



# **Special NOFO to Address Unsheltered and Rural Homelessness Continuum of Care Priority Listing**

*e-snaps Navigational guide*

**Version 1**

# CoC Priority Listing

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# CoC Priority Listing

## Introduction

Welcome to the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Continuum of Care (CoC) Priority Listing Navigational Guide. This navigational guide covers important information about the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing, which must be submitted as a component of the Special NOFO CoC Consolidated Application for the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition.

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing includes the Project Listings (Unsheltered Homelessness Set Aside New Projects, Rural Set Aside New Projects, CoC Planning, and—if the Collaborative Applicant is designated as a Unified Funding Agency [UFA]—UFA Costs). In addition, it includes an attachment page where the Collaborative Applicant will attach the required document, which is the HUD-2991 Certification of Consistency with the Consolidated Plan.

Each Collaborative Applicant is required to upload and review the list of Project Applications and approve and rank or reject each new project. CoC Planning and UFA Costs Project Applications ARE ranked in the Special NOFO Program Competition with projects requesting funding in the Unsheltered Homelessness Set Aside. Therefore, the Collaborative Applicant must still review and approve and rank or reject the Project Application(s) with a unique number along with projects requesting funding in the Unsheltered Homelessness Set Aside. If the Collaborative Applicant notes an error while reviewing a Project Application, the Collaborative Applicant may amend the Project Application from one of the CoC Project Listings back to the Project Applicant for revision and resubmission.

Collaborative Applicants are strongly encouraged to review each Project Application submitted on the Project Listings (Unsheltered Homelessness Set Aside New Projects, Rural Set Aside New Projects, CoC Planning, and UFA if applicable) to ensure the Project Applications are correctly completed and provide the information required by the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition Notice of Funding Opportunity (NOFO).

Prior to using this navigational guide, please review the Special NOFO to Address Unsheltered and Rural Homelessness CoC Application navigational guide available at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO).

### **Who is the Collaborative Applicant?**

*The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the Special NOFO CoC Program Competition on behalf of the CoC.*

*The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the Special NOFO to Address Unsheltered and Rural Homelessness CoC funding application.*

# CoC Priority Listing

## Terminology and Application Requirements: "CoC Consolidated Application" and "Project Application."

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Application, Priority Listing, and the Project Applications must be submitted for the Special NOFO CoC Consolidated Application to be complete, as described below.

- The term "Special NOFO CoC Consolidated Application" refers to the consolidated application packet that is submitted by the Collaborative Applicant in the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition. The Special NOFO CoC Consolidated Application consists of two components: the Special NOFO CoC Application and the Special NOFO CoC Priority Listing (with all Project Applications either approved and ranked or rejected), which must be submitted separately.
- The first component, the Special NOFO CoC Application, contains all of the narratives, charts, and attachments the CoC is required to submit as outlined in the Special NOFO Program Competition.
- The second component, Special NOFO CoC Priority Listing, is a separate component of the application that includes the Project Applications that are submitted by the Project Applicant, and one required attachment: HUD-2991, Certification of Consistency With the Consolidated Plan.
- The Project Application includes the information submitted in the SF-424 forms as well as the application information needed for funding consideration.

**Note:**

***The Special NOFO to Address Unsheltered and Rural Homelessness CoC Consolidated Application requires two submissions.***

***Both the Priority Listing AND the CoC Consolidated Application MUST be submitted.***

### **Important!**

The Special NOFO to Address Unsheltered and Rural Homelessness and the annual CoC Program NOFO competition are open at the same time. BOTH of these NOFOs are visible in *e-snaps*.

This navigational guide is for those Collaborative Applicants who have registered their CoC for the following funding opportunity:

- **Special NOFO to Address Unsheltered and Rural Homelessness FY2022.**

**You must ensure you register for the correct funding opportunity.** If you have not, you must abandon this application and begin again by registering for the correct funding opportunity.

# CoC Priority Listing

## Objectives

By the end of this navigational guide, you will be able to:

- Access *e-snaps*.
- Identify reallocation amounts for eliminated and reduced projects.
- Upload attachments.
- Upload Project Applications.
- Review Project Applications.
- Amend Project Applications back to Project Applicants.
- Review and approve and rank or reject new projects, UFA Costs (HUD-designated UFAs only), and CoC Planning projects.
- Rank all projects.

## Posted Resources

HUD has determined that some Special NOFO- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. Special NOFO information (e.g., detailed instructions), including the Special NOFO *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other Special NOFO- and *e-snaps*-related technical resources will remain on the HUD Exchange.

### Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC's or Project Applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.

In your email, please provide:

- The specific details regarding the issue you are encountering;
- The steps you have taken up to the point the issue occurs; and
- Any error messages.

You may also want to provide a screenshot.

# CoC Priority Listing

## Overview of This Navigational Guide

The organization of material in this navigational guide starts with introductory material regarding how to access *e-snaps* and the Special NOFO CoC Priority Listing. The rest of this navigational guide and its steps correspond with the progression of Special NOFO CoC Priority Listing screens in *e-snaps*.

- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. To view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Accessing the Special NOFO CoC Priority Listing.** The Special NOFO CoC Consolidated Application has two components, of which the Special NOFO CoC Priority Listing that includes the Project Applications is one. The other component is the Special NOFO CoC Application, which has its own navigational guide. The Special NOFO CoC Navigational Guide can be found at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO).

As stated in the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO: **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 project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.**

- **Loading the Project Applications.** The Collaborative Applicant must upload all Unsheltered Homelessness Set Aside new projects, Rural Set Aside new projects, UFA Costs (HUD-designated UFAs only), and CoC Planning Project Applications that have been submitted by selecting the "Update List" button on the applicable project listing screen.
- **Reviewing and amending Project Applications.** After the Collaborative Applicant uploads the Project Applications, it may review the Project Applications and release the Project Application from the Project Listing and send it back to the Project Applicant for revision and resubmission. If the Collaborative Applicant amends a Project Application back to the Project Applicant, it **must notify the Project Applicant** in writing outside of *e-snaps* as *e-snaps* does not automatically notify the Project Applicant that the Project Application has been returned. It is the responsibility of the Project Applicant and Collaborative Applicant to ensure the amended Project Application is resubmitted to the CoC Priority Listing, uploaded, and either approved and ranked or rejected. **HUD will not review nor conditionally select a Project Application that is not visible with a unique rank number on the Special NOFO CoC Priority Listing.**
- **Approving/rejecting and ranking Project Applications.** The Collaborative Applicant must either approve and rank or reject each Project Application, making sure to provide a justification for any rejection. All Unsheltered Homelessness Set Aside, CoC Planning, and UFA Costs projects must be ranked with a unique number across their respective Project Listings. The Rural Set Aside project must have a unique rank number within the Rural Set Aside Project Listing. Unlike the annual CoC Program NOFO competition, the Collaborative Applicant **does rank** UFA Costs Project Applications and CoC Planning Project Applications under the Special NOFO to Address Unsheltered and Rural Homelessness.

# CoC Priority Listing

## ***Highlights for the Special NOFO CoC Priority Listing***

This section highlights several items in *e-snaps* this year.

- **Four CoC Project Listing.** During the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition, Collaborative Applicants will have four separate CoC Project Listings in *e-snaps*: Unsheltered Homelessness Set Aside Project Listing, Rural Set Aside Project Listing, UFA Costs Project Listing, and CoC Planning Project Listing. As Project Applicants submit their Project Applications to the Collaborative Applicant, the Project Applications will populate the respective Project Listing based on whether the project is an Unsheltered Homelessness Set Aside new project, Rural Set Aside new project, UFA Costs (HUD-designated UFAs only), or CoC Planning project.

- **CoC Planning Project Listing.** The Collaborative Applicant may submit only one CoC Planning project on the CoC Planning Project Listing. This Project Application must be submitted by the Collaborative Applicant. The Collaborative Applicant does rank the CoC Planning project.

Each Collaborative Applicant may submit one CoC Planning Project Application. While these funds are only for Collaborative Applicants, a Collaborative Applicant must apply for them as a Project Applicant, rather than through the CoC Application. There is a separate navigational guide for the Special NOFO CoC Planning Project Application available at:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO).

- **UFA Costs Project Listing.** The Collaborative Applicant with HUD UFA designation may submit only one UFA Costs Project Application on the UFA Costs Project Listing, which must be submitted by the Collaborative Applicant designated as UFA. The Collaborative Applicant does rank the UFA Costs Project Application.

Collaborative Applicants can apply for and receive a designation as a UFA during the CoC Program Registration process. If a Collaborative Applicant received UFA designation, it is eligible to apply for and receive funding for UFA Costs. The Collaborative Applicant must apply as a Project Applicant submitting a UFA Costs Project Application. There is a separate navigational guide for the UFA Costs Project Application available at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO).

- **Unsheltered Homelessness Set Aside Project Listing.** This list is for all projects that applied for the Unsheltered Homelessness Set Aside FY2022 funding opportunity.
- **Rural Set Aside Project Listing.** This list is for all projects that applied for the Rural Set Aside FY2022 funding opportunity.

- **Project ranking.** The Collaborative Applicant must review and either approve and rank or reject **all** Project Applications, including the CoC Planning Project and, if applicable, UFA Costs Project Application.

If the Collaborative Applicant needs to amend a project for any reason after completing the ranking process, the ranking of other projects will not be affected; however, the Collaborative Applicant must rank the amended project once it is returned to the Project Listing. Review the Special NOFO CoC Priority Listing detailed instructions regarding amending projects and the Collaborative Applicant's and Project Applicant's responsibilities at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO).



# CoC Priority Listing

## Accessing e-snaps

The Collaborative Applicant is required to submit both the Special NOFO CoC Application **and** the Special NOFO CoC Priority Listing electronically in *e-snaps* during the competition. Project Applicants will apply in the same way as the annual CoC Program NOFO competition.

All Collaborative Applicants and Project Applicants must read the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO for all Special NOFO Program Competition requirements as well as 24 CFR part 578, which provides the regulations for the competition. Regulations are available at:

- <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left is a sidebar with links: 'Front Office Portal', 'Create Profile', and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username:' (containing 'kholmstrom') and 'Password:' (masked with dots), a 'Login' button, and a 'Forgot your password?' link. Below the login form are links for 'Create Profile' and 'Contact Us'. Two callout boxes are present: one pointing to the login form with the text 'Log in here' and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content area also contains several paragraphs of text, including a welcome message, a notice about the Paperwork Reduction Act of 1995, and information about the CoC Program Application and Technical Submission, each followed by an OMB Approval No. and expiration date.

### Note:

*Each e-snaps user must have his or her own login credentials.*

*Preferably, each organization will have two people with access to e-snaps—the Primary Contact and one or more additional staff persons. When there is staff turnover, the CoC will need to ensure that it has access to e-snaps.*

# CoC Priority Listing

## ***Existing Users***

### ***Steps***

1. Direct your internet browser to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter the username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3. If you forgot your password, select "Forgot your password?" under the "Login" button.

## ***New e-snaps Users***

### ***Steps***

1. Create an *e-snaps* username and password by selecting the "Create Profile" link.
2. Log in as instructed under the Existing Users heading above.



*For a refresher on how to navigate through the e-snaps system, please visit:*

- <https://www.hudexchange.info/programs/e-snaps/>.

## ***Give Staff Access to Your Organization's e-snaps Account***

Having a user profile enables a person to access *e-snaps*. However, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.



*For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource available at:*

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>.

# CoC Priority Listing

## Accessing the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings: Submissions

For the Collaborative Applicant to access the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing, HUD must have already approved the Collaborative Applicant's CoC Program Registration in *e-snaps*. If they have not received HUD's approval, the Collaborative Applicant will not have access to the CoC Priority Listing.

Access the CoC Priority Listing through the "Submissions" screen as noted in the steps described below the following screen capture.

### Applicant Field and Dropdown Menu

When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

Users with *e-snaps* access to more than one organization's account will see a dropdown menu listing the organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the "Applicants," "Funding Opportunity," "Projects," and "Submissions" screens. Only the items (e.g., projects) pertaining to the applicant listed in the field appear on the screen. *e-snaps* users must ensure they are working in the correct applicant account.

The screenshot shows the 'Front Office' interface. At the top, there's a header with 'Front Office Portal' and a navigation sidebar on the left. The sidebar includes links for Profile, My Account, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions (highlighted), and Contact Us. The main content area is titled 'Submissions' and features a dropdown menu for 'Applicant' set to 'Alaska Balance of State (AK-501)'. Below this, there are filter options for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. A 'Filter' button is at the bottom of these filters. A table below the filters lists various project submissions. Annotations include a callout 'Confirm the correct applicant' pointing to the Applicant dropdown, 'Select "Submissions"' pointing to the sidebar link, and 'Use the filters to find "Special NOFO CoC Priority Listing FY2022"' pointing to a specific row in the table.

Confirm the correct applicant


Select "Submissions"

Use the filters to find "Special NOFO CoC Priority Listing FY2022"

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Rejection Notification Letter	Mar 1, 2021	Nov 30, 2022	Primary Applicant	1	
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Review	Mar 1, 2021	Nov 30, 2022	Primary Applicant	1	Jun 3, 2022, 10:21:58 AM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Application FY2022	Mar 1, 2021	Nov 30, 2022	Primary Applicant	1	Jul 8, 2022, 9:24:34 AM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 CoC Priority Listing FY2022	Mar 1, 2021	Dec 31, 2025	Primary Applicant	1	
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Registration FY2022	Mar 1, 2021	Nov 30, 2022	Primary Applicant	1	Feb 21, 2022, 8:05:22 PM
	FY2022_CoCReg_1 COC_REG_2022_192170	CoC Registration and Application FY2022 Special NOFO CoC Priority Listing FY2022	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	

# CoC Priority Listing

## Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct applicant.
3. Locate the Project Priority List.
  - Option: Use the submissions filters. Select your FY2022 registration in the "Applicant Project Name" field. Then select the "Filter" button to single out your project(s).
  - Option: Select "Clear Filters" on the top left of the submissions filters box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY2022 / Special NOFO CoC Priority Listing FY2022."
4. Select the "Folder" icon  next to the Special NOFO CoC Priority Listing (i.e., the "Project Listing" project). Continue with the instructions in the next section for completing the Special NOFO CoC Priority Listing.

## Step 2: Confirming the Correct Applicant

*Most Collaborative Applicants have two e-snaps Applicant accounts; one as a Collaborative Applicant to submit the CoC Consolidated Application and Priority Listing, and another as a Project Applicant to submit the CoC Planning Grant and, if applicable, UFA Costs Project.*

*In order to submit the CoC Consolidated Application and Priority Listing, you MUST be working in the correct Applicant account.*

*To confirm this, log into the e-snaps and select "Applicants" in the left menu bar. You will then see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working. Select the Collaborative Applicant account from the dropdown menu.*

*If you do not see your Collaborative Applicant account, please email the e-snaps HUD e-snaps Help Desk at:*

- [e-snaps@hud.gov](mailto:e-snaps@hud.gov).

### **Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing**

The Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing screens consist of the “Before Starting the Project Listings for the CoC Priority Listing,” “Unsheltered Homelessness New Project Listing,” “Rural Set Aside Project Listing,” “CoC UFA Project Listing,” “CoC Planning Project Listing,” “Funding Summary,” “Attachments,” and “Submission Summary” screens.

The “Unsheltered Homelessness Set Aside,” “Rural Set Aside,” “UFA Costs,” and “CoC Planning” screens each have the same features and functionalities.

Unlike the annual CoC Program NOFO, the Collaborative Applicant must rank all projects applying for funding in the Special NOFO Competition.

# CoC Priority Listing

## Before Starting

Before you begin the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing, review the following information highlighted on this "Before Starting the Project Listings for the CoC Priority Listing" screen.

**Before Starting the Project Listings for the CoC Priority Listing**

**The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the submission deadline stated in the Unsheltered and Rural Homelessness Special NOFO.**

**The CoC Priority Listing includes:**

- Unsheltered Homelessness Set Aside New Project Listing – lists all new project applications applying for funding through the Unsheltered Homelessness Set Aside that were approved and ranked or rejected by the CoC.
- Rural Set Aside Project Listing – lists all new project applications applying for funding through the Rural Set Aside that were approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2022 CoC Program Registration process. Only 1 UFA Costs project application is permitted and must be submitted by the Collaborative Applicant. The UFA project must be ranked amongst projects submitted on the Unsheltered Homelessness Set Aside New Project Listing.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and must be submitted by the Collaborative Applicant. The CoC Planning project must be ranked amongst projects submitted on the Unsheltered Homelessness Set Aside New Project Listing.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

**Things to Remember:**

- All projects must be approved and ranked or rejected on the Project Listings. This includes funding for CoC Planning and UFA Costs, which must be ranked amongst projects submitted on the Unsheltered Homelessness Set Aside New Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-ranked before submission BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD's website.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

Back

Next

Select "Next" to continue

### Step

1. Review the screen, then select "Next" to continue.



The Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing Detailed Instructions document is available at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)

# CoC Priority Listing

## 1A. CoC Identification

Screen "1A. CoC Identification" is a read-only screen that identifies your Collaborative Applicant Name.

The screenshot displays the '1A. Continuum of Care (CoC) Identification' screen. At the top, there is a header bar with '1A. Continuum of Care (CoC) Identification'. Below this, on the left, is a link for 'Instructions: Show Instructions'. In the center, there is a text input field labeled '\* Collaborative Applicant Name:' which contains the text 'Alaska Balance of State'. Below the input field are two buttons: 'Back' and 'Next'. A callout bubble points to the 'Next' button with the text 'Select "Next" to continue.' The top right corner of the screen shows 'cwilcheck' and 'Logout' links.

### Steps

1. Ensure that your Collaborative Applicant Name is correct.
2. Select "Next" to continue.

#### Note:

*The e-snaps AAQ at HUD Exchange is no longer active. If the information on this screen is not correct, contact the e-snaps HUD Help Desk at:*

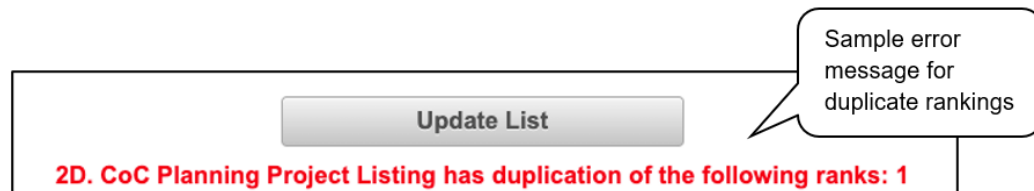
- [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.

# CoC Priority Listing

## Assigning a Unique Ranking to Projects

All eligible projects must be ranked with a unique number.

All Unsheltered Homelessness Set Aside, CoC Planning, and UFA Costs Projects must be ranked with a unique number across their respective Project Listings. For example, an Unsheltered Homelessness Set Aside project and a CoC Planning Project cannot both be ranked with a “2,” even though the projects appear on different Priority Listings. If this happens, you will receive an error message and will be required to change the ranking.



All Rural Set Aside projects must have a unique rank number within the Rural Set Aside Project Listing. If two Rural Set Aside Projects have the same ranking, you will receive an error message and will be required to change the ranking. However, you will not receive an error message if a Rural Set Aside Project has the same ranking as an Unsheltered Homelessness Set Aside, CoC Planning, or UFA Costs Project.

The following table demonstrates how to rank the different project applications in each Priority Listing.

Project Listing	Description	Unique Ranking
Unsheltered Homelessness Set Aside	All eligible projects must be ranked with a unique number	Unique across the Unsheltered, UFA, and CoC Planning Project Listings
Rural Set Aside	All eligible projects that must be ranked with a unique number	Unique <u>within</u> the Rural Set Aside Project Listing
UFA Costs	UFA Costs projects if the Collaborative Applicant received UFA designation by HUD in the CoC Program Registration process	Unique across the Unsheltered, UFA, and CoC Planning Project Listings
CoC Planning	CoC Planning Project Application submitted by the CoC's designated Collaborative Applicant	Unique across the Unsheltered, UFA, and CoC Planning Project Listings



# CoC Priority Listing

## 2A. Unsheltered Homelessness Set Aside New Project Listing

Screen "2A. Unsheltered Homelessness Set Aside New Project Listing" lists all of the Project Applications submitted by Project Applicants to the CoC that were created through the Unsheltered Homelessness Set Aside. Here, the Collaborative Applicant will upload the listings for the first time and update the listings periodically as Project Applicants submit their Project Applications.

**Note:**

*Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.*

*The Collaborative Applicant should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.*

The screenshot displays the 'Unsheltered Homelessness Set Aside Listing' interface. At the top, there's a title bar with 'Unsheltered Homelessness Set Aside Listing' and a search bar. Below the search bar is a table with columns: View Submission, Amend, Project Name, Date Submitted, Comp Type, Applicant Name, Budget Amount, Grant Term, Rank, PSH/RRH, and Expansion. The table currently shows 'No records found.' Below the table are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A callout box points to the 'Update List' button, stating: 'Select "Update List" to upload projects that have been submitted'.

### Step

1. To upload all Unsheltered Homelessness Set Aside Project Applications that have been submitted, select the "Update List" button.

# CoC Priority Listing

The following screen will appear after selecting the "Update List" button.

Unsheltered Homelessness Set Aside Listing

Instructions: [Show Instructions](#)

Update List

Search all fields:

	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PSH/RRH	Expansion
			FY2022_Unshelterd...	2022-06-03 13:02:...	HMIS	Interior Alaska C...	\$369,000	3 Years	--		
			FY2022_Unshelterd...	2022-06-09 14:46:...	PH	Interior Alaska C...	\$98,436	3 Years	X	PSH	
			FY2022_Unsheltere...	2022-06-17 11:11:...	HMIS	Interior Alaska C...	\$31	3 Years	2		

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Save & Back Save Save & Next

Back Next

**Note:**

*If you return to the "Project Listing" screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Priority Listing or log out of *e-snaps* and come back later to view the updated list.

# CoC Priority Listing

## Review and Approve and Rank or Reject Unsheltered Homelessness Set Aside Projects

Collaborative Applicants need to review each Unsheltered Homelessness Project Application. Any Unsheltered Homelessness Set Aside Project Applications that need revision can be amended back to the Project Applicant. See "[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)" in this document for instructions.




After completing each review and ensuring that all Unsheltered Homelessness Set Aside Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve and rank or reject each Project Application.

All Unsheltered Homelessness Set Aside Project Applications should be ranked together as one set and each Project Application must have a unique rank number. The rank number must be unique across the Unsheltered Homelessness Set Aside, CoC Planning, and UFA Costs Priority Listings.

**Note:**

*If you assign the same ranking to more than one individual project, you will receive an error message at the top of the screen that states "CoC New Project Listing has duplication of the following ranks."*

*The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.*

	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PSH/RRH	Expansion
			FY2022_Unshelterd...	2022-06-03 13:02...	HHS	Interior Alaska C...	\$369,000	3 Years	--		



View Project Applicant project details

Review the Project Application

Amend back to the Project Applicant for revision


# CoC Priority Listing

## Review Unsheltered Homelessness Set Aside Project Applications

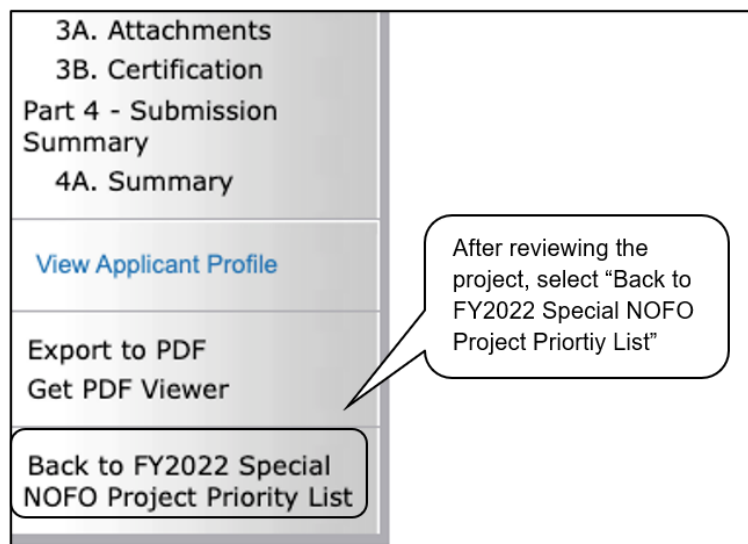
View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PSH/RRH	Expansion
		FY2022_Unshelterd...	2022-06-03 13:02...	HMS	Interior Alaska C...	\$369,000	3 Years	--		

Review the Project Application

### Steps

1. To review the Unsheltered Homelessness Set Aside Project Application, select the orange "Folder" icon  to the left of the Project Name under the "View Submission" column.
2. Review the Unsheltered Homelessness Set Aside Project Application.




The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for ["Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications"](#) later in this navigational guide.



3. When finished, select the "Back to FY2022 Special NOFO Project Priority List" link on the left menu bar.


# CoC Priority Listing

## Approve/Reject and Rank Unsheltered Homelessness Set Aside Project Applications

	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PSH/RRH	Expansion
			FY2022_Unshelterd...	2022-06-03 13:02...	HMIS	Interior Alaska C...	\$369,000	3 Years	--		

View the project details

### Steps

1. To either approve and rank or reject the Unsheltered Homelessness Set Aside Project Application, select the "View" icon  to the left of the Project Name.
2. The "Project Applicant Project Details" screen appears.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Unsheltered Homelessness Set Aside Project Application that you selected for review. The first nine fields are read-only.

This particular screen shows an Unsheltered Homelessness Set Aside Project Application that has been approved and ranked.

owlicheckLogout

Project Applicant Project Details

\* Project Name: FY2022\_Unshelterd\_Homeless\_1

\* Project Number: 137678

\* Date Submitted: 2022-06-03 13:02:45.828

Applicant Name: Interior Alaska Center for Non-Violent Living

Budget Amount: \$369,000

Project Type: HMIS

Component Type: HMIS

Grant Term: 3 Years

Priority Type: HMIS

\* Do you want to rank this project? Yes

\* Rank: 2

Save

Save & Back to ListBack to List

Note: This formlet contains mandatory fields for which no value has been saved.

If "Yes," enter a unique number to rank the project

Instructions [Show Instructions](#)

# CoC Priority Listing

This particular screen shows an Unsheltered Homelessness Set Aside Project Application that has been rejected.

**Project Applicant Project Details**

\* Project Name: FY2022\_Unshelterd\_Homeless\_1

\* Project Number: 137678

\* Date Submitted: 2022-06-03 13:02:45.828

Applicant Name: Interior Alaska Center for Non-Violent Living

Budget Amount: \$369,000

Project Type: HMIS

Component Type: HMIS

Grant Term: 3 Years

Priority Type: Rejected

Instructions [Show Instructions](#)

\* Do you want to rank this project? No

(Make selection and click the 'save' button below)

\* Reason for project rejection: -- select --

Save

Save & Back to List Back to List

Note: This formlet contains mandatory fields for which no value has been saved.

## Steps

1. Review the pre-populated information.

If the information is incorrect, the Collaborative Applicant needs to amend the Project Application back to the Project Applicant. See the "[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)" instructions later in this navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
  - Select "Yes" if you want to submit this Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
  - Select "No" if you intend to reject the Project Application. The "Reason for project rejection" field will appear. Select a reason from the dropdown menu.
3. Select "Save & Back to List" to return to screen "2A. Unsheltered Homelessness Set Aside Project Listing."

Note: If you assign the same ranking to more than one individual project, you will receive an error message stating that this or another Project Listing contains a duplicate rank. This must be corrected before you can submit the Priority Listing to HUD.

4. Select "Next" to continue.

# CoC Priority Listing

## 2B. Rural Set Aside Project Listing

Screen "2B. Rural Set Aside Project Listing" lists all of the Project Applications submitted by Project Applicants to the CoC that were created through the Rural Set Aside. Here, the Collaborative Applicant will upload the listings for the first time and update the listings periodically as Project Applicants submit their Project Applications.

**Note:**

*Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.*

*The Collaborative Applicant should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.*

The screenshot displays the 'Rural Set Aside Listing' interface. At the top right, there are 'ewilcheck' and 'Logout' links. The main heading is 'Rural Set Aside Listing'. Below this, there is an 'Instructions: Show Instructions' link. A 'Show Filters' link and a 'Clear Filters' button are also present. A table with columns: View Submission, Amend, Project Name, Date Submitted, Grant Term, Applicant Name, Budget Amount, Rank, PSH/RRH, and Comp Type is shown. Below the table, it says 'No records found.' and there are pagination controls. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A callout box points to the 'Update List' button, stating: 'Select "Update List" to upload projects that have been submitted'.

### Step

1. To upload all Rural Set Aside Project Applications that have been submitted, select the "Update List" button.

# CoC Priority Listing

The following screen will appear after selecting the "Update List" button.

**Rural Set Aside Listing**

Instructions: [Show Instructions](#)

[Show Filters](#) [Clear Filters]

Update List

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
			FY2022_Rural_1	2022-06-03 13:17:...	3 Years	Interior Alaska C...	\$135,000	1		Joint TH & PH-RRH
			FY2022_Rural_2	2022-06-03 13:32:...	3 Years	Interior Alaska C...	\$243,000	X		HMIS

1

Save & Back Save Save & Next

Back Next

**Note:**

*If you return to the "Project Listing" screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Priority Listing or log out of *e-snaps* and come back later to view the updated list.



# CoC Priority Listing

## Review and Approve and Rank or Reject Rural Set Aside Projects

Collaborative Applicants need to review each Rural Set Aside Project Application. Any Rural Set Aside Project Applications that need revision can be amended back to the Project Applicant. See "[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)" in this document for instructions.

After completing each review and ensuring that all Rural Set Aside Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve and rank or reject each Project Application.

All Rural Set Aside Project Applications should be ranked together as one set and each Project Application must have a unique rank number. The rank number must be unique within the Rural Set Aside Project Listing, but it does not have to be unique across the Unsheltered Set Aside, CoC Planning, and UFA Costs Project Listings.

**Note:**

*If you assign the same ranking to more than one individual project, you will receive an error message at the top of the screen that states "CoC New Project Listing has duplication of the following ranks:"*

*The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.*

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
			FY2022_Rural_1	2022-06-03 13:17:...	3 Years	Interior Alaska C...	\$135,000	1		Joint TH & PH-RRH




View Project Applicant project details

Review the Project Application

Amend back to the Project Applicant for revision


# CoC Priority Listing

## Review Rural Set Aside Project Applications

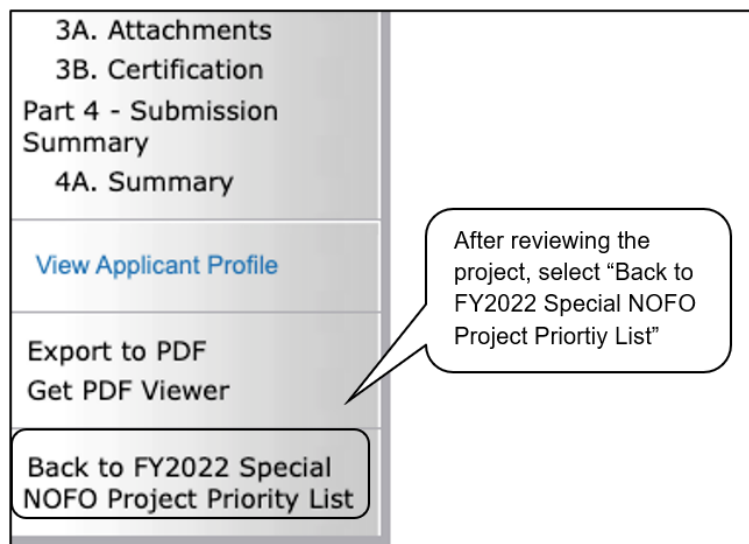
	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
			FY2022_Rural_1	2022-06-03 13:17:...	3 Years	Interior Alaska C...	\$135,000	1		Joint TH & PH-RRH

Review the Project Application

### Steps

1. To review the Rural Set Aside Project Application, select the orange "Folder" icon  to the left of the Project Name under the "View Submission" column.
2. Review the Rural Set Aside Project Application.

Note: The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for ["Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications"](#) later in this navigational guide.



3. When finished, select the "Back to FY2022 Special NOFO Project Priority List" link on the left menu bar.


# CoC Priority Listing

## Approve/Reject and Rank Rural Set Aside Project Applications

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type
			FY2022_Rural_1	2022-06-03 13:17:...	3 Years	Interior Alaska C...	\$135,000	1		Joint TH & PH-RRH



View the project details

### Steps

1. To either approve and rank or reject the Rural Set Aside Project Application, select the "View" icon  to the left of the Project Name.
2. The "Project Applicant Project Details" screen appears.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Rural Set Aside Project Application that you selected for review. The first nine fields are read-only.

This particular screen shows a Rural Set Aside Project Application that has been approved and ranked.

 cwilcheck  Logout

Project Applicant Project Details

\* Project Name: FY2022\_Rural\_1

\* Project Number: 137680

\* Date Submitted: 2022-06-03 13:17:21.101

Applicant Name: Interior Alaska Center for Non-Violent Living

Budget Amount: \$135,000

Project Type: Joint TH & PH-RRH

Component Type: Joint TH & PH-RRH

Grant Term: 3 Years

Priority Type: Joint TH & PH-RRH

Instructions [Show Instructions](#)

\* Do you want to rank this project? Yes

(Make selection and click the 'save' button below)

\* Rank: 1

Save

Save & Back to List

Back to List

If "Yes," enter a unique number to rank the project

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# CoC Priority Listing

This particular screen shows a Rural Set Aside Project Application that has been rejected.

**Project Applicant Project Details**

\* Project Name: FY2022\_Rural\_1

\* Project Number: 137680

\* Date Submitted: 2022-06-03 13:17:21.101

Applicant Name: Interior Alaska Center for Non-Violent Living

Budget Amount: \$135,000

Project Type: Joint TH & PH-RRH

Component Type: Joint TH & PH-RRH

Grant Term: 3 Years

Priority Type: Rejected

If "No," provide a reason for project rejection

Instructions [Show Instructions](#)

\* Do you want to rank this project? No

(Make selection and click the 'save' button below)

\* Reason for project rejection: -- select --

Save

Save & Back to List Back to List

## Steps

1. Review the pre-populated information.

If the information is incorrect, the Collaborative Applicant needs to amend the Project Application back to the Project Applicant. See the "[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)" instructions later in this navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
  - Select "Yes" if you want to submit this Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
  - Select "No" if you intend to reject the Project Application. The "Reason for project rejection" field will appear. Select a reason from the dropdown menu.
3. Select "Save & Back to List" to return to Screen "2B. Rural Set Aside Project Listing."

Note: If you assign the same ranking to more than one individual project, you will receive an error message stating that this Priority Listing contains a duplicate rank. This must be corrected before you can submit the Priority Listing to HUD.

4. Select "Next" to continue.

# CoC Priority Listing

## 2C. UFA Costs Project Listing—Only Visible for Those Collaborative Applicants With UFA Designation

Screen "2C. Continuum of Care (CoC) UFA Costs Project Listing" contains all of the Special NOFO UFA Costs Project Applications submitted by Project Applicants in the CoC. Here, the Collaborative Applicant will upload the listing for the first time and update the listing periodically as the Collaborative Applicant submits the Special NOFO UFA Costs Project Application.

Unlike the annual CoC Program NOFO, the Special NOFO UFA Costs Project Application must be ranked. The rank number must be unique across the Unsheltered Homelessness Set Aside, CoC Planning, and UFA Costs Priority Listings.

**Note:** *Only those Collaborative Applicants designated as a UFA by HUD will submit a UFA Costs Project Application.*

*If a Project Applicant mistakenly submits more than one UFA Costs Project Application, reject all but the UFA Costs Project Application submitted by the organization that is the Collaborative Applicant and designated as a UFA by HUD.*

**Note:** *Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.*

*The Collaborative Applicant designated as a UFA should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.*

The screenshot shows the 'Continuum of Care (CoC) UFA Costs Project Listing' interface. At the top right, there are links for 'owlcheck' and 'Logout'. Below the header, there is a section for 'Instructions: [Show Instructions](#)'. A prominent 'Update List' button is centered, with a callout box stating: 'Select "Update List" to upload projects that have been submitted'. Below this, there are links for '[Show Filters]' and '[Clear Filters]'. A table with the following columns is shown: 'View Submission', 'Amend', 'Project Name', 'Date Submitted', 'Grant Term', 'Applicant', 'Submitted?', and 'Rank'. The table currently contains the text 'No records found.' At the bottom of the screen, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

### Steps

1. To upload all Special NOFO UFA Costs Project Applications that have been submitted to this Special NOFO Consolidated Application, click on the "Update List" button.

# CoC Priority Listing

The following screen will appear after selecting the "Update List" button.

The screenshot displays the 'Continuum of Care (CoC) UFA Costs Project Listing' interface. At the top right, there are links for 'cwilcheck' and 'Logout'. Below the title bar, there is an 'Instructions: [Show Instructions](#)' link and an 'Update List' button. A '[Show Filters] [Clear Filters]' link is also present. The main table has columns: 'View Submission', 'Amend', 'Project Name', 'Date Submitted', 'Grant Term', 'Applicant Name', 'Budget Amount', 'Accepted?', and 'Rank'. The first row of data shows a project named 'FY2022\_UFA\_Unshel...' with a date of '2022-06-03 12:54:...', a grant term of '3 Years', an applicant named 'Interior Alaska C...', a budget of '\$75,000', and a rank of '1'. Below the table, there are navigation buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
		FY2022_UFA_Unshel...	2022-06-03 12:54:...	3 Years	Interior Alaska C...	\$75,000	Yes	1

**Note:**

*If you return to the "Project Listing" screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Priority Listing or log out of *e-snaps* and come back later to view the updated list.

**Note:**

*Collaborative Applicants need to review and either approve and rank or reject each UFA Costs Project Application.*

*Ultimately, Collaborative Applicants must approve and rank only one UFA Costs Project Application.*

# CoC Priority Listing




## Review and Approve and Rank or Reject Special NOFO UFA Cost Projects

Collaborative Applicants need to review the Special NOFO UFA Costs Project Application. If the Project Application needs revision, the Collaborative Applicant can amend it back to itself as the Project Applicant. See “[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)” in this document for instructions.

After completing each review and ensuring that the Special NOFO UFA Project Application is final, Collaborative Applicants can view the Project Applicant project details and should approve and rank only one Special NOFO UFA Costs Project Application—the one that is submitted by the Collaborative Applicant with the UFA designation.

If additional Special NOFO UFA Costs Project Applications are appearing from Project Applicants other than the HUD-designated UFA Collaborative Applicant, those UFA Costs projects must be rejected. The CoC Priority Listing will not allow you to submit if there is more than one UFA Costs Project Application.

Unlike the annual CoC Program NOFO, the Special NOFO UFA Costs Project Application must be ranked.

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			FY2022_UFA_Unshel...	2022-06-03 12:54:...	3 Years	Interior Alaska C...	\$75,000	Yes	11




View the Project Applicant project details

Review the Project Application

Amend back to the Project Applicant for revision


# CoC Priority Listing

## Review Special NOFO UFA Costs Project Applications

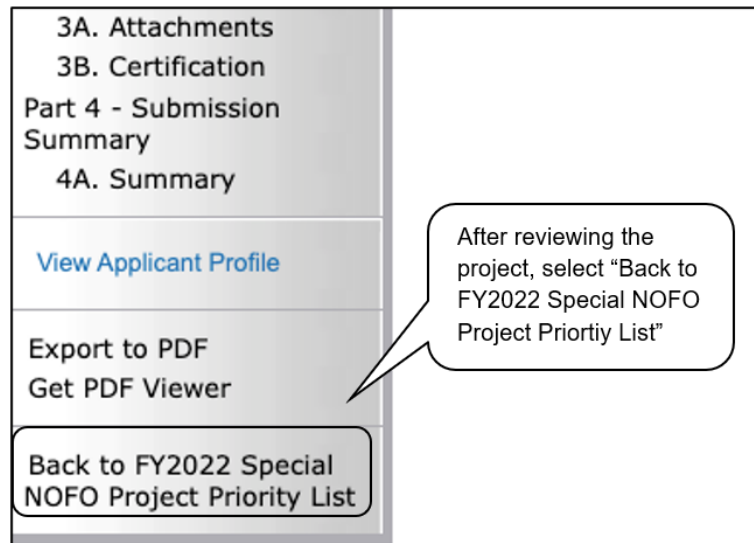
	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			FY2022_UFA_Unshel...	2022-06-03 12:54:...	3 Years	Interior Alaska C...	\$75,000	Yes	11

Review the Project Application

### Steps

1. To review the Special NOFO UFA Project Application, select the orange "Folder" icon  to the left of the Project Name under the "View Submission" column.
2. Review the Special NOFO UFA Project Application.

The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for "[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)" later in this navigational guide.






3. When finished, select the "Back to FY2022 Special NOFO Project Priority List" link on the left menu bar.




# CoC Priority Listing

## Approve/Reject and Rank Special NOFO UFA Costs Project Applications

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			FY2022_UFA_Unshel...	2022-06-03 12:54:...	3 Years	Interior Alaska C...	\$75,000	Yes	11

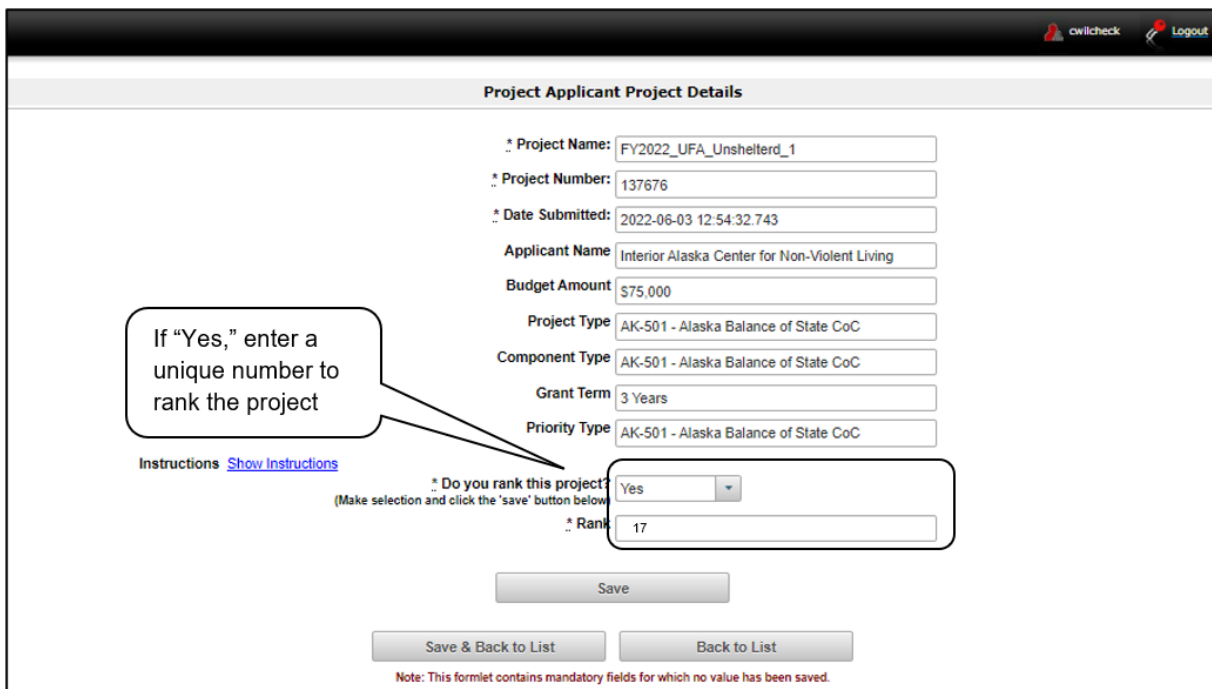
View the project details

### Steps

1. To either approve and rank or reject the UFA Costs Project Application, select the "View" icon  to the left of the Project Name.
2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

This particular screen shows a UFA Costs Project Application that has been approved and ranked.



# CoC Priority Listing

The next screen shows a UFA Costs Project Application that has been rejected. Since the CoC can submit only one UFA Costs Project Application, if more than one UFA Costs Project Application appears on the UFA Costs Project Listing, the Collaborative Applicant will need to reject any additional projects. Examples of this situation include a duplicate submission by the Collaborative Applicant, an improper submission by a Project Applicant that is not the Collaborative Applicant, or a submission by a Collaborative Applicant that is not part of the CoC (e.g., the Collaborative Applicant selected an incorrect CoC name and number at the beginning of the Project Application).

**Project Applicant Project Details**

\* Project Name: FY2022\_UFA\_Unshelterd\_1

\* Project Number: 137676

\* Date Submitted: 2022-06-03 12:54:32.743

Applicant Name: Interior Alaska Center for Non-Violent Living

Budget Amount: \$75,000

Project Type: AK-501 - Alaska Balance of State CoC

Component Type: AK-501 - Alaska Balance of State CoC

Grant Term: 3 Years

Priority Type: Rejected

If "No," provide a reason for project rejection

Instructions [Show Instructions](#)

\* Do you rank this project? No

(Make selection and click the 'save' button below)

\* Reason for project rejection: Ineligible applicant

Save

Save & Back to List Back to List

Note: This formlet contains mandatory fields for which no value has been saved.

## Steps

1. Review the pre-populated information. If the information is incorrect, amend the project back to the Project Applicant. See the ["Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications"](#) instructions later in the navigational guide.
2. Select "Yes" or "No" to the question, "Do you rank this project?"
  - Select "Yes" if you want to submit the Project Application for funding consideration. The "Rank" field will appear. In the "Rank" field, enter a unique number.
  - Select "No" if you intend to reject the Project Application. The "Reason for project rejection" field will appear. Select a reason from the dropdown menu.

**Note:** Unlike the annual CoC Program NOFO, the Special NOFO UFA Costs project must be ranked.

3. Select "Save and Back to List" to return to "2C. UFA Costs Project Listing."

**Note:** If you assign the same ranking to more than one individual project, you will receive an error message stating that this or another Project Listing contains a duplicate rank. This must be corrected before you can submit the Priority Listing to HUD.

4. Select "Next" to continue.

# CoC Priority Listing

## 2D. CoC Planning Project Listing

Screen "2D. CoC Planning Project Listing" contains the Special NOFO CoC Planning Project Application that the Collaborative Applicant has completed as a Project Applicant and submitted to itself for inclusion in the Special NOFO CoC Consolidated Application that it will submit to HUD. Here, the Collaborative Applicants upload the listings for the first time and update the listings periodically as Project Applicants submit their Project Applications.

Unlike the annual CoC Program NOFO, the Special NOFO CoC Planning Project Application must be ranked. The rank number must be unique across the Unsheltered Homelessness Set Aside, CoC Planning, and UFA Costs Priority Listings.

**Note:** Collaborative Applicants will submit only one Special NOFO CoC Planning Project Application.

If a Project Applicant mistakenly submits a Special NOFO CoC Planning Project Application, the Collaborative Applicant must reject it and accept **only** the CoC Planning Project Application submitted by the organization that is the Collaborative Applicant.

**Note:** Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.

The Collaborative Applicant should continue working in the Project Priority Listings or log out of e-snaps and come back later to view the updated list.

Continuum of Care (CoC) Planning Project Listing

Instructions: [Show Instructions](#)

[Show Filters](#) [Clear Filters](#)

[Update List](#)

Select "Update List" to upload projects that have been submitted

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
		AN-500 CoC Planni...	2022-08-12 20:02:...	3 Years	Alaska Housing Fi...	\$60,000		---

[Save & Back](#) [Save](#) [Save & Next](#)

[Back](#) [Next](#)

### Steps

1. To upload the Collaborative Applicant's Special NOFO CoC Planning Project Application, select the "Update List" button.

# CoC Priority Listing

The following screen will appear after selecting the "Update List" button.

The screenshot shows the 'e.Forms' interface for 'Continuum of Care (CoC) Planning Project Listing'. On the left sidebar, the following information is displayed:

- CoC Registration and Application FY2022
- Applicant Name: Alaska Balance of State
- Applicant Number: AK-501
- Project Name: FY2022\_CoCReg\_1
- Project Number: COC\_REG\_2022\_192170
- FY2022 Special NOFO Project Priority List

The main content area is titled 'Continuum of Care (CoC) Planning Project Listing'. It includes a link for 'Instructions: [Hide Instructions](#)'. Below this, it states: 'Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigation'. A detailed instruction follows: 'To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.' Another note states: 'Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile. [https://www.hud.gov/eop/program\\_offices/comm\\_planning/cooc/competition](https://www.hud.gov/eop/program_offices/comm_planning/cooc/competition)'. A final status message reads: 'The Project Listing is currently being updated by e-snaps. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of e-snaps and come back later to view the updated list.'

A callout box on the right side of the screen contains the text: 'Message appears while list is updating'.

**Note:**

*If you return to the "Project Listing" screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Priority Listing or log out of *e-snaps* and come back later to view the updated list.

**Note:**

*Collaborative Applicants need to review and either approve and rank or reject each CoC Planning Project Application.*

*Ultimately, Collaborative Applicants must approve and rank only one CoC Planning Project Application.*




# CoC Priority Listing

## Review and Approve and Rank or Reject Special NOFO CoC Planning Projects

Collaborative Applicants need to review the Special NOFO CoC Planning Project Application. If the Project Application needs revision, the Collaborative Applicant can amend it back to itself as the Project Applicant. See “[Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications](#)” in this document for instructions.

After completing the review and ensuring that the Project Application is final, Collaborative Applicants can view the Project Applicant project details and approve and rank or reject the application in *e-snaps*.

Unlike the annual CoC Program NOFO, the Special NOFO CoC Planning Project Application must be ranked.

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			AN-500 CoC Planni...	2022-08-12 20:02:...	3 Years	Alaska Housing Fi...	\$60,000		---

View Project Applicant project details

Review the Project Application


Amend back to the Project Applicant for revision

**Note:**

*The Collaborative Applicant can only approve and rank one Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning Project Application, which MUST be submitted by the Collaborative Applicant.*


# CoC Priority Listing

## Review the CoC Planning Project Applications

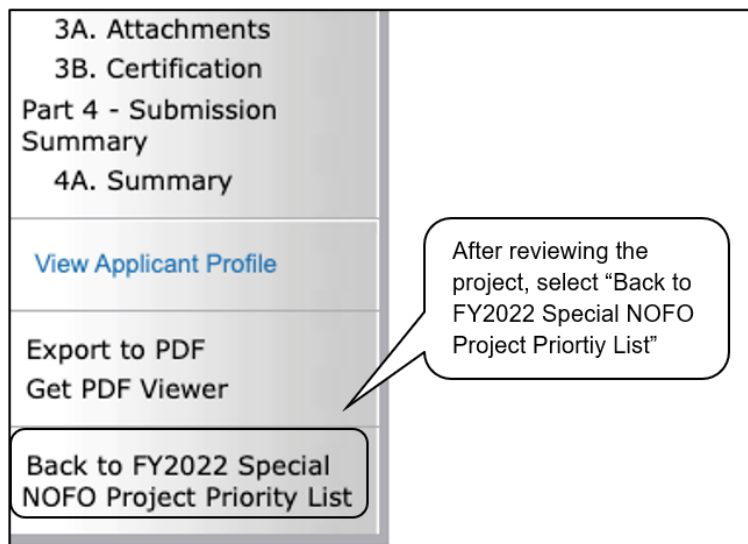
	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			AN-500 CoC Planni...	2022-08-12 20:02:...	3 Years	Alaska Housing Fi...	\$60,000		---

Review the Project Application

### Steps

1. To review the Special NOFO CoC Planning Project Application, select the orange "Folder" icon  to the left of the Project Name under the "View Submission" column.
2. Review the Special NOFO CoC Planning Project Application.


The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for ["Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications"](#) later in this navigational guide.



3. When finished, select the "Back to FY2022 Special NOFO Project Priority List" link on the left menu bar.


# CoC Priority Listing

## Approve/Reject and Rank the CoC Planning Project Applications

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			AN-500 CoC Planni...	2022-08-12 20:02:...	3 Years	Alaska Housing Fi...	\$60,000		---

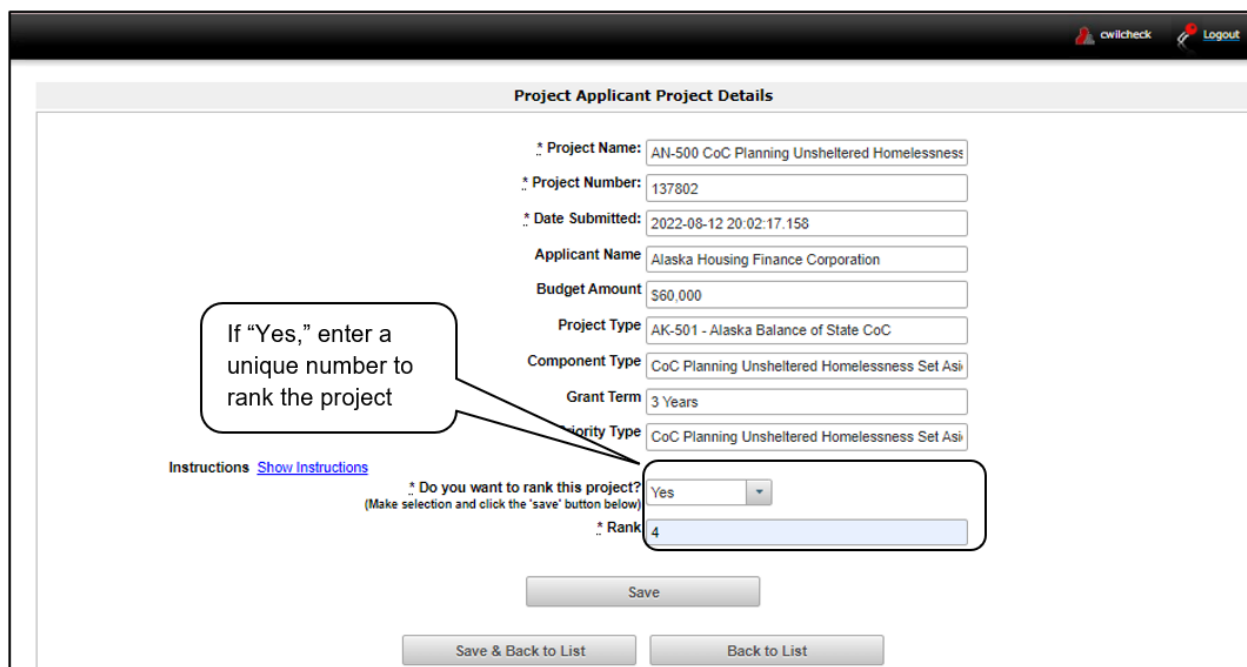
View the project details

### Steps

1. To approve and rank or reject the Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning Project Application, select the "View" icon  to the left of the Project Name.
2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that was selected for review. The first nine fields are read-only.

This particular screen shows that the Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning Project has been approved and ranked.



**Project Applicant Project Details**

\* Project Name: AN-500 CoC Planning Unsheltered Homelessness

\* Project Number: 137802

\* Date Submitted: 2022-08-12 20:02:17.158

Applicant Name: Alaska Housing Finance Corporation

Budget Amount: \$60,000

Project Type: AK-501 - Alaska Balance of State CoC

Component Type: CoC Planning Unsheltered Homelessness Set Asi

Grant Term: 3 Years

Priority Type: CoC Planning Unsheltered Homelessness Set Asi

Instructions [Show Instructions](#)

\* Do you want to rank this project? (Make selection and click the 'save' button below) Yes

\* Rank: 4

Save

Save & Back to List Back to List

# CoC Priority Listing

The next screen shows a Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning Project Application that has been rejected. Since the CoC can submit only one Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning project, if more than one Planning Project appears on the Planning Project Listing, the Collaborative Applicant will need to reject any additional projects. Examples of this situation include a duplicate submission by the Collaborative Applicant, an improper submission by a Project Applicant that is not the Collaborative Applicant, or a submission by a Collaborative Applicant that is not part of the CoC (e.g., the Collaborative Applicant selected an incorrect CoC name and number at the beginning of the Project Application).

**Project Applicant Project Details**

\* Project Name: AN-500 CoC Planning Unsheltered Homelessness

\* Project Number: 137802

\* Date Submitted: 2022-08-12 20:02:17.158

Applicant Name: Alaska Housing Finance Corporation

Budget Amount: \$60,000

Project Type: AK-501 - Alaska Balance of State CoC

Component Type: CoC Planning Unsheltered Homelessness Set Asi

Grant Term: 3 Years

Priority Type: Rejected

Instructions [Show Instructions](#)

\* Do you want to rank this project? (Make selection and click the 'save' button below): No

\* Reason for project rejection: -- select --

Save

Save & Back to List Back to List

## Steps

1. Review the pre-populated information.

If the information is incorrect, amend the project back to the Project Applicant. See the ["Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications"](#) instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
  - Select "Yes" if you want to submit this Project Application for funding consideration. The "Rank" field will appear. In the "Rank" field, enter a unique number.
  - Select "No" if you intend to reject the Project Application.

**Note:** Unlike the annual CoC Program NOFO, the Special NOFO to Address Unsheltered and Rural Homelessness CoC Planning Project must be ranked.

3. Select "Save and Back to List" to return to return to screen "2D. CoC Planning Project Listing."

Note: If you assign the same ranking to more than one individual project, you will receive an error message stating that this or another Project Listing contains a duplicate rank. This must be corrected before you can submit the Priority Listing to HUD.

4. Select "Next" to continue.



# CoC Priority Listing

## Funding Summary

The “Funding Summary” screen contains the total amount requested by the CoC that will be submitted to HUD for funding consideration, along with a breakdown of the following: Unsheltered Homelessness Set Aside, Unsheltered Homelessness Set Aside—Rejected Amount, Rural Set Aside, Rural Set Aside—Rejected Amount, CoC Planning Amount, UFA Costs Amount (only if there is a UFA Costs Project Listing), Total CoC Request for Unsheltered Homelessness Set Aside, Total CoC Request for Rural Set Aside, and Total CoC Request.

**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.**

The screenshot shows the 'Funding Summary' screen. At the top, there is a header 'Funding Summary' and a link 'Instructions Show Instructions'. Below this is a table with two columns: 'Title' and 'Total Amount'. The table lists the following categories and amounts:

Title	Total Amount
Unsheltered Homelessness Set Aside	\$31
Unsheltered Homelessness Set Aside - Rejected Amount	\$467,436
Rural Set Aside	\$135,000
Rural Set Aside - Rejected Amount	\$243,000
CoC Planning Amount	\$493,701
UFA Costs Amount	\$0
Total CoC Request Unsheltered Homelessness Set Aside	\$493,732
Total CoC Request Rural Set Aside	\$135,000
TOTAL CoC REQUEST	\$628,732

Below the table is a 'Refresh Calculations' button. At the bottom of the screen are four buttons: 'Save & Back', 'Save', 'Save & Next', and 'Back', 'Next'.

If applicable, UFA Costs would also appear

## Steps

1. Ensure that the pre-populated amounts are correct.
  - If they are not accurate, review the Project Listings. In particular, review the projects' approval/rejection status.
  - If you continue to have problems, contact the HUD *e-snaps* Help Desk:
    - [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
    - [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the “Submissions” screen.
2. Select "Next" to continue.

# CoC Priority Listing

## Attachments

This section of the application specifies which attachments the Collaborative Applicant is required to submit with their Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing as part of the CoC Consolidated Application.

- The Collaborative Applicant is required to submit the HUD-2991, Certificate of Consistency with the Consolidated Plan. All project applications submitted to HUD must be included on the HUD-2991 using the following process:
  - A single, signed and dated HUD-2991 that includes an attachment listing all project applications that were sent to the local jurisdiction; or
  - A single, signed and dated HUD-2991 completed for each project.
- The Collaborative Applicant may also submit these optional attachments:
  - CoC Ranking Document—the tool used by the CoC in the local competition to rate and rank projects for this Special NOFO.
  - Priority Listing—a copy of the CoC's final ratings and rankings of projects on the CoC Priority Listings from the local competition for this Special NOFO.
  - Other—use "Other" if you need to attach a tribal resolution.

Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">Certification of Consistency with the Consolidated Plan (HUD-2991)</a>	Yes		--	No Attachment
	<a href="#">FY 2022 Rank Tool (optional)</a>	No		--	No Attachment
	<a href="#">Other</a>	No		--	No Attachment
	<a href="#">Priority Listing</a>	No		--	No Attachment

Back Next

## Steps

1. To determine which attachments you are required to submit, review the column titled "Required."
  - If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.
2. Select the link under the header "Document Type" of the required attachment.
  - The "Attachment Details" screen will appear.

# CoC Priority Listing


The screenshot shows the 'Attachment Details' form. Callouts include: 'Enter name of document, as instructed' pointing to the 'Document Description' field; 'Attach file' pointing to the 'File Name' field; 'Select "Save & Back to List" to add more attachments' pointing to the 'Save & Back to List' button. The form contains the following text: **\* Document Description:** HUD-2991t; **\* File Name:** Choose File No file chosen; **Document Type:** 1B-1. Local Competition Announcement; **Maximum Size:** 5 MB; **Allowable Formats:** jpg, zip, xlsx, img, ZIP\*, tiff, bmp, rtf, gif, png, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls; **Instructions:** Save, Save & Back to List, Back to List. A red note at the bottom states: 'Note: This formlet contains mandatory fields for which no value has been saved.'

## Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
3. Select "Save & Back to List" to return to the "Attachments" screen.

## Note:

*To delete an uploaded attachment:*

- Select the delete icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.



*The CoC is responsible for attaching the Certification of Consistency with the Consolidated Plan for all projects in the CoC using the following process:*

- A single, signed and dated HUD-2991 that includes an attachment listing all project applications that were sent to the local jurisdiction; or
- A single, signed and dated HUD-2991 completed for each project.

A copy of the Certificate of Consistency With the Consolidated Plan is available at <https://www.hud.gov/sites/documents/2991.PDF>.

# CoC Priority Listing

## ***Submission Summary***

Once the required information is entered and the Collaborative Applicant is sure that the information, approvals, and rankings are correct, the Collaborative Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings screens.

In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed. *e-snaps* users can go back to any screen by selecting the screen name on the left menu bar. Remember to select "Save" after making any changes.

**Note:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Collaborative Applicant to proceed to the next step in the e-snaps system.*



*HUD, however, may require an item prior to the awarding of program funds.*

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

## Amending the Special NOFO to Address Unsheltered and Rural Homelessness Project Applications

While reviewing the Project Applications on the Unsheltered Homelessness Set Aside, Rural Set Aside, UFA Costs (for HUD-designated UFAs only), and CoC Planning Project Listings, Collaborative Applicants may find errors that require correction. Collaborative Applicants are not able to make the changes themselves. **If changes need to be made to a Project Application, the Collaborative Applicant must amend the project back to the Project Applicant.** Remember, if a Project Application is amended, the Collaborative Applicant must notify the project in writing outside of *e-snaps*.

**It is the sole responsibility of the Collaborative Applicant to ensure the amended project is resubmitted and appears on the applicable CoC Project Listing BEFORE submitting the Special NOFO CoC Project Listing in *e-snaps*.**

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?	Rank
			AN-500 CoC Planni...	2022-08-12 20:02:...	3 Years	Alaska Housing Fi...	\$60,000		---

Amend back to the Project Applicant for revision

### Steps—Who


1. Either

If a submitted Project Application needs to be amended, contact must be made between the Project Applicant and the Collaborative Applicant (via email or phone, not through the *e-snaps* system).

  - If a Project Applicant determines that an amendment is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “amend,” or release, the Project Application back to the Project Applicant.

If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2. Collaborative Applicant

The following actions are taken by the Collaborative Applicant so the Project Applicant can amend the Project Application:

  - Select the "Notepad" icon  on the “Project Listing” screen to “release” the Project Application back to the Project Applicant.
  - Select the "Update List" button at the top of the screen to refresh the project list. The project to be amended will be removed.
  - Notify the Project Applicant that its application has been sent back for amendment.

**The project will not reappear until it has been re-submitted by the Project Applicant and the Collaborative Applicant updates the project listing again. The Project Applicant must notify the Collaborative Applicant when the application has been re-submitted.**

# CoC Priority Listing

3.      Project Applicant


After the Project Application has been sent back for amendment, any person who is an authorized *e-snaps* user with the Project Applicant's organization will be able to reopen the project.

The following actions must be taken by the Project Applicant once the Collaborative Applicant has released the Project Application:

  - Log in to *e-snaps*.
  - Select "Submissions" on the left menu bar.
  - Find the Project Application that was sent back to the applicant.

Review the list under the Project Name column, or use the "Project Name" dropdown menu and "Filter" button.

The project name for the Project Application will be listed twice, but one of the versions will not have a date under the "Date Submitted" column.

  - Select the "Folder" icon  to the left of the project with no submission date.
  - Make the required change(s), saving each form as it is revised.
  - Select the "Submit" button.
  - Notify the Collaborative Applicant that the Project Application has been re-submitted.
4.      Collaborative Applicant

After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must take the following action to review the amended Project Application:

  - Update the project listing for the Project Application to reappear on the "Project Listings" screen.

Follow the instructions in the applicable section of this navigational guide.

# CoC Priority Listing

## Submitting the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing

The following image shows the "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

If the "Submission Summary" screen has an inactive "Submit" button and you cannot submit the application, please go to the ["Troubleshooting When You Cannot Submit the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings"](#) section of this guide.

**Submission Summary**  
**WARNING: The FY2022 Special NOFO Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

Complete	Page	Last Updated	Mandatory
--	<a href="#">Before Starting</a>	No Input Required	No
✓	<a href="#">1A. Identification</a>	06/16/2022	Yes
--	<a href="#">2A. Unsheltered Homelessness Set Aside New Project Listing</a>	No Input Required	No
✓	<a href="#">2B. Rural Set Aside Project Listing</a>	09/16/2022	Yes
✓	<a href="#">2C. UFA Costs Project Listing</a>	09/16/2022	Yes
✓	<a href="#">2D. CoC Planning Project Listing</a>	09/16/2022	Yes
--	<a href="#">Funding Summary</a>	No Input Required	No
✓	<a href="#">Attachments</a>	09/16/2022	Yes
--	<a href="#">Submission Summary</a>	No Input Required	No

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

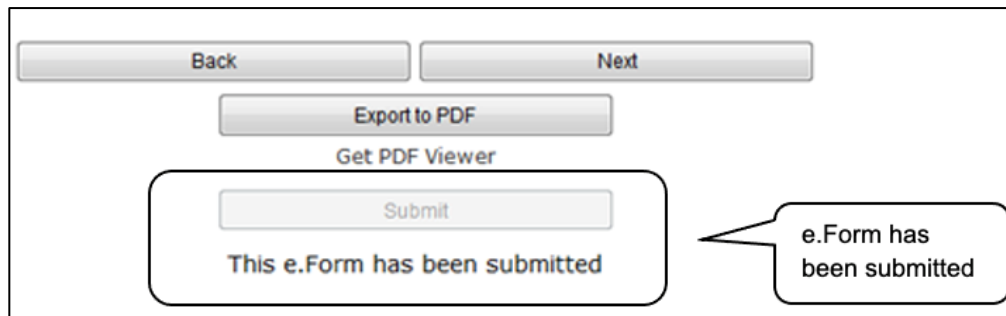
Active "Submit" button

### Steps

1. If you are not already on the "Submission Summary" screen, select it from the left menu bar.
2. Review the "Last Update" column to confirm all screens are complete or that no input is required.
  - For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar. Complete the screen, save the information on the screen, then return to the "Submission Summary" screen.
3. Complete the screen, saving the information on each screen.
4. When you have completed all of the screens, select the "Submit" button. The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

# CoC Priority Listing

The following image shows the submitted status of the Project Priority Listing. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."



## Exporting to PDF

Applicants can obtain a hard copy using the "Export to PDF" button located at the bottom of the "Submission Summary" screen under the navigation buttons.



## Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screens you would like included.
3. Select "Export to PDF."



# CoC Priority Listing

## Troubleshooting When You Cannot Submit the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings

Collaborative Applicants may encounter issues when trying to submit the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listings. If the "Submit" button is grayed out, it is not active and you cannot select it. You will not be permitted to complete your form at this time. The "Submit" button will appear gray if information is missing on any of the required CoC Priority Listing forms.

The following image shows the Project Priority Listings "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded and you cannot select it.

**Submission Summary**

**WARNING: The FY2022 Special NOFO Consolidated Application requires Project Priority Listing AND the CoC Consolidated Application M**

Review "Last Updated" column

Complete	Page	Last Updated	Mandatory
--	<a href="#">Before Starting</a>	No Input Required	No
✓	<a href="#">1A. Identification</a>	06/16/2022	Yes
--	<a href="#">2A. Unsheltered Homelessness Set Aside New Project Listing</a>	No Input Required	No
✗	<a href="#">2B. Rural Set Aside Project Listing</a>	Please Complete	Yes
✓	<a href="#">2C. UFA Costs Project Listing</a>	09/16/2022	Yes
✓	<a href="#">2D. CoC Planning Project Listing</a>	09/16/2022	Yes
--	<a href="#">Funding Summary</a>	No Input Required	No
✓	<a href="#">Attachments</a>	09/16/2022	Yes
--	<a href="#">Submission Summary</a>	No Input Required	No

Screen is incomplete

Notes:

- [2B. Rural Set Aside Project Listing list contains 1 incomplete item](#)

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

Inactive "Submit" button

### Steps

1. Review the "Submission Summary" screen to determine which screen(s) need to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the "Submission Summary" screen and select the "Submit" button.

# CoC Priority Listing

## **What the “Last Updated” column tells you.**

A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- “Please Complete” identifies a form with information missing in one or more required fields.
- “No Input Required” identifies the forms that are not required for completion by all projects. Collaborative Applicants are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

## **What the “Notes” section at the bottom of the screen tells you.**

Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The notes provide information on the errors in the Project Application. Some notes include a link to the applicable form and error(s).

# CoC Priority Listing

## Next Steps

Congratulations! You have completed the Special NOFO CoC Priority Listing.

Additional navigational guides are available to assist individual Project Applicants in completing the Project Application. These navigational guides are available on HUD.gov and the HUD Exchange at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)
- <https://www.hudexchange.info/programs/e-snaps/>



**Remember, the Special NOFO to Address Unsheltered and Rural Homelessness CoC Priority Listing is one of two parts of the CoC Consolidated Application that must be submitted in *e-snaps* prior to the HUD-designated application deadline as stated in the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition NOFO.**

**The CoC Priority Listing will include the Project Applications that have been approved and ranked or rejected.**