

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

**The FY 2016 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2016 CoC Program Competition NOFA.**

The FY 2016 CoC Priority Listing includes the following:

- Reallocation forms – must be fully completed if the CoC is reallocating eligible renewal projects to create new permanent housing – permanent supportive housing or rapid rehousing, new HMIS, or new SSO specifically for Coordinated Entry projects.
- New Project Listing – lists all new project applications created through reallocation and the permanent housing bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2016 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- Grant Inventory Worksheet (GIW) – Collaborative Applicants must attach the final HUD-approved GIW.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- All new and renewal projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- Collaborative Applicants are strongly encouraged to list all project applications on the FY 2016 CoC Ranking Tool located on the FY 2016 CoC Program Competition: Funding Availability page on the HUD Exchange as this will greatly simplify and assist Collaborative Applicants while ranking projects in e-snaps by ensuring no rank numbers or duplicated and that all rank numbers are consecutive (e.g., no missing rank numbers).
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the affected project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected: however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

## 1A. Continuum of Care (CoC) Identification

### Instructions:

The fields on this screen are read only and reference the information entered during the CoC Registration process. Updates cannot be made at this time. If the information on this screen is not correct, contact the HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/ask-a-question/>.

**Collaborative Applicant Name:** City of Frederick

## 2. Reallocation

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/get-assistance/>.

**2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2017 into one or more new projects?** No

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

**CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2016 CoC Program Competition NOFA – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects entirely must identify those projects on this form.**

Amount Available for New Project: (Sum of All Eliminated Projects)				
Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
This list contains no items				

## 4. Reallocation - Grant(s) Reduced

**CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2016 CoC Program Competition NOFA – may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing eligible renewal projects entirely must identify those projects on this form.**

Amount Available for New Project (Sum of All Reduced Projects)					
Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
This list contains no items					

## 5. Reallocation - New Project(s)

**Collaborative Applicants must complete each field on this form that identifies the new project(s) the CoC created through the reallocation process.**

Sum of All New Reallocated Project Requests  
(Must be less than or equal to total amount(s) eliminated and/or reduced)

Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
This list contains no items				

## 6. Reallocation: Balance Summary

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Priority Listing Detailed Instructions. Submit technical question to the e-snaps HUD Exchange Ask A Question (AAQ) at <https://www.hudexchange.info/get-assistance/>.

**6-1. Below is a summary of the information entered on the eliminated and reduced reallocation forms. The last field on this form, “Remaining Reallocation Balance” should equal zero. If there is a positive balance remaining, this means the amount of funds being eliminated or reduced are greater than the amount of funds requested for the new reallocated project(s). If there is a negative balance remaining, this means that more funds are being requested for the new reallocated project(s) than have been reduced or eliminated from other eligible renewal projects, which is not permitted.**

### Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	\$0
Amount requested for new project(s):	
Remaining Reallocation Balance:	\$0

## Continuum of Care (CoC) New Project Listing

### Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the FY 2016 CoC Priority Listing Detailed Instructions and the CoC Priority Listing Instructional Guide.

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	Comp Type
Housing First Bon...	2016-09-13 19:16:...	1 Year	Friends for Neigh...	\$26,400	7	PH



## Continuum of Care (CoC) Renewal Project Listing

**Instructions:**

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the FY 2016 CoC Priority Listing Detailed Instructions and the CoC Priority Listing Instructional Guide.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

**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.**

**The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.**

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	Comp Type
Ice and Patrick S...	2016-08-25 14:46:...	1 Year	Advocates for Hom...	\$24,488	4	TH
Housing First Ren...	2016-09-13 16:31:...	1 Year	Friends for Neigh...	\$19,314	5	PH
Frederick Transit...	2016-09-13 16:49:...	1 Year	City of Frederick	\$92,525	1	TH
Frederick Transit...	2016-09-13 18:11:...	1 Year	City of Frederick	\$66,087	6	TH
BHA S+C Frederick...	2016-09-12 13:57:...	1 Year	Maryland Departme...	\$297,730	2	PH

Housing First Ren...	2016-09-13 16:37:...	1 Year	Friends for Neigh...	\$51,562	3	PH
-------------------------	-------------------------	--------	-------------------------	----------	---	----

## Continuum of Care (CoC) Planning Project Listing

### Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the FY 2016 CoC Priority Listing Detailed Instructions and the CoC Priority Listing Instructional Guide.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC Planning project application can be submitted and it must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
Planning Project ...	2016-09-13 18:00:...	1 Year	City of Frederick	\$16,551	CoC Planning Proj...

## Funding Summary

### Instructions

For additional information, carefully review the FY 2016 CoC Priority Listing Detailed Instructions and the CoC Priority Listing Instructional Guide.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$551,706
New Amount	\$26,400
CoC Planning Amount	\$16,551
Rejected Amount	\$0
<b>TOTAL CoC REQUEST</b>	<b>\$594,657</b>

## Attachments

Document Type	Required?	Document Description	Date Attached
1. Certification of Consistency with the Consolidated Plan	Yes	Certification of ...	09/14/2016
2. FY 2016 HUD-approved Grant Inventory Worksheet	Yes	HUD-Approved Gran...	09/13/2016
3. FY 2016 Rank (from Project Listing)	No		
4. Other	No		
5. Other	No		

## **Attachment Details**

**Document Description:** Certification of Consistency with the Consolidated Plan

## **Attachment Details**

**Document Description:** HUD-Approved Grant Inventory Worksheet for MD-509

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**WARNING: The FY2016 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

**WARNING: The FY2016 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

Page	Last Updated
<b>Before Starting</b>	No Input Required
<b>1A. Identification</b>	09/09/2016
<b>2. Reallocation</b>	09/14/2016
<b>3. Grant(s) Eliminated</b>	No Input Required
<b>4. Grant(s) Reduced</b>	No Input Required
<b>5. New Project(s)</b>	No Input Required
<b>6. Balance Summary</b>	No Input Required
<b>7A. CoC New Project Listing</b>	09/13/2016
<b>7B. CoC Renewal Project Listing</b>	09/13/2016
<b>7D. CoC Planning Project Listing</b>	09/13/2016

<b>Attachments</b>	09/14/2016
<b>Submission Summary</b>	No Input Required



# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Frederick County Coalition for the Homeless - City & County CoC

Project Name: See the attached project list

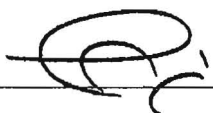
Location of the Project: See the attached project list

Name of the Federal Program to which the applicant is applying: HUD Continuum of Care

Name of Certifying Jurisdiction: City of Frederick, Maryland

Certifying Official of the Jurisdiction Name: Joseph Adkins

Title: Deputy Director of the Department of Planning

Signature: 

Date: 9/12/2016

# Frederick County Coalition for the Homeless Frederick City & County Continuum of Care

September 12, 2016

## Project List for Certificate of Consistency with the Consolidated Plan (in priority order)

1. City of Frederick / Frederick Community Action Agency  
Frederick Transitional Shelter (Renewal application)  
100 South Market Street, Frederick, Maryland 21701  
Transitional Housing (12 units / 31 beds)
  2. State of Maryland, Department of Health and Mental Hygiene  
Behavioral Hygiene Administration  
Continuum of Care Housing Program (Renewal application)  
Scattered-Site Permanent Supportive Housing (16 units)
  3. Friends for Neighborhood Progress, Inc.  
100 South Market Street, Frederick, Maryland 21701 (office)  
Housing First Program (Renewal application)  
Scattered-Site Permanent Supportive Housing (6 units / 8 beds)
  4. Advocates for Homeless Families, Inc.  
Ice Street and Patrick Street Transitional Housing (Renewal application)  
Frederick, Maryland 21701  
Transitional Housing
  5. Friends for Neighborhood Progress, Inc.  
100 South Market Street, Frederick, Maryland 21701 (office)  
Housing First Program (Renewal application)  
Scattered-Site Permanent Supportive Housing (2 units / 2 beds)
  6. City of Frederick / Frederick Community Action Agency  
Frederick Transitional Apartments (Renewal application)  
301 South Market Street, Frederick, Maryland 21701  
Transitional Housing (3 units / 10 beds)
  7. Friends for Neighborhood Progress, Inc.  
100 South Market Street, Frederick, Maryland 21701 (office)  
Housing First Program (New BONUS PH application)  
Scattered-Site Permanent Supportive Housing (2 units / 2 beds)
- N/A City of Frederick / Frederick Community Action Agency  
CoC Planning Project  
To assist in the coordination and planning of CoC and homeless service activities  
Planning projects are not required to be ranked