Profile, under “5. Attachments”
 - i. Click “HUD form 2880” which will give the Collaborative Applicant access to the “Applicant/Recipient Disclosure/Update Report (HUD form 2880).” Under “Document Type” if, the Project Application attached the form HUD 2880 the

Continuum of Care (CoC) Priority Listing Instructions

Collaborative Applicant will see “Applicant/Recipient Disclosure/Update Report” followed by the .

1. Click on the  to access the actual form HUD 2880 document to review the information as required by the FY 2016 CoC Program NOFA and CoC Application.
 - ii. Click “Hud form 50070” which will give the Collaborative Applicant access to the “Drug-free Workplace Certification (HUD form 50070).” Under “Document Type” if the Project Application attached the form HUD 50070 the Collaborative Applicant will see “Drug-free Workplace Certification” followed by the .
 1. Click on the  to access the actual form HUD 50070 document to review the information as required by the FY 2016 CoC Program NOFA and CoC Application.
 - b. After the Collaborative Applicant has reviewed the form HUD-2880 and HUD form 50070, look at the left menu and click “Back to Renewal Project Application 2016.” This will take the Collaborative Applicant back to the Project Application.
3. Click “Back to Project Priority List FY2016” to return to the FY 2016 CoC Project Listing.

Collaborative Applicants only need to check the Project Applicant Profile for each Project Applicant – not each project application. If a project applicant is submitting more than 1 project application, when the Project Applicant Profile is accessed and the forms HUD-2880 and HUD 50070 are reviewed, the Collaborative Applicant should see multiple forms attached for each or just one form attached with an attached list of project applications the form covers.

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

The Collaborative Applicant has the option of either approving and assigning a rank to a new project application or rejecting it from being considered for HUD funding.

- **To Accept** and rank a new project application created through reallocation or the permanent housing bonus:
 - Click on the  next to the project application the Collaborative Applicant intends to review.
 - 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
 - Select “Yes” to the question “Do you want to rank this project?”

Continuum of Care (CoC) Priority Listing Instructions

- The “Rank” field will appear. Enter a unique numeric value to assign the rank to the project application. This number should not be the same as **any** other number assigned to another project application, regardless of which CoC Project Listings it is on – New or Renewal.
- Select “Save & Back to List.”
- **To Reject** a new project application created through reallocation or the permanent housing bonus:
 - Click on the  next to the project application that the Collaborative Applicant intends to review.
 - 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
 - Select “No” to the question “Do you want to rank this project?”
 - 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.
 - 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.”

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

The Collaborative Applicant has the option of either approving and assigning a rank to a renewal project application or rejecting it from being considered for HUD funding.

Continuum of Care (CoC) Priority Listing Instructions

- **To Accept** and rank a renewal project application:
 - Click on the  next to the project application the Collaborative Applicant intends to review.
 - 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
 - Select “Yes” to the question “Do you want to rank this project?”
 - The “Rank” field will appear. Enter a unique numeric value to assign the rank to the project application. This number should not be the same as any other number assigned to another project application, regardless of which CoC Project Listings it is on – New or Renewal.
 - Select “Save & Back to List.”

- **To Reject** a renewal project application:
 - Click on the  next to the project application the Collaborative Applicant intends to review.
 - 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
 - Select “No” to the question “Do you want to rank this project?”
 - 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.

Continuum of Care (CoC) Priority Listing Instructions

- 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.

Additionally, on this form 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:

- 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**
- 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 will be for use only by those Collaborative Applicants who received UFA designation by HUD during the FY 2016 CoC Program Registration process.

The Collaborative Applicant has the option of either approving or rejecting a UFA Costs project application. **The Collaborative Applicant designated by HUD as UFA will only be able to submit one UFA Costs project application which must be submitted by the Collaborative Applicant and cannot exceed the UFA Costs amount provided by HUD, which is 1.50 percent or \$500,000 of the CoC’s Final Pro Rata Need, whichever is less.**

- **To Accept** the UFA Costs project application:
 - Click on the  next to the project the UFA Costs project application Collaborative Applicant intends to review.
 - 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

Continuum of Care (CoC) Priority Listing Instructions

- Grant Term
- Priority Type
- Select “Yes” to the question “Do you want to rank this project?”
- 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 indicating “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.
- Select “Save & Back to List.”

- **To Reject** a UFA Costs project application:
 - Click on the  next to the UFA Costs project application the Collaborative Applicant intends to review.
 - 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
 - Select “No” to the question “Do you want to rank this project?”
 - 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.
 - Select “Save & Back to List.”

Once the UFA Costs project application has been approved, or rejected if ineligible, the Collaborative Applicant should click “Save and Next” to access the “CoC Planning Project Listing” or click on “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. Collaborative Applicants will be able to compare the totals on this screen to the HUD-approved Annual Renewal Demand Amount, UFA Costs, and CoC Planning amounts that were approved during the FY 2016 CoC Program Registration process and [FY 2016 CoC Program Final ARD Report](#) that was posted to the HUD Exchange.

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

The Collaborative Applicant has the option of either approving or rejecting the CoC Planning project application from being considered for HUD funding. **The Collaborative Applicant will only be able to submit one CoC Planning project application which must be submitted by the Collaborative Applicant.**

Continuum of Care (CoC) Priority Listing Instructions

- **To Accept** and rank the CoC Planning project application:
 - Click on the  next to the project application the Collaborative Applicant intends to review.
 - 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
 - Select “Yes” to the question “Do you want to rank this project?”
 - 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 indicating “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.
 - Select “Save & Back to List.”

- **To Reject** a CoC Planning project application:
 - Click on the  next to the project application the Collaborative Applicant intends to review.
 - 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
 - Select “No” to the question “Do you want to rank this project?”
 - 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.
 - Select “Save & Back to List.”

Once the CoC Planning project application has been approved or rejected, the Collaborative Applicant should click “Save and Next” to access the “Funding Summary” page. Collaborative Applicants will be able to compare the totals on this screen to the HUD-approved Annual Renewal Demand Amount, UFA Costs, and CoC Planning amounts that were approved during the CoC Registration process.

Continuum of Care (CoC) Priority Listing Instructions

Funding Summary

The “Funding Summary” form lists six categories of subtotal amounts based on the project applications submitted to each of the CoC Project Listings, including the amounts of those projects that were rejected. **In order for the total amount of funding for each of the categories listed below to appear correctly on this screen, you must click “Refresh Calculations” as the amounts for each category may not update automatically.**

- Renewal Amount – this is the total amount of funds the Collaborative Applicant is requesting for renewal funding via renewal project applications that were approved and ranked in the CoC Project Listing. This total will be part of the calculation for “The Total CoC Request.”
- New Amount – this is the total amount of funds the Collaborative Applicant is requesting for new Permanent Supportive Housing Bonus project funding and for new projects created through the reallocation process project funding via the new project applications that were approved and ranked. This total will be part of the calculation for “The Total CoC Request.”
- CoC Planning Amount – this is 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.”
- UFA Costs Amount – this is 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.”
- Rejected Amount – this is the total amount of funds the Collaborative Applicant rejected from funding consideration by HUD in the Project Listings.
- Total CoC Request – this is the total amount of funds for which the Collaborative Applicant is requesting funding and 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 the CoC Priority Listing.

Attachments

The Attachment form allows Collaborative Applicants to upload the required documents for submission and any optional items. In the FY 2016 CoC Program Competition two attachments are **required** and one attachment is **optional** for submission:

1. Certification of Consistency with the Consolidated Plan (HUD-2991) - **REQUIRED**,
2. Final FY 2016 HUD approved Grant Inventory Worksheet - **REQUIRED**, and
3. FY 2016 Ranking Tool – optional

To attach a document:

1. Click on the “Document Type.”
2. On the next screen, provide a “document description.”
3. Then click on the “browse” button next to “file name.”
4. Find and select the relevant document and select “open.” The file you selected should appear.

Continuum of Care (CoC) Priority Listing Instructions

5. To complete the upload, click on the “Save” or the “Save & Back to List” button at the bottom of the screen.
6. Repeat this process for all the necessary documents.

Once you have uploaded 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 it 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 of the forms are 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 needs to be completed. If there are any duplicated rank numbers 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 on the hyperlink to be directed to location of the incomplete item to correct.

Once 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 be 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.