



Supplemental Continuum of Care (CoC) Program Competition to Address Unsheltered and Rural Homelessness

CoC Priority Listing Detailed Instructions

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

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Purpose

The Special Notice of Funding Opportunity to Address Rural Unsheltered and Rural Homelessness (Special NOFO) Consolidated Application includes the CoC Application, CoC Priority Listing, and the project application(s). This document provides detailed instructions for completing the CoC Priority Listing for the Special NOFO Competition which includes the project applications submitted in the local CoC Competition that have been reviewed, assessed, and ranked, or approved according to the local CoC Competition process. For the Special NOFO Consolidated Application to be considered a complete submission, you must ensure both the CoC Application and CoC Priority Listing are fully completed and submitted prior to the HUD established submission deadline. As stated in Section VI.G.1.c of the 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, that includes all project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.”

The Special NOFO Priority Listing includes:

- Project Listings - capture CoC decisions for project applications submitted in the local competition:
 - Unsheltered Homelessness Set Aside
 - Rural Set Aside
 - UFA Costs
 - CoC Planning
- Required Attachment
 - HUD-2991, Certification of Consistency with the Consolidated Plan.
 - Every project included on one or more of the Project Listing(s) must be included 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.
- Suggested Attachment
 - CoC Ranking Tool – the tool used by the CoC in the local CoC competition to rate and rank projects.
 - Priority Listing – a copy of the CoC’s final ratings and rankings of projects on the CoC Priority Listing from the local CoC competition.

You should use these CoC Priority Listing Detailed Instructions in conjunction with:

- [Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness \(Special NOFO\)](#); and
- [Priority Listing Navigational Guide](#).

CoC Priority Listing Overview

The CoC Priority Listing can be accessed via “Submissions” located on the left-menu in *e-snaps*. All project applications submitted in *e-snaps* to the CoC will appear on one of the four Project Listings that make up the CoC Priority Listing. Projects are uploaded to the applicable Project Listing after the project applicant submits the project application in *e-snaps* and the Collaborative Applicant updates the applicable list for each Project Listing. The four types of Project Listings include:

1. **Unsheltered Homelessness Set Aside Project Listing (Competitive and Ranked):** Lists new project applications applying for funding under the Unsheltered Homelessness Set Aside (see Section I.E.2.a of the Special NOFO) that must be reviewed, assessed, and ranked with a unique number or rejected according to the CoC's local competition process that are created through. While appearing on different project listings, projects on this project listing will be ranked together with the CoC's Planning Project and the CoC's UFA Costs, if applicable. This means a unique rank must be assigned to each ranked project on the 3 separate project listings (e.g., if the planning project is ranked as 1, no project on the Unsheltered Homelessness Set Aside Project Listing can have the rank of 1).
2. **Rural Set Aside Project Listing (Competitive and Ranked).** Lists new project applications applying for funding under the Rural Set Aside (see Section I.E.2.b of the Special NOFO) that must be reviewed, assessed, and ranked with a unique number or rejected according to the local competition. This project listing is not related to any of the other project listings; therefore, the ranking assigned to a project may be the same as a ranking assigned to a project on any of the other priority listings (e.g., the CoC may rank a project as 1 even though there is a 1 on the Unsheltered Homelessness Project Listing).
3. **CoC UFA Costs Project Listing (Competitive and Ranked).** Will only be visible if the Collaborative Application was designated by HUD as a UFA in the FY 2022 CoC Program Registration process and lists the single UFA Costs project. UFA costs are only eligible for funding through the Unsheltered Homelessness Set Aside; therefore, the UFA Costs project must be ranked with a unique number amidst the projects on the Unsheltered Homelessness Set Aside Project Listing and the CoC Planning Project Listing.
4. **CoC Planning Project Listing (Competitive and Ranked).** Lists the single CoC Planning Project Application submitted by the CoC's designated Collaborative Applicant. CoC Planning projects are only eligible for funding through the Unsheltered Homelessness Set Aside; therefore, the CoC Planning project must be ranked with a unique number amidst the projects on the Unsheltered Homelessness Set Aside Project Listing and the UFA Costs Project Listing, as applicable.

Ranking Overview

Ranking Project Applications

At least 15 days before the application submission deadline, Collaborative Applicants are required to notify project applicants outside of *e-snaps* in writing of:



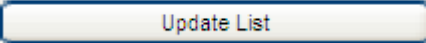
- **Rejections:** the project application was rejected in the local CoC competition. When this happens the CoC must provide the reason(s) of the rejection to the project applicant. An 'X' will be visible in the New and Renewal Project Listings for any project application rejected by the CoC.
- **Ranking:** the ranked position of the project application(s). The rank number assigned by the CoC will be visible in the Project Listings for all projects accepted and ranked according to the local CoC's competition process.

Amending Project Applications

You can amend a project application submission back to the project applicant when necessary for changes or corrections (e.g., to have a project applicant correct a requested budget amount). If you need to amend

a project after ranking has been completed, the ranking of other projects will not be affected; however, you must update the applicable Project Listing and re-rank the project application after it has been resubmitted in *e-snaps*.

Special Instructions and Requirements for Amending Project Applications

1. Click the  icon to send the project application back to the project applicant for correction.
2. **Notify the project applicant in writing outside of *e-snaps*** the project application has been returned to the project applicant and include the reason(s). After clicking the  icon, the project is ***no longer included in the Project Listing-the project application will not be submitted to HUD. If you submit the CoC Priority Listing before the amended project application is resubmitted by the project applicant, updated to appear on the Project Listing, and approved and ranked, the amended project application is not reviewed by HUD and will not be eligible for funding consideration.***
3. The project applicant must make the necessary changes, submit the project application in *e-snaps*, and notify you in writing that the project application has been resubmitted.
4. You must return to the appropriate Project Listing and click . The project application will appear in the list where you must either rank, re-rank, or reject prior to submission of the CoC Priority Listing to HUD.

Use the following Amendment Checklist to ensure you complete all necessary steps required to ensure an amended project application is included on the appropriation Project Listing ***before you submit the CoC Priority Listing.***

Amendment Checklist:

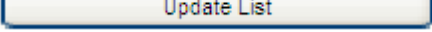
- Amend the project application via *e-snaps*, notify the project applicant in writing, preferably via email, the project application has been amended and include:
 - the reason for the amendment; and
 - the date by which the project application must be resubmitted to the CoC.
- Project applicant returns to *e-snaps* to make the change(s) required and resubmits the project application in *e-snaps*.
- Project applicant notifies you in writing the required change(s) was made and the project application was resubmitted to the CoC.
- Collaborative Applicant updates the appropriate Project Listing(s) in *e-snaps* to review and:
 - accept and rank;
 - re-rank; or
 - reject the project application.

1A. Continuum of Care (CoC) Identification


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


Continuum of Care (CoC) Project Listings


Four CoC Project Listings make up the CoC Priority Listing: Unsheltered Homelessness Set Aside New Project Listing, Rural Set Aside Project Listing, UFA Costs Project Listing, and CoC Planning Project Listing. Initially, all the lists will be empty. To import the project applications submitted to the

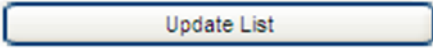
Collaborative Applicant, click  on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the four categories. This process might take several minutes depending on the number of project applications for each category that *e-snaps* must locate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

Review Project Applications. HUD strongly encourages Collaborative Applicants to thoroughly review each project application submitted by project applicants to the CoC Project Listings to ensure accuracy of the information and completeness of the forms. You must review and either accept and rank or reject each project application on the appropriate project listing.

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


Amend Project Applications. To amend a project application submission, click the amend  icon to send the project application back to the project applicant for correction.

Approve, Rank, or Reject Project Applications. To approve, rank (if applicable), or reject a project application, click the  icon next to each project to view the basic project details.

After you approve, rank (if applicable), or reject each project application an entry will be visible beside each project application. You can continuously update by clicking  for each of the project listings to periodically view project applications that have been submitted until the CoC's local competition deadline to ensure you have considered all submitted project applications.

2A. Unsheltered Homelessness Set Aside New Project Listing

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

1. **To Accept or Reject** a new project application created through reallocation, the Bonus, or DV Bonus:
 - a. Click the  icon next to the project application you will review.
 - b. Verify the accuracy of the project information imported from the project application:
 - Project Name;
 - Project Number;

- Date Submitted;
 - Applicant Name;
 - Budget Amount;
 - Project Type;
 - Component Type; and
 - Priority Type.
- c. To **Accept** and rank a new project application, select **Yes** to the question **Do you want to rank this project?**
- d. The **Rank** field will appear. Enter a unique numeric value to assign the rank to the new project application. Remember, projects on the Unsheltered Homelessness Set Aside New Project Listing are ranked along with the CoC Planning Project Listing and the UFA Project Listing. This means the unique numeric value must be unique among these three listings - no project applications on either this project listing or the CoC Planning or the UFA Costs project listings **can share the same rank number**.

OR

- e. To **Reject** a new project application, select **No** to the question **Do you want to rank this project?**
- f. Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:
- Applicant did not comply with local CoC competition application requirements;
 - Applicant did not comply with HUD project application requirements;
 - Ineligible applicant;
 - Project not located in the CoC;
 - Ineligible project type;
 - Ineligible project activities; or
 - Duplicate project submission.
- g. Select **Save & Back to List**.

On the CoC Unsheltered Homelessness Set Aside New Project Listing, you will see the letter “**X**” for a rejected project application(s).


Once all new project applications have been approved and ranked or rejected you should click **Save and Next** to access the **Rural Set Aside Project Listing**.

2B. Rural Set Aside Project Listing

You must complete two actions related to the Rural Set Aside Project Listing:

- Check the appropriate certification box(s); and
- Review, approve and assign a unique rank number to a renewal project application(s) or reject it from being considered by HUD for funding.

1. To Accept or Reject a Rural Set Aside project application:

- a. Click the  icon next to the project application you will review.
- b. Verify the accuracy of the project information imported from the project application:
 - i. Project Name;
 - ii. Project Number;
 - iii. Date Submitted;
 - iv. Applicant Name;
 - v. Budget Amount;
 - vi. Project Type;
 - vii. Component Type; and
 - viii. Priority Type.
- c. To **Accept** and rank a Rural Set Aside project application, select **Yes** to the question **Do you want to rank this project?**
- d. The **Rank** field will appear. Enter a unique numeric value to assign the rank to the Rural Set Aside Project Application. The rank number will be visible beside the project application and must be unique on this project listing. This project listing is independent of the Unsheltered Set Aside Project Listing and the CoC Planning and UFA Costs Project Listings. This means a project listing can be ranked with the same number from one of these project listings, but it cannot share a number with another project on this project listing.

OR

- e. To **Reject** a Rural Set Aside Project Application, select **No** to the question **Do you want to rank this project?**
- f. Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:
 - Applicant did not comply with local CoC application requirements;
 - Applicant did not comply with HUD project application requirements;
 - Ineligible applicant;
 - Project not located in the CoC;
 - Ineligible project type;
 - Ineligible project activities; or
 - Duplicate project submission.
- g. Select **Save & Back to List**.

On the Rural Set Aside Project Listing, you will see the letter “X” for a rejected project application(s).


Once all Rural Set Aside Project Applications have been approved and ranked or rejected you should click **Save and Next** to access the **UFA Costs Project Listing** (if applicable) or the **CoC Planning Priority Project Listing**.

2C. Continuum of Care (CoC) UFA Costs Project Listing

You would see the UFA Costs Project listing if HUD approved UFA designation for the Collaborative Applicant during the FY 2022 CoC Program Registration process.

You have the option to either approve or reject a UFA Costs project application. **The Collaborative Applicant designated by HUD as UFA is the only entity authorized to submit UFA Costs Project Application and can only submit one UFA Costs Project Application. The UFA Costs Project Application cannot exceed 3 percent of the CoC's Maximum Award Amount for the Unsheltered Set Aside (see Appendix A of the Special NOFO for more information).**

To Accept or Reject the UFA Costs Project Application:

- a. Click the  icon next to the project the UFA Costs Project Application you will review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name;
 - Project Number;
 - Date Submitted;
 - Applicant Name;
 - Budget Amount;
 - Project Type;
 - Program Type;
 - Component Type; and
 - Priority Type.
- c. Select **Yes** to the question **Do you want to submit this project?**
- d. By selecting **Yes**, you are signifying the UFA Costs project application is eligible for funding consideration and will be submitted to HUD.

OR


- e. Select **"No"** to the question **Do you want to submit this project?**
- f. Select the **Reason for project rejection** that most closely describes why the project application is being rejected from the drop-down list:
 - Ineligible applicant;
 - Project not located in the CoC; or
 - Duplicate project submission.
- g. Select **Save & Back to List**.

After you approve or reject the UFA Costs Project Application, you can click, click **Save and Next** to access the **CoC Planning Project Listing** or click **Funding Summary** from the left-hand menu bar to view the total amount of funding that is being requested, including the amount of funds being rejected.

2D. Continuum of Care (CoC) CoC Planning Project Listing

You have the option to either approve or reject a UFA Costs project application. **The CoC Planning Project Application must be submitted by the Collaborative Applicant and cannot exceed cannot exceed 3 percent of the CoC’s Maximum Award Amount for the Unsheltered Set Aside (see Appendix A of the Special NOFO for more information).**

To Accept or Reject the CoC Planning Project Application:

- a. Click the  icon next to the project application you will review.
- b. Verify the accuracy of the project information imported from the project application:
 - Project Name;
 - Project Number;
 - Date Submitted;
 - Applicant Name;
 - Budget Amount;
 - Project Type;
 - Component Type; and
 - Priority Type.
- c. Select **Yes** to the question **Do you want to submit this project?**
- d. By selecting **Yes**, you are confirming the CoC Planning Project Application is eligible for funding consideration and will be submitted to HUD.

OR

- e. Select **“No”** to the question **Do you want to submit this project?**
- f. Select the **Reason for project rejection** that most closely describes why the project application is being rejected from the drop-down list:
 - Ineligible applicant;
 - Project not located in the CoC; or
 - Duplicate project submission.
- g. Select **“Save & Back to List”**.

After you approve or reject the CoC Planning Project Application, you can click **“Save and Next”** to advance to the **Funding Summary** page.

Funding Summary

The **“Funding Summary”** form lists the amount of funds requested from each of the Project Listings. If you make changes to any of the Project Listings (e.g., amend a project application) after the project

listings are originally populated, you must click **Refresh Calculations** to ensure the information on this screen is accurate as the amounts for each category **will not** update automatically.

1. **Unsheltered Homelessness Set Aside Amount.** The total amount of funds the CoC is submitting that were approved and ranked on the Unsheltered Homelessness Set Aside New Project Listing.
2. **Unsheltered Homelessness Set Aside Amount – Rejected Amount.** The total amount of funds rejected by the CoC from consideration by HUD from the Unsheltered Homelessness Set Aside New Project Listing.
3. **Rural Set Aside.** The total amount of funds the CoC is submitting that were approved and ranked on the Rural Set Aside Project Listing.
4. **Rural Set Aside Amount– Rejected Amount.** The total amount of funds rejected by the CoC from consideration by HUD from the Rural Set Aside Project Listing.
5. **CoC Planning Amount.** The amount of funds for the CoC Planning Project submitted by the Collaborative Applicant on the CoC Planning Project Listing.
6. **UFA Costs Amount.** If applicable, the total amount of funds for the UFA Costs Project Application submitted by the Collaborative Applicant designated as a UFA by HUD on the UFA Costs Project Listing.
7. **Total CoC Request** The total amount of funds the CoC is requesting in the Special NOFO to Address Unsheltered and Rural Homelessness Competition.

Attachments

The Attachment form allows Collaborative Applicants to upload the required document, *Certification of Consistency with the Consolidated Plan* (form HUD-2991) for submission and any optional items. Collaborative Applicants can access a blank HUD-2991 from the left menu of the CoC Priority Listing in *e-snaps*.

Required Attachment:

- HUD-2991, Certification of Consistency with the Consolidated Plan.
 - You must attach the HUD-2991 that is signed by the appropriate jurisdiction’s official, and it must be properly dated as outlined in Sections I.E.4.c.(2) and V.C.3.d of the Special NOFO.
 - All project applications submitted to HUD must be included on the HUD-2991.

Optional Attachment:

- Ranking Document – this document is not reviewed by HUD.
- Priority Listing – a copy of the CoC’s final ratings and rankings of projects on the CoC Priority Listing from the local CoC competition.
- Other – use ‘Other’ if you need to attach the tribal resolution.

To attach a document:

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

After Collaborative Applicants uploads the HUD-2991 and any optional attachments select the **next** button to move to the **Submission Summary**.

Submission Summary

This screen provides a summary of all forms associated with the CoC Priority Listing and the **Submit** button. The **Last Updated** column provides the status of each form listed, and the date when the screen was completed. The **Mandatory** column indicates whether a screen is missing information that must be completed you can click **Submit**.

The following table explains the columns on the Submission Summary page.

Complete	Page	Last Updated	Mandatory
-- = no information is required. Green v = Ok Red X = incomplete screen.	Provides the name of each Screen	Date (MM/DD/YYYY) = date information on the screen was updated and saved. Please Complete = <i>the screen identified has errors or has not been fully completed.</i> No Input Required = No information is required on this screen to submit.	Yes = screen includes questions that must be answered to submit. No = screen does not include questions that must be answered to submit.

After the CoC Priority Listing is submitted, you should export and save as a PDF file by selecting the **export to PDF** link to save the application as a PDF or to print a hard copy. The PDF version of the application serves as a record of submission.