



# **FY 2019 Continuum of Care (CoC) Program Competition**

## **CoC Priority Listing Detailed Instructions**

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

## Table of Contents

<b>PURPOSE</b> .....	<b>2</b>
<b>FY 2019 NEW</b> .....	<b>3</b>
<b>COC PRIORITY LISTING OVERVIEW</b> .....	<b>4</b>
<b>RANKING OVERVIEW</b> .....	<b>5</b>
<b>AMENDING PROJECT APPLICATIONS</b> .....	<b>6</b>
<b>1A. CONTINUUM OF CARE (COC) IDENTIFICATION</b> .....	<b>6</b>
<b>REALLOCATION OVERVIEW</b> .....	<b>6</b>
<b>2. REALLOCATION</b> .....	<b>7</b>
<b>3. REALLOCATION-GRANT(S) ELIMINATED</b> .....	<b>8</b>
<b>4. REALLOCATION-GRANT(S) REDUCED</b> .....	<b>9</b>
<b>CONTINUUM OF CARE (COC) PROJECT LISTINGS</b> .....	<b>9</b>
<b>5A. CONTINUUM OF CARE (COC) NEW PROJECT LISTING</b> .....	<b>11</b>
<b>5B. CONTINUUM OF CARE (COC) RENEWAL PROJECT LISTING</b> .....	<b>13</b>
<b>5C. CONTINUUM OF CARE (COC) UFA COSTS PROJECT LISTING</b> .....	<b>17</b>
<b>5D. CONTINUUM OF CARE (COC) COC PLANNING PROJECT LISTING</b> .....	<b>18</b>
<b>5E. CONTINUUM OF CARE (COC) YHDP PROJECT LISTING</b> .....	<b>19</b>
<b>FUNDING SUMMARY</b> .....	<b>21</b>
<b>ATTACHMENTS</b> .....	<b>22</b>
<b>SUBMISSION SUMMARY</b> .....	<b>22</b>

## Purpose

This document provides detailed instructions for completing the FY 2019 CoC Priority Listing for the FY 2019 CoC Program Competition. This FY 2019 CoC Priority Listing is one part of the FY 2019 CoC Consolidated Application. The other part of the CoC Consolidated Application is the FY 2019 CoC Application, which is a separate submission in *e-snaps*. Section VI.G.1.d. of the FY 2019 CoC Program Competition NOFA states:

**“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 FY 2019 CoC Priority Listing includes:

- Reallocation Forms
  - Grants Eliminated; and
  - Grants Reduced.
- Project Listings
  - New;
  - Renewal;
  - Unified Funding Agency (UFA) Costs, if applicable;
  - CoC Planning; and
  - Youth Homelessness Demonstration Program (YHDP) Renewal.
- Required Attachment
  - HUD-2991, Certification of Consistency with the Consolidated Plan.

The Project Listings are where CoC decisions are captured to either accept and rank or reject project applications submitted to the CoC by project applicants in the local competition, and the required attachment form HUD-2991, Certification of Consistency with the Consolidated Plan, that **must** be completed for each project or a single HUD-2991 may be completed, and include a listing of **all** new and renewal project applications (including UFA Costs, if applicable and CoC planning projects) submitted by the CoC. Further, Collaborative Applicants should use these CoC Priority Listing Detailed Instructions in conjunction with:

- [Notice of Funding Availability \(NOFA\) for the Fiscal Year \(FY\) 2019 Continuum of Care Program Competition;](#)
- [CoC Priority Listing Detailed Instructions;](#)
- [CoC Priority Listing Navigational Guide;](#) and
- [FY 2019 GIW](#) posted on the HUD Exchange to reference eligible renewal project budget information.

All new (reallocated, CoC Bonus, DV Bonus) and renewal project applications, including YHDP renewals, must be either approved and ranked with a unique rank number or rejected by the CoC. There are two exceptions to the unique rank number requirement that are found in section 5B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions:

- fully consolidated project application(s); and
- combined renewal expansion project application(s).

The UFA Costs project application, if applicable, and the CoC Planning project application that can only be submitted by the CoC's designated Collaborative Applicant are not ranked but must be either approved or rejected as only one project application for each type can be submitted. Based on guidance received from the CoC, the Collaborative Applicant will rank the approved new and renewal project applications in either Tier 1 or Tier 2 as described in Section II.B.10 of the FY 2019 CoC Program Competition NOFA.

Approximately \$2.3 billion is available in the FY 2019 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects described in Section III.C.2.h of the NOFA. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs projects in two tiers as described in Sections II.B.10.a and b of the FY 2019 CoC Program Competition NOFA.

Tier 1 is equal to 100 percent of the combined Annual Renewal Amount (ARA) for all projects eligible for renewal for the first time, plus 94 percent of the combined ARA for all other projects eligible for renewal. Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for CoC Bonus projects (not including amounts available for DV Bonus projects), and before adjustments are made to permanent housing leasing, operating, and rental assistance Budget Line Items (BLI) based on changes to Fair Market Rent (FMR) as described in Section III.K of this NOFA.

## **New in FY 2019**

The FY 2019 CoC Program Competition NOFA includes new details that can impact the CoC Priority Listing:

1. Expansion projects (Section III.C.2.j of the NOFA). The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. CoC Program-funded renewal projects that intend to expand their current funding will be required to submit three project applications:
  - a. renewal project application that will be expanded (stand-alone renewal);
  - b. a new project application with just the expansion activities; and
  - c. the renewal project application that incorporates the renewal and new expansion activities, and the combined BLIs for the renewal and the new expansion projects (combined renewal expansion).

The ranking process for combined renewal expansion projects is discussed in section 5B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions.

2. YHDP renewal project applications. FY 2019 is the first year that most of the originally awarded YHDP projects from the FY 2016 YHDP Competition are eligible for renewal in the CoC Program. While the YHDP renewal project applications are like the renewal applications, there are some differences based on eligible activities specific to YDHP. As a result, a fifth CoC Project Listing has been added to the FY 2019 CoC Priority Listing to accommodate YHDP renewal projects, all of which must be accepted and ranked with a unique rank number or rejected by the CoC.
3. Codes associated with certain project application types:

- a. C = a fully consolidated renewal project application;
- b. D = a new Domestic Violence (DV) project application, this project type is requesting funds from the DV Bonus;
- c. E = the stand-alone renewal project that will be expanded through the submission of a new project application that indicates it intends to expand the renewal project; and
- d. NA = the combined renewal expansion projects that includes the information from the stand-alone renewal project plus the information from the new expansion project. As stated in Section V.B.3.a(5) of the FY 2019 CoC Program Competition NOFA, “While the renewal and new projects will be ranked by the CoC, the combined expansion project will not be ranked, and if selected for conditional award will take the ranked position of the stand-alone renewal project, and the separate new project will be removed from the ranking, resulting in project applications below it to slide up one ranked position.”

## CoC Priority Listing Overview

The CoC Priority Listing can be accessed on the “Submissions” form in *e-snaps*. All project applications submitted to the CoC will appear on one of the five CoC Project Listings that make up the CoC Priority Listing. Projects are uploaded to the applicable Project Listing after they have been submitted in *e-snaps* and the Collaborative Applicant updates the applicable list for each Project Listing. The five types of Project Listings included in the CoC Priority Listing are:

1. **CoC New Project Listing:** This lists new project applications created through:
  - a. Reallocation and CoC Bonus:
    - Permanent Housing (PH) (including Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH)).
    - Joint Transitional Housing and Permanent Housing-Rapid Rehousing component (Joint TH and PH-RRH component).
    - Supportive Services Only for Coordinated Entry (SSO–CE).
    - Dedicated Homelessness Management Information System (HMIS).
  - b. Domestic Violence Bonus:
    - PH-RRH.
    - Joint TH and PH-RRH component.
    - SSO-CE.

The Collaborative Applicant must review, accept and rank, or reject all project applications on the New Project Listing based on the CoC’s objective review, rating and ranking criteria.

2. **CoC Renewal Project Listing:** This lists eligible renewal project applications that have an expiration date in Calendar Year (CY) 2020 (January 1, 2020 through December 31, 2020). The Collaborative Applicant must review, accept and rank, or reject all projects on the Renewal Project Listing based on the CoC’s objective review, rating and ranking criteria.
3. **CoC UFA Costs Project Listing:** Only for use by Collaborative Applicants designated by HUD as a UFA in the FY 2019 CoC Program Registration process. The NOFA only permits one UFA Costs project application per CoC, which the Collaborative Applicant designated by the CoC, and

approved by HUD as the UFA must submit. The UFA designated Collaborative Applicant must review and accept or reject the UFA Costs project application(s).

4. **CoC Planning Project Listing:** The NOFA only permits one CoC planning application per CoC, which the Collaborative Applicant must submit. The Collaborative Applicant must review and accept or reject the CoC planning project application(s).
5. **YHDP Renewal Project Listing:** This lists eligible YHDP renewal project applications that have an expiration date in Calendar Year (CY) 2020 (January 1, 2020 through December 31, 2020). The Collaborative Applicant must review, accept and rank, or reject YHDP renewal projects on the Renewal Project Listing based on the CoC's objective review, rating and ranking criteria.

## Ranking Overview

When ranking project applications, the following limitations apply:

1. Ranking numbers must be unique for each new, renewal, and YHDP renewal project application submitted. There are exceptions to the unique rank number requirement for a fully consolidated project application(s), and combined renewal expansion projects that is discussed in section 5B. *Continuum of Care (CoC) Renewal Project Listing* of these instructions.
2. Collaborative Applicants may only approve one UFA Cost project on the UFA Cost Project Listing, which the Collaborative Applicant designated a UFA by HUD must submit.
3. Collaborative Applicants may only approve one CoC Planning project on the CoC Planning Project Listing; which the Collaborative Applicant must submit.

Collaborative Applicants must notify all project applicants no later than 15 days before the application submission deadline regarding whether their project applications will be included on the FY 2019 CoC Priority Listing submission. Collaborative Applicants are required to notify project applicants of their ranked position on the CoC Priority Listing if the project application(s) was approved and ranked, and notification to project applicants if the project application(s) was rejected by the CoC. Notifications of acceptance and rank and rejection must be provided in writing to project applicants outside of *e-snaps*.

**Rejecting or Reducing a Project Application:** CoCs that reduced or eliminated eligible renewal projects due to reallocation in the FY 2019 CoC Program Competition must ensure one of the following in addition to notifying the project applicant(s):

1. the Collaborative applicant rejects any eligible renewal project(s) that was eliminated as part of reallocation process. The Collaborative Applicant must reject the project(s) on the CoC Renewal Project Listing; and
2. any eligible renewal project(s) that the CoC reduced as part of the reallocation process was submitted with the reduced request amount.

When rejecting a project application, an 'X' will appear next to the project application on the applicable project listing indicating to HUD that the CoC rejected the project in the local CoC competition. The Collaborative Applicant must notify the project applicant, in writing, outside of *e-snaps* of the rejection no later than 15 days before the FY 2019 application submission deadline and include the reason(s) for the rejection.

If a project application was submitted for an eliminated or ineligible project that was subsequently rejected by the CoC in the CoC Priority Listing, the Collaborative Applicant must select the reason for rejection of the project application on the ranking form.

## Amending Project Applications

Collaborative Applicants can also use the CoC Priority Listing to amend a project application submission back to the project applicant when necessary for changes or corrections (e.g., to have a project applicant correct a requested budget amount). If the Collaborative Applicant needs to amend a project after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant **must** update the applicable Project Listing and re-rank the amended project after the project applicant returns it the Project Listing, and verify the rank number assigned has not been assigned to another project of a different project type.

### Collaborative Applicant AND Project Applicant Responsibilities for Amended Projects

1. Collaborative Applicant—must notify the project applicant, in writing outside of *e-snaps*, that the project application has been amended for further review or correction.
2. Project Applicant—must review and revise the project application and then resubmit to the CoC via *e-snaps* and notify the Collaborative Applicant, in writing outside of *e-snaps*, that the project application has been resubmitted.
3. Collaborative Applicant—must ensure the resubmitted project application is included on the correct Project Listing (New, Renewal, UFA Costs, if applicable, CoC Planning, or YHDP Renewal), and given a unique rank number **BEFORE submitting the FY 2019 CoC Priority Listing to HUD before the FY 2019 CoC Program Competition application submission deadline.**
4. Project Applicant—must follow up with the Collaborative Applicant to verify that the amended project is listed and re-ranked on the FY 2019 CoC Priority Listing.

**HUD will not review or conditionally select a project application that is not visible with a unique rank number on the FY 2019 CoC Priority Listing.**

## 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's Name entered on the CoC Applicant Profile.

## Reallocation Overview

Reallocation is a process that allows CoCs to reallocate funds in whole (eliminated) or in part (reduced) from eligible renewal projects to create one or more new projects. CoCs may reallocate from all types of projects: Supportive Services Only (SSO), Transitional Housing (TH), Permanent Housing-Permanent Supportive Housing (PH-PSH), Permanent Housing-Rapid Rehousing (PH\_RRH), Safe Haven (SH), and Homeless Management Information System (HMIS).

New in FY 2019, Collaborative Applicants will no longer be required to complete reallocation forms pertaining to the new projects that are being created through the reallocation process as this form has been eliminated. This also means that the reallocation balance form has been eliminated.

**CoCs may only reallocate a renewal project that will be under grant agreement by December 31, 2019 and will have an expiration date in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020).**

CoC planning and UFA Costs projects are **never eligible** for reallocation. CoC Planning and UFA Costs projects are non-renewable and are awarded each year to Collaborative Applicants to carry out the activities of the CoC planning process and, if applicable, designated UFA activities as described in 24 CFR part 578.

### **Reallocation and Transition Grants (Sections III.C.2.t and III.C.2.v of the FY 2019 CoC Program Competition NOFA).**

The FY 2019 CoC Program Competition NOFA allows an existing eligible renewal project(s) to transition its current project component (e.g., TH) to another eligible new component (e.g., PH-RRH).

1. CoCs must use the reallocation process to transition an eligible renewal project(s) component to one of the following component types for new project applications:
  - a. PH-PSH;
  - b. PH-RRH;
  - c. Joint TH and PH-RRH component;
  - d. SSO project specifically for a coordinated entry process (referred to as a centralized or coordinated assessment system in the FY 2019 CoC Program Competition NOFA); or
  - e. New dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.
2. The applicant for the new project must be the same recipient for the eligible renewal grant(s) being eliminated, and the applicant must provide the grant number(s) of the projects being eliminated to create the new project, and attach a copy of the most recently awarded project application (e.g., if the project was last funded in the FY 2018 CoC Program Competition, a copy of the FY 2018 CoC Program Competition project application must be attached to the project application).

A project applicant that wants to take advantage of the transition grant process must reallocate the eligible renewal project(s) old component (e.g., TH) entirely, and submit a new eligible project application (e.g., PH-RRH) to transition the grant from one component to another. For full details on this process, see Sections III.C.2.t and III.C.2.v of the FY 2019 CoC Program Competition NOFA.

## **2. Reallocation**

The Collaborative Applicant must indicate whether the CoC will use the reallocation process in the FY 2019 CoC Program Competition. **If the CoC is not reallocating any projects in the FY 2019 CoC Program Competition, the Collaborative Applicant will complete question 2-1 and then move to Continuum of Care (CoC) New Project Listing.**

### **2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2020 into one or more new projects?**

If the CoC is reallocating funds from one or more eligible expiring renewal grant(s) to create one or more new PH-PSH project, PH-RRH project, Joint TH and PH-RRH component project, SSO-CE project, or




dedicated HMIS project, the Collaborative Applicant must select “Yes” from the drop-down menu; otherwise, select “No.”

If a project applicant is taking advantage of the transition grant process, it must select “Yes” and complete the information on the “**Reallocation-Grant(s) Eliminated**” form.

### **3. Reallocation-Grant(s) Eliminated**

CoCs that choose to reallocate funds into new PH-PSH, PH-RRH, Joint TH and PH-RRH component, SSO-CE, or dedicated HMIS projects may do so by eliminating one or more of its eligible expiring renewal grants. When a CoC chooses to eliminate one or more projects entirely, the Collaborative

Applicant must identify those here. To begin, click the  icon to enter information on project(s) that will be eliminated. Each project slated for elimination must be entered individually.

**3-1 Complete each of the fields below for each grant that is being eliminated during the FY 2019 reallocation process. CoCs should refer to the FY 2019 Grant Inventory Worksheet to ensure all information entered here is accurate.**

The Collaborative Applicant must enter the following details for each eliminated project:

1. Project name;
2. Expiring Grant number;
3. Component type, and
4. Annual Renewal Amount (ARA) as recorded on the FY 2018 GIW.

The information entered here must exactly match a project identified on the FY 2019 GIW.

Any project that is listed on this form will be ineligible to apply for renewal funding in future CoC Program Competitions.

**3-2 Describe how the CoC determined that this project should be eliminated and include the date the project applicant was notified.**


The Collaborative Applicant must describe the factors the CoC considered, and why it made the determination that this project should be eliminated (e.g., project was underperforming, no longer filled a gap in the community). In addition, the Collaborative Applicant should state if the CoC Board or other committee or subcommittee established by the CoC reviewed and approved the decision to eliminate the project.

For transition grants, the Collaborative Applicant must state the project(s) is transitioning from the old component (e.g., TH) to a new eligible component (e.g., PH-RRH), and include the following information:

1. the Collaborative Applicant reviewed and affirms that no more than 50 percent of the funds in the new component project will be for costs of eligible activities under the old component; and
2. the CoC consented to the transition of component, and the new component project meets the standards outlined in Sections III.C.3.t and III.C.3.v of the FY 2019 CoC Program Competition NOFA.

## 4. Reallocation-Grant(s) Reduced

CoCs that choose to reallocate funds to create new PH-PSH, PH-RRH, Joint TH and PH-RRH component, SSO-CE or dedicated HMIS projects may do so by reducing the ARA for one or more of its eligible expiring renewal grants.

When a CoC chooses to reduce one or more renewal projects, the Collaborative Applicant must identify those projects in this section. To begin, click the  icon to enter information on project(s) that will be reduced. Each project slated for reduction must be entered individually.

### 4-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY 2019 reallocation process. CoCs should refer to the FY 2019 Grant Inventory Worksheet to ensure all information entered is accurate.

The Collaborative Applicant must enter the following details for each reduced project:

1. Project name;
2. Expiring Grant number;
3. Current ARA as recorded on the FY 2019 GIW for project being reduced;
4. Amount that will be retained for the renewal project in FY 2019 CoC Program Competition; and
5. Amount available for new project, which will automatically calculate after you click “**Save**” and will reflect the difference between the eligible renewal projects current ARA and the amount that will be retained for the renewal project.

The information entered in 1-3 above must be consistent with a project identified on the FY 2019 GIW. The project being reduced will not be eligible to apply for the higher ARA in the FY 2019 CoC Program Competition or any future CoC Program Competitions. The CoC must ensure that the renewal project’s request—as indicated in its project application and reflected on the CoC Renewal Project Listing—is consistent with the information entered in questions 1, 2, and 4 above.

### 4-2 Describe how the CoC determined that this project should be reduced and the date the project applicant was notified of the reduction.


The Collaborative Applicant must describe the factors the CoC considered in its decision to reduce this project (e.g., rental assistance project requested less than 100 percent of FMR, resulting in an excess of eligible and available funds). In addition, the Collaborative Applicant should state if the CoC Board or other committee or subcommittee established by the CoC reviewed and approved the decision to reduce the project.


## Continuum of Care (CoC) Project Listings

Five CoC Project Listings that make up the CoC Priority Listing: New, Renewal, UFA Costs, CoC Planning, and YHDP Renewal. Initially, all the lists will be empty. To import the project applications

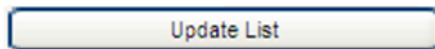
submitted to the Collaborative Applicant, click  on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the four categories.

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.

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.

To approve and rank or to reject a project application, click the  icon next to each project to view the basic project details and rank or reject the project using the instructions below.

After the Collaborative Applicant approves and ranks or rejects each project application an entry should be visible beside each project application. Collaborative Applicants 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 the Collaborative Applicant has considered all submitted project applications.

### Reviewing Project Application Submissions

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. The Collaborative Applicant must review and either accept and rank or reject each new and renewal project application submitted for funding consideration in the FY 2019 CoC Program Competition. Collaborative Applicants must review and accept or reject CoC planning and, if applicable, UFA Costs project applications.

### Reviewing and Amending Project Applications

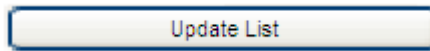
After the project application submissions are imported into each CoC Project Listing, the Collaborative Applicant can review, and when necessary, request that a project applicant amend its submission (e.g., edit project information such as narratives, data, budget information). Click the  icon to the left of the project name to view the entire project application submission. HUD expects CoCs to review each project application in a fair and unbiased manner, prior to approving and having the Collaborative Applicant rank or reject the project.

If the Collaborative Applicant finds any errors—for example, if the project was reduced through reallocation and the project application does not indicate the change in its budget—the Collaborative Applicant can click the amend  icon to send the project application back to the project applicant for correction. The Collaborative Applicant **must notify the project applicant in writing outside of *e-snaps*** that the project application has been sent back and include the reason(s) for the required modification. After clicking the amend  icon, the project is **no longer included in the Project Listing—the project application will not be submitted to HUD should the Collaborative Applicant submit the CoC Priority Listing before the amended project application is resubmitted updated and approved and ranked on the appropriate Project Listing in *e-snaps*. Therefore, the project application cannot be reviewed nor considered for funding if it does not appear on the applicable Project Listing.**

Project applicants must access their project application, make changes, and resubmit the project application to the Collaborative Applicant. After the project applicant resubmits its project application in

*e-snaps*, the project applicant **must** notify the Collaborative Applicant in writing, outside of *e-snaps*, that it has updated its project application which is ready for the Collaborative Applicant to import to the Project Listing for review and ranking, or rejection.

When the Collaborative Applicant clicks



the project application will appear again in the list.

### **Amendment Checklist:**

- Collaborative Applicant amends project application via *e-snaps* and notifies the project applicant(s) in writing, outside of *e-snaps*, that the project application(s) was amended, provides the reason for the amendment, and provides the date by which the project application must be resubmitted to the CoC.
- Project applicant returns to *e-snaps* to make the change(s) noted in writing, outside of *e-snaps*, by the Collaborative Applicant.
- Project applicant resubmits the project application in *e-snaps* and notifies the Collaborative Applicant in writing, outside of *e-snaps*, that the required change(s) was made and the project application was resubmitted to the appropriate CoC Project Listing.
- Collaborative Applicant updates the appropriate Project Listing(s) in *e-snaps* to review and accept and rank or reject the project application.

#### **Notes:**

For amended projects to be visible and included on the applicable CoC Project Listing, the **project applicant must resubmit the project in *e-snaps*.**

The **Collaborative Applicant** is responsible for notifying the project applicant of the changes needed and the requirements to resubmit, and is solely responsible for ensuring the amended project is resubmitted and appears on the applicable CoC Project Listing **before** submitting the FY 2019 CoC Project Listing in *e-snaps* prior to the FY 2019 CoC Program Application Deadline of August 22, 2019 by 8:00 p.m. EDT.

**HUD will not review nor conditionally select a project application that is not visible with a unique rank number on the FY 2019 CoC Priority Listing.**


**If the Collaborative Applicant rejects a project application, per the FY 2019 CoC Program Competition NOFA, the Collaborative Applicant must notify the the project applicant outside of *e-snaps*, with a written explanation for the decision to reject the project application at least 15 days before the application submission deadline.**

## **5A. Continuum of Care (CoC) New Project Listing**


The Collaborative Applicant can either review, approve, and assign a unique rank number to a new project application or reject it from being considered by HUD for funding. New in FY 2019, all new DV

Bonus project applications submitted to the CoC New Project Listing will have the letter ‘**D**’ beside the rank number.

**1. To Accept** and rank a new project application created through reallocation, the CoC Bonus, or DV Bonus:

- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. 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 project application. For project applications assigned a rank number, the rank number beside each project must be unique—no projects on either the New Project Listing or Renewal Project Listing **can share the same rank number**.
- e. Select “**Save & Back to List.**”

**2. To Reject** a new project application created through reallocation, the CoC Bonus, or DV Bonus:

- a. Click the  icon next to the project application that the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type

- c. Select **“No”** to the question **“Do you want to rank this project?”**
- d. The **“Reason for project rejection”** will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
  - Applicant did not comply with CoC application requirements;
  - Ineligible applicant;
  - Project not located in the CoC;
  - Ineligible project/ineligible activities;
  - Project did not meet CoC-defined standards; or
  - Duplicate project submission.
- e. Select **“Save & Back to List.”**


On the CoC New Project Listing, the Collaborative Applicant will see that the **“Rank”** column will be prefixed with a number for each project application listed, or the letter **“X”** if a project application(s) has been rejected. For those project applications that have a number, the number beside each must be unique, meaning two or more projects on either the New Project Listing, Renewal Project Listing, or YHDP Project Listing **cannot share the same rank number.**

Once all new project applications have been approved and ranked, or rejected, the Collaborative Applicant should click **“Save and Next”** to access the **“Renewal Project Listing.”**

## **5B. Continuum of Care (CoC) Renewal Project Listing**

The Collaborative Applicant can either review, approve, and assign a unique rank\* to a renewal project application or reject it from being considered by HUD for funding. Two types of renewal project applications will have an alpha code appearing beside the rank number, **‘C’** to signify a fully consolidated project application and **‘E’** to signify a complete renewal expansion project (renewal + new) application.

### **1. To Accept and rank a renewal project application:**

- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - viii. Grant Term
  - ix. Priority Type
- c. 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 project application. For project applications assigned a rank number, the rank number beside each project must be unique\*—no projects on either the New Project Listing or Renewal Project Listing **can share the same rank number**.
- e. Select “**Save & Back to List.**”

\*There are two exceptions to the unique rank number rule on the Renewal Project Listing.

- HUD allows eligible renewal project applications that are submitted by the same project application and have the same project component type to consolidate through the project application, see Sections II.B.5, III.C.3.e and V.B.3.a.(6) of the FY 2019 CoC Program Competition NOFA for complete information regarding the consolidation process in the renewal project application.
- A renewal project application(s) that is identified as a combined renewal expansion will not be ranked but have the code “NA” in the rank field. See Section V.B.3.a(5) of the FY 2019 CoC Program Competition NOFA for detailed information.

However, if a renewal project application listed on this Renewal Project Listing is identified as both fully consolidated *and* combined renewal expansion, the project will be listed with the alpha code “CE” meaning it is duplicating the rank number of the project application that was selected as the surviving project of a consolidation and there is also a new expansion project that was submitted for this surviving project.

2. **Ranking Consolidations on the Renewal Project Listing.** Project applicants that intend to submit consolidated renewal project applications were instructed to submit the individual renewal project applications that make up the consolidated project applications **and** submit a consolidated project application that includes the total units, persons served, services, etc. from the individual renewal project applications. The purpose of this requirement is to protect the individual renewal project applications in the event the project applicant incorrectly consolidated or was not authorized to consolidate as outlined in Section V.B.3.a.(6)(d) of the FY 2019 CoC Program Competition NOFA. Project applicants can consolidate two or more eligible renewal projects (but no more than four projects) into one renewal project application during the application process.

Collaborative Applicants must use the following ranking process for individual and consolidated project applications:

- a. Each individual project application that is included in the consolidated project application must be reviewed, approved, and assigned a unique rank number or rejected.
- b. The consolidated project application that includes the individual project applications will be given the rank number of one of the individual project applications.
- c. Example: Project application ABC Homeless consolidated three PH-PSH project applications. – Project A, Project B, and Project C.
  - i. Project A is the surviving project and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**;

- ii. Project B will be terminating and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**;
- iii. Project C will be terminating, and will have the term “**Individual**” under the “**Consolidation Type**” header and will be **issued a unique rank number**; and
- iv. Project A as the surviving project has the term “**Fully Consolidated**” under the “**Consolidation Type**” header and will be issued a duplicate rank number from Project A, Project B, or Project C.

The chart below is an abbreviated example of the Renewal Project Listing to demonstrate how to rank the individual projects that make up the renewal consolidated project and how the renewal consolidated project is ranked.


Project Name	Project Type	Project Amount	Rank	Consolidation Type
Project A	PH-PSH	\$100,000	4	Individual
Project B	PH-PSH	\$250,000	10	Individual
Project C	PH-PSH	\$35,000	5	Individual
Project A	PH-PSH	385,000	C4	Fully Consolidated

The consolidated project will appear on the Renewal Project Listing with the letter “C” signifying to HUD that this is the fully consolidated project. The CoC will determine which duplicate rank number will be used for the consolidated project, which the Collaborative Applicant will use to rank. The consolidated project may be ranked using any of the three individual rank numbers (4, 10, or 5).

- d. If HUD determines the consolidated project, C4 from the example above, is valid and passes eligibility and review threshold, HUD will remove the individually ranked Project A, Project B, and Project C, and retain the rank C4 for the consolidated project.
- e. If HUD determines the consolidated project, C4 from the example above, is not valid (e.g., the project applicant attempted to consolidate two different component types, one or more of the individual project applications is considered poor performing), the consolidated project ranked at C4 will be removed from the Project Listing during HUD review and Projects A, B, and C will be reviewed separately.

If ranked correctly by the CoC and Collaborative Applicant, the removal of the individual projects or consolidated project will have no impact on the available Tier 1 amount.

**3. To Reject a renewal project application:**

- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select “**No**” to the question “**Do you want to rank this project?**”
- d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
- Applicant did not comply with CoC application requirements;
  - Ineligible applicant;
  - Project not eligible for renewal;
  - Project not located in the CoC;
  - Ineligible project/ineligible activities;
  - Project did not meet CoC-defined standards;
  - Duplicate project submission; or
  - Project reallocated.
- e. Select “**Save & Back to List.**”

On the CoC Renewal Project Listing, the Collaborative Applicant will see that the “**Rank**” column will be prefixed with a number for each project application listed, or the letter “**X**” if a project application(s) has been rejected. For those project applications that have a number, the number beside each must be unique, meaning two or more projects on either the New Project Listing, Renewal Project Listing, or YHDP Project Listing **cannot share the same rank number**. However, as mentioned above, the Renewal Project Listing may have a “duplicate” rank number if one or more consolidated projects are included.

The Collaborative Applicant must also confirm that all permanent supportive housing and rapid re-housing renewal project applications are deemed necessary by the CoC **or** there are no such projects within the CoC’s geographic area by checking the box beside **one** of the following statements:

1. The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing; **or**
2. The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.


Once all renewal project applications have been approved and ranked, or rejected, the Collaborative Applicant should click “**Save and Next**” to access the “**CoC UFA Project Listing**” (if the Collaborative Applicant was designated as a UFA by HUD) or the CoC Planning Project Listing.

## 5C. Continuum of Care (CoC) UFA Costs Project Listing


This CoC Project Listing is only for Collaborative Applicants that HUD designated as UFAs during the FY 2019 CoC Program Registration process.

The Collaborative Applicant has 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 Collaborative Applicant cannot exceed the UFA Costs amount HUD provided on the FY 2019 Estimated ARD Report located on the HUD Exchange, which is 3 percent or \$1,250,000 of the CoC’s Final Pro Rata Need (FPRN), whichever is less.**

### 1. To Accept the UFA Costs project application:

- a. Click the  icon next to the project the UFA Costs project application Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select “**Yes**” to the question “**Do you want to submit this project?**”
- d. Unlike the New and Renewal Project Listings, the rank field will not appear on the UFA Costs project as this project is not ranked; therefore, by selecting “**Yes**” to the previous question, the Collaborative Applicant is signifying that the UFA Costs project application is eligible for funding consideration, and will be submitted to HUD.
- e. Select “**Save & Back to List.**”

### 2. To Reject an UFA Costs project application:


- a. Click the  icon next to the UFA Costs project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select “**No**” to the question “**Do you want to submit this project?**”
- d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
  - Ineligible applicant; or
  - Duplicate project submission.
- e. Select “**Save & Back to List.**”

Once the UFA Costs project application is approved, or rejected if ineligible, the Collaborative Applicant should 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.


## 5D. Continuum of Care (CoC) CoC Planning Project Listing

The Collaborative Applicant has the option of either approving or rejecting the CoC Planning project. **The Collaborative Applicant will only be able to submit one CoC Planning project application which must be submitted by the Collaborative Applicant and cannot exceed the amount provided by HUD on the FY 2019 Estimated ARD Report located on the HUD Exchange. CoC Planning for the FY 2019 CoC Program Competition is set at 3 percent of FPRN or \$1,250,000; whichever is less.**

1. **To Accept** and rank the CoC Planning project application:
  - a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select **“Yes”** to the question **“Do you want to submit this project?”**
- d. Unlike the New and Renewal Project Listings, the rank field will not appear on the CoC Planning project as this project is not ranked; therefore, by selecting **“Yes”** to the previous question, the Collaborative Applicant is signifying that the CoC Planning project application is eligible for funding consideration and will be submitted to HUD.
- e. Select **“Save & Back to List.”**

## 2. To Reject a CoC Planning project application:


- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select **“No”** to the question **“Do you want to submit this project?”**
- d. The **“Reason for project rejection”** will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:
- Ineligible applicant; or
  - Duplicate project submission.
- e. Select **“Save & Back to List.”**

After the Collaborative Applicant approves or rejects the CoC Planning project application, the Collaborative Applicant should click **“Save and Next”** to access the **“Funding Summary”** page. Collaborative Applicants can compare the totals on this screen to the HUD-approved amounts.


## 5E. Continuum of Care (CoC) YHDP Project Listing

The Collaborative Applicant can either review, approve, and assign a unique rank to a YHDP renewal project application or reject it from being considered by HUD for funding.

**1. To Accept** and rank a renewal project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - viii. Grant Term
  - ix. Priority Type
- c. 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 project application. For project applications assigned a rank number, the rank number beside each project must be unique—no projects on either the New Project Listing or Renewal Project Listing **can share the same rank number**.
- e. Select “**Save & Back to List.**”

**2. To Reject** a YHDP renewal project application:

- a. Click the  icon next to the project application the Collaborative Applicant intends to 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
  - Grant Term
  - Priority Type
- c. Select “**No**” to the question “**Do you want to submit this project?**”
- d. The “**Reason for project rejection**” will appear. Select the reason that most closely describes why the project application is being rejected from drop-down list:

- Ineligible applicant;
  - Applicant did not comply with CoC application requirements;
  - Project did not meet CoC defined standards;
  - Duplicate project submission;
  - Project not eligible for renewal; or
  - Ineligible project/ineligible activities.
- e. Select “**Save & Back to List.**”

After the Collaborative Applicant approves or rejects the YHDP project application, the Collaborative Applicant should click “**Save and Next**” to access the “**Funding Summary**” page. Collaborative Applicants can compare the totals on this screen to the HUD-approved amounts.

## Funding Summary

The “**Funding Summary**” form lists seven categories for HUD-approved UFAs and six categories for CoC’s not approved as UFAs of subtotal amounts based on the project applications submitted to each of the CoC Project Listings, including the amounts of those projects that CoCs rejected. If changes are made after the project listings are originally populated with projects, Collaborative Applicants must click “**Refresh Calculations**” for the total amount of funding for each of the categories listed below to appear correctly on this screen—amounts for each category **do not** update automatically.

1. **Renewal Amount**—the total amount of funds the Collaborative Applicant is requesting for renewal funding via renewal project applications that the CoC approved and ranked in the CoC Project Listing. This total will be part of the calculation for “**The Total CoC Request.**”
2. **Consolidation Amount**—the total amount of funds the Collaborative Applicant ranked with a duplicate rank number preceded by the letter ‘C’ (e.g., C4). The amount listed in this field **will not be included** in “**The Total CoC Request.**”
3. **New Amount**—the total amount of funds the Collaborative Applicant is requesting for new projects created through the reallocation process, CoC Bonus, and DV Bonus via the new project applications that the CoC approved and ranked. This total will be part of the calculation for “**The Total CoC Request.**”
4. **CoC Planning Amount**—the total amount of funds the Collaborative Applicant is requesting for a CoC planning project that was approved by the CoC. This total will be part of the calculation for “**The Total CoC Request.**”
5. **UFA Costs Amount**—the total amount of funds the UFA designated Collaborative Applicant is requesting for a UFA Costs project that was approved by the CoC. This total will be part of the calculation for “**The Total CoC Request.**”
6. **YHDP Renewal Amount**—the total amount of funds the Collaborative Applicant is requesting for renewal YHDP funding via the YDHP renewal project applications that the CoC approved and ranked in the CoC Project Listing. This total will be part of the calculation for “**The Total CoC Request.**”

7. **Rejected Amount**—the total amount of funds the Collaborative Applicant rejected from consideration by HUD for funding in the Project Listings. The amount listed in this field **will not be included** in “**The Total CoC Request.**”
8. **Total CoC Request**—the total amount of funds the Collaborative Applicant is requesting which represents the total amount of all project applications approved and ranked, or in the case of the CoC Planning and UFA Costs project applications, approved, on each of the CoC Project Listings.

## 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*.

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 upload all the necessary attachments select the “**next**” button to move to the “**Submission Summary**”.

## Submission Summary

The Submission Summary is the final form in the CoC Priority Listing and provides a summary of the status of all the forms. The “**Last Updated**” column provides the status of each form listed, and the date when the form was completed. If any form is not complete a hyperlink will appear in the “**Last Updated**” column with the phrase “**Please Complete.**” Click on the link to return to the form that must be completed. If there are any duplicated rank numbers (the only exception is when a “C” precedes the rank number indicating a consolidated application) within New and Renewal Project Listings or any other issues preventing submission, these will appear as hyperlinks under the “**Notes**” section near the bottom of the form. Review the “**Note,**” and then click the hyperlink to be directed to the location of the incomplete item to correct.

After all the forms of the CoC Priority Listing are fully completed, it can be submitted in *e-snaps* and the “**Submit**” button at the bottom of “**Submission Summary**” form will be available for selection. Collaborative Applicants must click on the “**Submit**” button to submit their CoC Priority Listing to HUD via *e-snaps*.

After the CoC Priority Listing is submitted, it can be exported and saved as a PDF file. Collaborative Applicants can select the “**export to PDF**” link to save the application as a PDF or to print a hardcopy of the application. The PDF version of the application serves as a record of submission.