

# CoC Builds Priority Listing

## Detailed Instructions:

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**FY 2025 CoC Builds Competition**

**FR-6901-N-25A**



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

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## Purpose

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The CoC Builds Priority Listing identifies the CoC number and name and designated Collaborative Applicant that is submitting the selected CoC Builds project application(s) under the Continuum of Care Builds (CoC Builds) Notice of Funding Opportunity, FR-6901-N-25A. The purpose of the NOFO is to create new units of permanent supportive housing through new construction, rehabilitation, or acquisition for individuals and families experiencing homelessness where at least one member of the household has a disability.

The Priority Listing includes:

- CoC Identification;
- CoC Builds Project Listing;
- Funding Summary;
- Attachment; and
- Submission Summary.

## Selection

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As stated in the CoC Builds NOFO, CoCs can only submit:

- 1 project application; or
- 2 project applications if the second application is from a Tribe or Tribally Designated Housing Entity (TDHE) where the new units of permanent supportive housing will be located on a Tribal reservation or trust land.

All submitted applications must include at least one capital cost budget (new construction, rehabilitation, or acquisition) and most of the funding request must be for these costs. No more than 20 percent of the total funding request may include other eligible CoC Program costs as outlined in the NOFO and no more than 10 percent of the funding request may be for project administrative costs.

After reviewing the submitted project application(s) in *e-snaps*, you must indicate on the Project Listing screen if you approve or reject the submitted application.

## 1. Continuum of Care (CoC) Identification

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Continuum of Care (CoC) Identification. The field on this screen lists the Collaborative Applicant Name. The field is read-only and references the Collaborative Applicant name entered of the CoC Applicant Profile.

## 2. Continuum of Care (CoC) CoC Builds Project Listing

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To begin, click Update List to import the CoC Builds project application(s) submitted to your CoC.

1. Review the submitted project application(s), click the  to review the submitted project application. Ensure the project applicant, and subrecipients if included, is eligible to apply for CoC Builds funding. You must also review the application to ensure:
  - a. Narratives and tables are accurate and in line with the Rating Factors in Section V.A.1 of the CoC Builds NOFO.
  - b. The budget forms are completed and where quality and description are required, the project applicant provided detailed information regarding the budget costs requested.
  - c. Most of the requested funding is for capital costs.
  - d. If the project applicant included other eligible CoC Program cost as outlined in Section IV.B.1.b of the NOFO those cost are no more than 20 percent of the total budget requested.
  - e. If the project application included administrative cost, that amount is no more than 10 percent of the total budget requested.If needed, amend the project application back to the project application for correction and changes.
2. Once you complete your review, determine if you will accept the submitted project application(s). Click the  to make your selection of either 'Yes' to accept the project(s) and submit the project application(s) to HUD or 'No' to reject the project application(s).

## Amending Project Applications

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You can amend a project application submission back to the project applicant to change information in the application if needed (e.g., correct the requested budget amount). Once the project applicant makes the needed change, you must update the project listing and re-accept or reject the application.

### Amending a Project Application

1. Click the  to send the project application back to the applicant for the needed change(s).
2. Notify the project applicant via email that the application has been returned and include the reason. After clicking  you will not be able to access the application as it has been returned to the applicant.
3. The applicant must make the change(s) and resubmit the application for it to reappear on the Project Listing.

## FY 2024 CoC Program New Projects Detailed Instructions

- Return to the Project Listing and click Update List to pull in the application for review and either accept or reject before submitting the Priority Listing to HUD. You will not be able to submit the CoC Priority Listing until you indicate acceptance or rejection of the submitted application.

### 3. Funding Summary

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This screen provides the total amount of funds the submitted and accepted project applicant(s) are requesting. Ensure the amount shown does not exceed the amount of funding available for your CoC. Review the chart in Section I.A.2 of the CoC Builds NOFO and the CoC Builds FPRN Report for the maximum amount.

### 4. Attachments

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As the CoC Collaborative Applicant you are not required to include attachments to the CoC Builds Priority Listing. The Certification of Consistency with the Consolidated Plan (HUD-2991) is a required attachment in the project application.

We encourage you, as the Collaborative Applicant, to work with the project applicant(s) to correctly complete the HUD-2991 and obtain the correct jurisdiction's information and signature on the form.

### Submission Summary

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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 that the form must be completed before clicking **Submit**.

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

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

- All green √ or -- in the **Complete** column, and
- Date (MM/DD/YYYY) in the **Last Updated** column.

After the CoC Priority Listing is submitted, you should export and save as a PDF file by selecting the export to PDF link at the bottom of the left navigation menu 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.