

**Navigation Pane** Version 6.0

GENERAL	<b>ABOUT THE TOOL</b>	RAW HIC DATA	LIST OF PROJECTS TO BE REVIEWED				
RATING	CUSTOMIZE RATING CRITERIA	RENEW. + EXP. THRESHOLD	RENEW. + EXP. RATING TOOL	NEW PROJECTS THRESHOLD	NEW PROJECTS RATING TOOL	ALTERNATIVE RATING TOOL	RATING RESULTS
RANKING	FUNDING CEILINGS + PRIORITIES	FUNDING ANALYSIS + RANKING					

**ABOUT THE CoC PROGRAM RATING & RANKING TOOL**

ABOUT THE TOOL

HUD is providing this Rating and Ranking Tool to help CoCs design and implement a comprehensive annual CoC competition application review process. It has several customization features so you can choose the rating factors that are most relevant to your CoC and the priorities your CoC has adopted to inform system (re)design.

DISCLAIMER: HUD is explicitly stating that use of this tool is optional, is not being promoted over other tools CoCs currently use, and does not guarantee:

- additional points in the Fiscal Year (FY) 2022 Continuum of Care Program (CoC) Competition;
- CoC applications will be consistent with all NOFO requirements; and
- HUD will award CoCs with full points or funding.

The tool provides a strong framework for implementing a data-driven rating process and a ranking process informed by system priorities and capacity analysis (if available) and it satisfies the objective criteria requirement in the FY 2022 CoC Program NOFO. HUD strongly encourages CoCs to read the CoC Program NOFO carefully to determine if there are new opportunities, priorities, or expectations that your CoC might need to assess outside this tool. The Priority Listing is the official project ranking record for the CoC Program NOFO. HUD is not requiring CoCs to use this tool, nor is it preferred over other rating tools or processes, use of the tool does not guarantee additional points on the CoC Program application. HUD has made this tool available to CoCs for use in their year-round NOFO planning process. Feedback on the tool is welcome.

Microsoft Excel 2003 or higher is required when using this tool. When opening the tool workbook, you might need to click "**Enable Content**", "**Enable Editing**", and/or "**Enable Macros**" buttons in the yellow bar at the top of your screen. This is necessary for the macros and formulas to run correctly within the spreadsheet. If you get an error message, please check to see if the yellow bar is present and click these buttons before attempting to use the tool further. If you encounter a bug while using the tool, click "**End**" in the error pop-up, then navigate back to this tab and click the "**Turn On Macros**" button in the top right corner to ensure the underlying code is not disrupted before resuming. CoCs can submit technical questions about the Rating and Ranking Tool, including requesting help with bugs in the Tool, through the esnaps competition AAQ desk.

Due to the complexity of the tool, problems might occur when multiple Excel files are open at the same time. To help alleviate this problem, you should close all other Excel files on your computer before running the following parts of the tool:

- Generating list of projects from Raw HIC data
- Populating rating results
- Generating project ranking

Users who get the red Security Risk bar when they open the tool will need to speak with their IT departments about their policies regarding macro-enabled Excel workbooks and how they can be reenabled for the Rating and Ranking process.

[For further guidance, see the Guidance Document on HUD's website.](#)

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#### MIGRATING DATA TO NEWER VERSIONS OF THE TOOL

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The version of the CoC Program Rating and Ranking Tool created for the FY22 CoC Program NOFO (Version 6.0 and higher) contains updates to the HIC and changes to how available funding in the NOFO is entered in the tool on the 'FUNDING CEILINGS + PRIORITIES' tab, CoCs are strongly encouraged to use the latest version for the FY22 CoC NOFO process. The Tool has been updated to reflect the FY22 NOFO to the greatest extent possible. CoCs are responsible for verifying that the rating and ranking process they use is consistent with the NOFO.

If a CoC has started using an earlier version of the Tool, the tool can be "upgraded" using the new Update Tool feature (see PROCESS FOR MIGRATING DATA USING UPDATE TOOL FEATURE). The feature will pull in all the CoC's entered data and specified criteria from the old version of the tool into the latest version of the tool, including data from all tabs up to the 'FUNDING ANALYSIS + RANKING' tab. The resulting file will have the same name as the old version of the tool, plus a "\_FIXED" suffix at the end.

If a CoC decides to use earlier versions of the tool designed for the FY21 NOFO process, they should review the HUD threshold requirements in the 'RENEW. + EXP. THRESHOLD' and 'NEW PROJECTS THRESHOLD' tabs and the NOFO information in the "General Funding Information" and "HUD CoC Program NOFO Opportunities" sections of the 'FUNDING CEILINGS + PRIORITIES' tab carefully to take into account any changes in HUD requirements or NOFO opportunities in the FY22 CoC NOFO.

#### PROCESS FOR MIGRATING DATA USING UPDATE TOOL FEATURE

1. In the latest tool downloaded from the HUD Exchange page, navigate to the 'ABOUT THE TOOL' tab.
2. Click the "Update Tool" button in the top-right corner.
3. Follow the prompts to select your out-of-date tool with the data in it.
4. Wait up to 5 minutes for the tool to pull in all entered data and specified criteria. A pop-up will confirm the update is complete.