

Continuum of Care (CoC) Project Listing Instructions

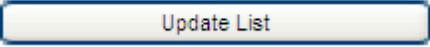
HUD expects that each CoC will prioritize projects according to the CoC's needs and the community's gaps analysis. All Exhibit 2 project applications submitted to the CoC will appear on the Continuum of Care (CoC) Project Listing once they have been submitted in *e-snaps*. CoCs are not required to assign a rank to renewal projects, however CoCs are to either accept or reject renewal project requests on the CoC Project Listing. CoCs will also use this part of the application to accept and assign a rank number to new projects or reject the new projects applications submitted in *e-snaps* to the CoC. Finally, CoCs may use the CoC Project Listing to amend a project application submission back to the submitting project applicant when necessary for corrections. CoCs in HHN that reduced or eliminated renewal projects must be sure eliminated renewal projects are rejected and/or reduced renewal projects reflect the appropriate reduced request amount.

The FY2011 CoC Project Listing is similar to last year; however, below are some reminders for all CoCs, especially those that did not submit an application in the FY2010 CoC Competition:

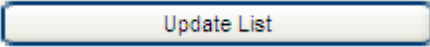
- Renewal projects will either be approved or rejected.
- Only approved new projects will be assigned a rank.
- Any organization interested in applying for CoC homeless assistance funding can submit an Exhibit 2 new or renewal application into *e-snaps*.
- Any new project ranked by the CoC that *falls outside* of the CoCs Final Pro-Rata Need (FPRN) amount will not be reviewed by HUD and will automatically be rejected.
- Any new or renewal project that is rejected by the CoC will not be reviewed by HUD and will automatically be rejected.
- There are four funding categories identified in the FY2011 CoC Competition. A code will be assigned by *e-snaps* to each Exhibit 2 that is submitted to the CoC. Once a CoC reviews each project and either approves, ranks, or rejects it, the code will automatically populate. These codes will determine which funding category each project should be assigned. These codes are as follows:
 - FPRN (F) = Projects included in calculation of Final Pro Rata Need
 - New SHP, S+C, SRO projects
 - Renewal SHP projects
 - Permanent Housing Bonus(P) = Permanent Housing Bonus projects
 - SPC Renewal (U) = Shelter Plus Care (S+C) renewals
 - Rejected (X) = CoC rejected projects
- CoCs may submit multiple Permanent Housing Bonus projects for consideration as long as the total funding requested for all Permanent Housing Bonus projects does not exceed 15 percent (15%) of the CoC's Preliminary Pro Rata Need (PPRN) or \$6 million, whichever is less. **This bonus amount is not included in the calculation of Final Pro Rata Need.** Any bonus projects submitted that exceed the 15 percent or \$6 million limit will be either reduced in part or rejected in whole by HUD as the amount cannot exceed what HUD approved during the CoC Registration process.

Instructions:


Step 1: Loading the Exhibit 2 Applications

Click on the CoC Project Listing on the left hand menu bar. Initially, the list will be empty. To upload all Exhibit 2 submissions, click on the  button and the **system will begin to search for all Exhibit 2 project applications that have** been submitted to date. This process will take longer based upon the number of projects that need to be located. The CoC can either work on other parts of Exhibit 1 or it can log out of *e-snaps* and come back later to view the updated list. To review a project, click on the  next to each project to view project details.

Once this process is complete, there will be an entry on the list for each Exhibit 2 that was submitted to the CoC. CoCs may continue to update this list periodically to view which projects have been submitted. They should continue to do so until the CoC’s internal deadline for Exhibit 2 submission has passed to ensure that all projects are considered by the CoC.

NOTE: Do NOT begin ranking, approving, or rejecting Exhibit 2 submissions until you are sure all have been submitted. Each time you click  any information entered at that point will be lost and you will need to start over. CoCs may begin reviewing Exhibit 2 submissions but should not enter anything in *e-snaps* until the CoC is sure that all Exhibit 2 project applications have been received and/or until after the local CoC deadline for Exhibit 2 submissions has passed. The CoC should proceed with sending any projects that need to be amended back to the project applicant and should not wait until the end to do this.

Step 2: Reviewing and Amending Exhibit 2 Applications

Once all Exhibit 2 submissions have been uploaded into the CoC Project Listing, the CoC will have the ability to review, and when necessary, request that a project applicant amend its submission. Click on the  icon to the left of the project name to view the entire Exhibit 2 submission. CoCs are expected to review each Exhibit 2 application in a fair and unbiased manner, prior to ranking, approving, or rejecting an Exhibit 2 project application.



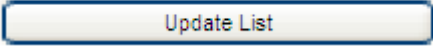
If the CoC finds any errors, or reduced the amount of funding through HHN reallocation, in an Exhibit 2 submission, it is able to click on the amend  icon to send the Exhibit 2 back to the project applicant for corrections to the application. The CoC will have to notify the project applicant outside of *e-snaps* that an amendment is needed and which items need to be changed or corrected in the Exhibit 2. Once the  icon has been hit, the project will disappear from the project listing.

Exhibit 2 applicants are then required to go back into their submission, make changes, and re-submit to the CoC. Once the application has been resubmitted, the project will reappear on the project listing the next time that the CoC clicks on the  button.


NOTE: In order for the amended project to reappear on the CoC Project Listing, the project applicant must re-submit the project in *e-snaps*. The CoC is responsible for notifying the project applicant of the changes needed and the requirement to re-submit.


Step 3: Reviewing Exhibit 2 Submissions

The CoC will need to review each new and renewal project that was submitted to it in the FY2011 CoC Competition.. Renewal projects will either be approved or rejected by the CoC. New projects will either be approved and ranked or rejected. Follow the directions below to complete the CoC Project Listing review process.

Renewal Projects


CoCs will be able to view each renewal Exhibit 2 application submitted to the CoC and determine if it wants to accept or reject the request for funding.


- If a renewal Exhibit 2 was submitted and the CoC determines that it does want to submit the project for funding, it will need to approve the submission. To approve a particular project—
 - Click on the  next to the project that you wish to view.
 - Select “Yes” to the question “Do you want to approve this project?”
 - Select “Save.” The “Priority Type” field will be automatically populated with the funding category (see above). No additional input is needed; therefore select “Save & Back to List.”

- If a renewal Exhibit 2 was submitted and the CoC determines that it should not be considered for funding, the CoC may reject the project and select the reason the project is being rejected. To reject a particular project—
 - Click on the  next to the project that you wish to view.
 - Select “No” to the question “Do you want to approve this project?”
 - Select “Save.” The “Priority Type” field will be automatically populated with the funding category (see above).
 - A new field, “Reason for project rejection,” will also appear. CoCs will select from drop-down list, the reason that most closely describes the reason for which the project is being rejected. The choices include:
 - 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; and,
 - Duplicate project submission.
 - Select “Save & Back to List.”

New Projects

The CoC has the option of either assigning a rank to a new project or rejecting it from being considered for HUD funding.

- If a new Exhibit 2 was submitted and it is determined that the CoC wants to submit the project for funding, it will need to approve the submission. To approve a particular project—
 - Click on the  next to the project that you wish to view.
 - Select “Yes” to the question “Do you want to approve this project?”
 - Select “Save.” The “Priority Type” field will be automatically populated with the funding category (see above).
 - A new field, “Rank,” will also appear. Enter a unique numeric value (beginning at ‘1’) to assign a rank to the new project. Eligible new projects in CoCs that score competitively will be selected based on the rank assigned.
 - Select “Save & Back to List.”

- If a new Exhibit 2 was submitted and the CoC determines that it should not be considered for funding, the CoC may reject the project and select the reason for which the project is being rejected. To reject a particular project—
 - Click on the  next to the project that you wish to view.
 - Select “No” to the question “Do you want to approve this project?”
 - Select “Save.” The “Priority Type” field will be automatically populated with the funding category (see above).
 - A new field, “Reason for project rejection,” will also appear. CoCs will select from drop-down list, the reason that most closely describes the reason for the rejection. The choices include:
 - 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; and,
 - Duplicate project submission.
 - Select “Save & Back to List.”

Back on the CoC Project Listing, the CoC will see that the “Rank” column will be prefixed with a letter that identifies its funding category. New projects will have a numeric value next to the letter. For example, a new project funded with FPRN and ranked #1, will be displayed on the project listing as “F1.”

After all Exhibit 2 submissions have been approved, ranked, or rejected, CoCs may click on “Save and Next” to view the “Budget Summary” screen. CoCs may also access this by clicking on “Summary” on the left-hand menu bar. CoCs will be able to compare the totals on this screen to the Final Pro Rata Need and Permanent Housing Bonus amounts that were approved during the CoC Registration process.

CoCs are encouraged to review the CoC Training Module on the CoC Project Listing located at <http://esnaps.hudhre.info/training>.