

FY 2021 CoC Priority Listing

Frequently Asked Questions

Reallocation Forms:

1. We have partially reallocated an eligible renewal project to create a new project. Can the renewal project decrease the number of individuals and families and/or units of housing due to the partial reallocation?

Yes, if the CoC partially reduced an eligible renewal project to create a new project application the renewal project applicant can make the necessary reductions to the number of individuals and families and/or units.

2. We have an eligible renewal project that decided not to submit a renewal project application in this year's Competition. Our CoC is reallocating the funds to create a new project application. Does the renewal project need to be submitted so we can reject it on the Renewal Project Listing?

No, if the organization decided it no longer wants to receive CoC Program funds and the CoC will reallocate those funds to submit a new project application, the organization does not need to submit a renewal project just for rejection purposes. When you enter the information for the eligible renewal project on the applicable reallocation screen you only need to enter the reason you are reallocating the renewal project in the text box provided.

3. If our CoC reduced an eligible renewal project application to reallocate funds for a new project does the reduced renewal project need to revise their project application budget in *e-snaps*?

Yes, if an eligible renewal project was partially reduced it must submit the renewal application with the reduced budget.

Project Listings:

1. The Update List button is not visible and we cannot import the submitted project applications and/or when we clicked the Update List button on our Project Listings *e-snaps* freezes and will not update the Project Listing.

Send an email to e-snaps@hud.gov as soon as possible so we can work with the *e-snaps* system to correct the issue. In the Subject line of your email enter: URGENT Project Listing Issue. We will respond once the issue has been corrected.

2. Can we amend a project application back to the project applicant for revisions? If so, how?

You will need to amend the project application from the applicable Project Listing so the needed updates can be completed. You should notify the project applicant in writing that the project application has been amended and once the updates are completed, the project applicant will need to resubmit and notify you in writing that it has completed and resubmitted the project application. We are including the link to the CoC Priority Listing on the CoC Program Competition page of HUD's website, <https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-CoC-Priority-Listing-Detailed-Instructions.pdf> where pages 4 through 5 of the document outlines the process to amend a project that also includes a checklist to ensure the project is amended and returned to the Project Listing.

3. We have ranked our projects on the New and Renewal Project Listings and discovered one of the projects needs to be amended to the project applicant. Will this affect our ranking?

No, this will not affect the ranking of all other project applications; however, once the project applicant has made the necessary changes or corrections you will need to click "Update List" on the applicable Project Listing so the project is returned to the Project Listing and re-rank that project. When you amend a project that has already been ranked, when the project returns to the Project Listing it does so without the rank number. We recommend you keep a copy of the ranking so you can re-rank the project when it is resubmitted and updated on the Project Listing.

4. We submitted our CoC Priority Listing and realized there is an error. How can we get the CoC Priority Listing returned?

HUD can amend your CoC Priority Listing back to you. Send an email request to e-snaps@hud.gov asking to have your CoC Priority Listing amended back and include in the request your CoC Number and Name.

As a reminder, you must resubmit your CoC Priority Listing back to HUD by the application submission due date of November 16, 2021 by 8:00 PM EST.

Ranking

1. How should we rank the DV Bonus project applications, in Tier 1 or Tier 2? We are unsure as the NOFO states if the project is selected with DV Bonus funds it will be removed from the CoC's ranking.

You will rank the DV Bonus project applications according to the CoC's local competition process which should be based on local priorities, gaps, and needs. Regardless of where the DV Bonus project is ranked, if it is selected with DV Bonus funds the project will be removed from the CoC's ranking and the project under it will move up one ranked position.

However, if the DV Bonus project is not selected with DV Bonus funds, it will retain its ranked position and all projects under it will also retain their original ranked position.

2. If our total funding request is within the Annual Renewal Demand (ARD) posted on HUD’s website does this mean we will not have any projects in Tier 2 and will be awarded our full funding request?

If the total funding request for the CoC equals the ARD posted on HUD’s website and does not exceed the amount posted, all of your submitted projects are within Tier 1 and you will not have projects ranked in Tier 2. Whether your CoC will be awarded the full amount of funds requested will depend on whether the submitted project applications pass project eligibility and project quality threshold.

HUD 2991 – Certification of Consistency with the Consolidated Plan

1. Where can I find the HUD-2991?

You can download the HUD-2991, fillable PDF, from the CoC Program Competition page on HUD’s website at https://www.hud.gov/sites/dfiles/CPD/documents/HUD-2991_Certification-of-Consistency-with-the-Consolidated-Plan_fillable.pdf.

2. Will you accept an electronic signature by our jurisdiction’s certifying official?

Yes, documents signed via an electronic signature through a different source (i.e. Adobe Reader, DocuSign) can be uploaded into e-snaps. Wet signatures are also accepted.

3. Where do I attach the HUD-2991?

The HUD-2991, Certification of Consistency with the Consolidated Plan is attached to the CoC Priority Listing, see Section VI.E.3 of the FY 2021 CoC Program Competition NOFO. All project applications submitted and listed on the CoC Project Listings by the Collaborative Applicant must be included in the certification either by submitting one correctly signed and dated HUD-2991 from the appropriate jurisdiction that includes an attachment list of all submitted project applications, or a single signed and dated HUD-2991 for each individual project application from the appropriate jurisdiction.

Funding Summary

1. The Funding Summary screen in the CoC Priority Listing is not updating with the totals from our project listings. Is there an issue with this screen?

For the Funding Summary screen to populate with the totals from your Project Listings you must:

- approve and rank or reject the project applications listed on the New and Renewal Project Listings; and
- approve or reject, as applicable, the project applications on the:
 - UFA Costs Project Listing (if the Collaborative Applicant has UFA designation);

- CoC Planning Project Listing;
- YHDP Renewal Project Listing; and/or
- YHDP Replacement Project Listing.

Once this has been completed you will see the funding totals on the Funding Summary page.

2. We rejected a project application in the local CoC competition, but the Funding Summary page does not indicate the amount of funds rejected. How do we correct this?

If you amended the rejected project back to the project applicant or conducted your local competition outside of *e-snaps* and only had applicants submit their project application in *e-snaps* if approved, you will not see an amount in the rejected line of the Funding Summary. You will only see amounts if projects were accepted and ranked or rejected (New and Renewal Project Listings) or accepted or rejected (all other Project Listings) based on the type of project application.

3. We had one of our project applicants adjust the budget of its project application after ranking was completed; however, when we re-ranked the project and reviewed the Funding Summary screen the amounts listed did not change. How do we correct the information on this screen?

If there were changes to project applications after the ranking, approval, or rejection process you click **Refresh Calculations** to ensure the information on this screen is accurate as the amounts for each category will not update automatically.