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Introduction

Welcome to the Continuum of Care (CoC) Priority Listing navigational guide. This navigational guide covers important information about the CoC Priority Listing, which must be submitted as a component of the CoC Consolidated Application for the FY 2021 CoC Program Competition.

The Priority Listing includes all reallocation forms that the Collaborative Applicant will complete if the CoC is reallocating eligible renewal projects in part or whole, as well as the Project Listings (New, Renewal, CoC Planning, YHDP, and—if the Collaborative Applicant is designated as a Unified Funding Agency [UFA]—UFA Costs). In addition, it includes an attachment page where the Collaborative Applicant will attach the required document, which is the HUD-2991 Certification of Consistency with the Consolidated Plan.

Each Collaborative Applicant is required to upload the list of project applications, review the project applications, and, for each New, Renewal, and YHDP Project Application, approve and rank it or reject it. Although CoC Planning and UFA Costs Project Applications are not ranked in the FY 2021 CoC Program Competition, the Collaborative Applicant must still review and approve or reject Project Application(s). If the Collaborative Applicant notes an error while reviewing a Project Application, the Collaborative Applicant may amend the Project Application from one of the CoC Project Listings back to the Project Applicant for revision and resubmission.

Collaborative Applicants are strongly encouraged and should review each Project Application submitted on the Project Listings (New, Renewal, CoC Planning, YHDP, and UFA if applicable) to ensure the Project Applications are correctly completed and provide the information required by the FY 2021 CoC Program Competition Notice of Funding Availability (NOFO).

Prior to using this navigational guide, please review the CoC Application navigational guide available at https://www.hud.gov/program_offices/comm_planning/coc/competition.

<table>
<thead>
<tr>
<th>Who is the Collaborative Applicant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC.</td>
</tr>
<tr>
<td>The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC homeless assistance funding application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unranked Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Collaborative Applicant does not rank CoC Planning Project Applications or UFA Costs Project Applications.</td>
</tr>
</tbody>
</table>
**CoC Priority Listing**

**Terminology and Application Requirements: "CoC Consolidated Application" and "Project Application."**

The CoC Application, CoC Priority Listings, and the Project Applications must be submitted for the CoC Consolidated Application to be complete, as described below.

- The term "CoC Consolidated Application" refers to the consolidated application packet that is submitted by the Collaborative Applicant in the FY 2021 CoC Program Competition. The CoC Consolidated Application consists of two components: the CoC Application and the CoC Priority Listing (with all Project Applications either approved and ranked or rejected), which must be submitted separately.

- The first component, the CoC Application, contains all of the narratives, charts, and attachments the CoC is required to submit as outlined in the FY 2021 CoC Program Competition NOFO.

- The second component, CoC Priority Listing, is a separate component of the application that includes the Reallocation forms, Project Applications that are submitted by the Project Applicant, and one required attachment: HUD-2991, Certification of Consistency with the Consolidated Plan.

- The Project Application includes the information submitted in the SF-424 forms as well as the application information needed for funding consideration.

**NOTE:** The FY 2021 CoC Consolidated Application requires two submissions. Both the Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

**Objectives**

By the end of this navigational guide, you will be able to:

- Access e-snaps.
- Identify reallocation amounts for eliminated and reduced projects.
- Upload attachments.
- Upload Project Applications.
- Review Project Applications.
- Use the CoC FY 2021 Ranking Tool.
- Amend Project Applications back to Project Applicants.
- Review and approve or reject new projects created through reallocation or the PH Bonus, Renewal, YHDP, UFA Costs (HUD-designated UFAs only), and CoC Planning projects.
- Rank all New, Renewal, and YHDP projects.
Posted Resources

HUD has determined that some CoC- and e-snaps-related resources need to be posted to HUD.gov as HUD’s official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2021 NOFO information (e.g., detailed instructions), including the FY 2021 e-snaps Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and e-snaps-related technical resources will remain on the HUD Exchange.

Overview of this Navigational guide

The organization of material in this navigational guide starts with introductory material regarding how to access e-snaps and the CoC Priority Listing. The rest of this navigational guide and its steps correspond with the progression of CoC Priority Listing screens in e-snaps.

• Accessing e-snaps. Each e-snaps user needs his or her individual username and password in order to log in to the online e-snaps system. In order to view an organization’s Applicant Profile, Project Applications, etc., the e-snaps user needs to be associated as a "registrant" with the organization’s e-snaps account. This section identifies the steps to create user profiles and add or delete registrants.

• Accessing the CoC Priority Listings. The CoC Consolidated Application is composed of two components, of which the CoC Priority Listing that includes the Project Applications is one. The other component is the CoC Application and it has its own navigational guide. The CoC Navigational Guide can be found at: https://www.hud.gov/program_offices/comm_planning/coc/competition

As stated in the FY 2021 CoC Program Competition NOFO: 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, with all project applications either approved and ranked or rejected, are submitted in e-snaps prior to the application submission deadline.

• Loading the Project Applications. The Collaborative Applicant must upload all New, Renewal, UFA Costs (HUD-designated UFAs only), CoC Planning Project Applications, and YHDP Project Applications that have been submitted by selecting the "Update List" button on the applicable project listing screen.

• Reviewing and Amending Project Applications. After the Collaborative Applicant uploads the Project Applications, it may review the Project Applications and release the Project Application from the Project Listing and send it back to the Project Applicant for revision and resubmission. If the Collaborative Applicant amends a Project Application back to the Project Applicant, it must notify the Project Applicant in writing outside of e-snaps as e-snaps does not automatically notify the Project Applicant that the Project Application has been returned. It is the responsibility of the Project Applicant and Collaborative Applicant to ensure the amended Project Application is resubmitted to the CoC Priority Listing, uploaded, and either approved and ranked or rejected. HUD will not review nor conditionally select a Project Application that is not visible with a unique rank number on the FY 2021 CoC Priority Listing.

• Approving/Rejecting and Ranking Project Applications. The Collaborative Applicant must either approve and rank or reject each Project Application, making sure to provide a justification for any rejection. The Collaborative Applicant must also rank all projects with a unique rank number—Renewal, New, and YHDP projects—prior to submitting the CoC Priority Listing to HUD.
The Collaborative Applicant does not rank UFA Costs Project Applications or CoC Planning Project Applications.

**Highlights in e-snaps in FY 2021**

This section highlights several items in e-snaps this year.

- **Changes to Reallocation Screens.** During the FY 2021 CoC Program Competition, the CoC Project Listings retain the “Reallocation,” “Reallocation—Grants Eliminated,” and “Reallocation—Grants Reduced” screens. However, the “Reallocation—New Projects” and “Reallocation—Balance” screens have been eliminated.

- **Ranking a Consolidated Application.** In the FY 2021 CoC Program Competition, grant recipients have the option to consolidate up to 10 of their eligible renewal project applications into one grant. Consolidated applications will ONLY submit individual renewal project applications, identifying the renewal application that will survive and the renewal applications that will terminate. They will not submit a combined project application. Each renewal project that is part of a consolidation request must be ranked with a unique number.

- **Five CoC Project Listings.** During the FY 2021 CoC Program Competition, Collaborative Applicants will have four separate CoC Project Listings in e-snaps: New Project Listing, Renewal Project Listing, YHDP Project Listing, UFA Costs Project Listing, and CoC Planning Project Listing. As Project Applicants submit their Project Applications to the Collaborative Applicant, the Project Applications will populate the respective Project Listing based on whether the project is a New, Renewal, UFA Costs (HUD-designated UFAs only), or CoC Planning project.
  - **CoC Planning Project Listing.** The Collaborative Applicant may submit only one CoC Planning project on the CoC Planning Project Listing. This Project Application must be submitted by the Collaborative Applicant. The Collaborative Applicant does not rank the CoC Planning project.

    Each Collaborative Applicant may submit one CoC Planning Project Application. While these funds are only for Collaborative Applicants, a Collaborative Applicant must apply for them as a Project Applicant, rather than through the CoC Application. There is a separate navigational guide for the CoC Planning Project Application available at https://www.hud.gov/program_offices/comm_planning/coc/competition.

  - **UFA Costs Project Listing.** The Collaborative Applicant with HUD UFA designation may submit only one UFA Costs Project Application on the UFA Costs Project Listing, which must be submitted by the Collaborative Applicant designated as UFA. The Collaborative Applicant does not rank the UFA Costs Project Application.

    Collaborative Applicants can apply for and receive a designation as a UFA during the CoC Program Registration process. If a Collaborative Applicant received UFA designation, it is eligible to apply for and receive funding for UFA Costs. The Collaborative Applicant must apply as a Project Applicant submitting a UFA Costs Project Application. There is a separate navigational guide for the UFA Costs Project Application available at https://www.hud.gov/program_offices/comm_planning/coc/competition.

  - **YHDP Renewal and YHDP Replacement Projects.** Consistent with the requirements of the Consolidated Appropriations Act of 2021, funding for the CoC program may be used
to competitively or non-competitively renew or replace grants for eligible YHDP projects. See the FY 2021 CoC Program Competition for additional information.

- **Expansion Projects.** New in the FY 2021 CoC Program Competition, the process for Project Applicants to submit an expansion project has changed. In the context of this Competition, an expansion project is one that combines an existing eligible renewal project with new funding via a new project application that will expand the project. In every Renewal Project Application, Project Applicants MUST complete the “Renewal Grant Consolidation or Renewal Grant Expansion” screen and actively identify whether the project is part of an expansion project. Collaborative Applicants rank the Renewal Project Application for the existing project, as well as the New Project Application or Applications for the new funding to expand the project. Expansions will ONLY submit a stand-alone Renewal Project Application and a stand-alone New Project Application. They will not submit a combined Project Application. Both the eligible Renewal and New project applications must be ranked with a unique number.

- **CoC Ranking Tool.** As the Collaborative Applicant will most likely move among the two Project Listings for New and Renewal Project Applications, HUD developed the FY 2021 CoC Ranking Tool spreadsheet. The spreadsheet may assist Collaborative Applicants in ranking projects. The spreadsheet will help the CoC determine which projects fall within either Tier 1 or Tier 2. The spreadsheet, which is available at https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/, will keep a running total that the CoC requests for funding. Remember, only New and Renewal projects will be ranked; therefore, when using the FY 2021 CoC Ranking Tool, you should only enter New, Renewal, and YHDP projects and exclude CoC Planning and, if applicable, UFA Costs Project Applications.

- **Project Ranking.** The Collaborative Applicant must review and either approve and rank or reject all New and Renewal Project Applications.

If the Collaborative Applicant needs to amend a project for any reason after completing the ranking process, the ranking of other projects will not be affected; however, the Collaborative Applicant must rank the amended project once it is returned to the Project Listing. Review the FY 2021 CoC Priority Listing Detailed Instructions regarding amending projects and the Collaborative Applicant's and Project Applicant's responsibilities at https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/
CoC Priority Listing

Accessing e-snaps

The Notice of Funding Availability (NOFO) for the Fiscal Year 2021 Continuum of Care (CoC) Competition is for one year only.

The Collaborative Applicant is required to submit both the CoC Application and the CoC Priority Listing electronically in e-snaps during the Competition for FY 2021 funds. Project Applicants will apply as normal for FY 2021 funds.

All Collaborative Applicants and Project Applicants must read the FY 2021 CoC Program Competition NOFO for all CoC Program Competition requirements as well as 24 CFR part 578, which provides the regulations for the competition. Regulations are available at https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml.

NOTE: Each e-snaps user must have his or her own login credentials. Preferably, each organization will have two people with access to e-snaps—the Primary Contact and one or more additional staff persons. When there is staff turnover, the CoC will need to ensure that it has access to e-snaps.
Existing Users

Steps

1. Direct your Internet browser to https://esnaps.hud.gov.
2. On the left menu bar, enter the username and password. You will then enter the e-snaps system and arrive at the "Welcome" screen.
3. If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

Steps

1. Create an e-snaps username and password by selecting the "Create Profile" link.
2. Log in as instructed under the Existing Users heading above.

For a refresher on how to navigate through the e-snaps system, please visit https://www.hudexchange.info/programs/e-snaps/.

Give Staff Access to Your Organization’s e-snaps Account

Having a user profile enables a person to access e-snaps. However, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and Project Applications associated with the organization.

CoC Priority Listing

Accessing the CoC Priority Listings: Submissions

For the Collaborative Applicant to access the CoC Priority Listing, HUD must have already approved the Collaborative Applicant's CoC Program Registration in e-snaps. If they have not received HUD's approval, the Collaborative Applicant will not have access to the CoC Priority Listing.

Access the CoC Priority Listings through the "Submissions" screen as noted in the steps described below the following screen capture.

Applicant Field and Dropdown Menu

When e-snaps users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

Users with e-snaps access to more than one organization’s account will see a dropdown menu listing the organizations. This group of e-snaps users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. e-snaps users must ensure they are working in the correct Applicant account.
CoC Priority Listing

Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Locate the Project Priority List.
   - Option: Use the "Submissions Filters." Select your FY 2021 Registration in the "Applicant Project Name" field. Then select the "Filter" button to single out your project(s).
   - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "CoC Registration and Application FY 2021 / CoC Priority Listing FY 2021."
4. Select the "Open Folder" icon next to the CoC Project Priority List (the "Project Listing" project). Continue with the instructions in the next section for completing the CoC Priority Listings.
The CoC Priority Listing screens consist of the Before Starting screen, Reallocation forms, CoC New Project Listing, CoC Renewal Project Listing, CoC UFA Project Listing, CoC Planning Project Listing, YHDP Renewal Project Listing, the Funding Summary, Attachments, and the Submission Summary.

The New, Renewal, UFA Costs, and CoC Planning screens each have the same features and functionalities, except that the UFA Costs and CoC Planning Project Applicant Project Details screens do not provide an option to select a numeric rank since these two types of projects are not ranked; however, the Collaborative Applicant must still accept or reject the project(s).

**Before Starting**

Before you begin the FY 2021 CoC Priority Listing, review the following information highlighted on this "Before Starting the Project Application" screen.

**Step**

1. Select "Next."

*The Continuum of Care FY 2021 CoC Priority Listing Detailed Instructions document is available at [https://www.hud.gov/program_offices/comm_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)*
1. CoC Identification

Screen "1A. CoC Information" is a read-only screen that identifies your Collaborative Applicant Name.

**Steps**

1. Ensure that your Collaborative Applicant Name is correct.
2. Select "Next" to proceed to the next screen.

**NOTE:** The e-snaps AAQ at HUD Exchange is no longer active. If the information on this screen is not correct, contact the e-snaps HUD Help Desk at:

- [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC’s or project applicant’s e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.
2. Reallocation

This screen asks the Collaborative Applicant to specify whether it wants to reallocate funds from one or more eligible renewal grants into one or more new Project Application(s) as outlined in the FY 2021 CoC Program Competition NOFO. All CoCs are eligible to reallocate funds and should carefully review the FY 2021 CoC Program Competition NOFO for detailed requirements for each type of new reallocated project.

Steps

1. In field 2-1, select "Yes" or "No" from the dropdown menu to indicate if the CoC plans to reallocate funds from one or more eligible renewal grant(s) that will expire in calendar year 2022 into one or more new projects.

2. Select "Save & Next."

Reallocation

*CoC Reallocation is a process where a CoC may reallocate funds in whole or in part from eligible renewal projects to create one or more New Project Applications by transferring all or part of funds from existing grants that are eligible for renewal in FY 2021 into a new project.*
3. Reallocation—Grants Eliminated

This screen asks the Collaborative Applicant to identify the eligible renewal project(s) that are being eliminated in the CoC through reallocation. If you are not planning to eliminate an eligible renewal project(s) in its entirety (and will only reduce one or more eligible renewal project), you can skip this form.

**Step**

1. Select the "Add" icon above the "Delete" column to add the projects you wish to eliminate.
   - Upon selecting the "Add" icon, you will be taken to a new screen to enter the details of the projects you wish to reallocate.
**CoC Priority Listing**

**Steps**

2. Complete fields 3-1 and 3-2 for each eligible renewal grant that is being eliminated during the FY 2021 Reallocation process. CoCs should refer to the final FY 2021 Grant Inventory Worksheet (GIW) to ensure all information entered here is accurate. The GIW is available at [https://www.hud.gov/program_offices/comm_planning/coc/competition/giws](https://www.hud.gov/program_offices/comm_planning/coc/competition/giws).

3. Select "Save and Add Another" to enter another project or "Save and Back to List" to return to the 3: Grant(s) Eliminated list screen.

4. Based on the eligible renewal project information you entered, the "Amount Available for New Project" field on the 3. Grant(s) Eliminated list screen will auto-populate with the sum of all the eliminated projects that you entered on the 3. Grant(s) Eliminated Details screen.
   - Make sure that all the eliminated grants that you entered appear correctly on the screen.
   - To edit grant information, select the "View" icon to the left of the priority number. Selecting this icon will take you to the detail page of the corresponding grant.
   - To delete a grant, select the "Delete" icon .

5. If all the data appears to be correct, select "Save & Next" to proceed to the next screen.
4. Reallocation—Grant(s) Reduced

This screen asks the Collaborative Applicant to identify eligible renewal project(s) that are being reduced in the CoC. If you will not reduce any eligible renewal project(s), you can skip this screen.

**Step**

1. Select the "Add" icon above the "Delete" column to add the projects you wish to reduce.
   - Upon selecting the "Add" icon, you will be taken to a new screen to enter the details of the eligible renewal project(s) you wish to reduce.
Steps

1. Complete fields 4-1 and 4-2 for each eligible renewal grant that is being reduced during the FY 2021 Reallocation process. CoCs should refer to the final FY 2021 GIW to ensure all information entered here is accurate. The GIW is available at https://www.hud.gov/program_offices/comm_planning/coc/competition/giws.

2. Select "Save and Add Another" to enter another project or "Save and Back to List" to return to the 4: Grant(s) Reduced list screen.

3. Based on the eligible renewal grant information you entered, the "Amount Available for New Project" field on the 4. Grant(s) Reduced list screen will auto-populate with the sum of all the reduced projects that you entered on the 4. Grant(s) Reduced Details screen.
   - Make sure that all the reduced projects you entered appear correctly on the screen.
   - To edit grant information, select the "View" icon to the left of the priority number. Selecting this icon will take you to the detail page of the corresponding grant.
   - To delete a grant, select the "Delete" icon.

4. If all the data appears to be correct, select "Save & Next" to proceed to the next screen.
**Using the CoC Ranking Tool**

The FY 2021 CoC Ranking Tool is a spreadsheet that HUD developed to make it easier for Collaborative Applicants to view all of their projects in one location, rather than having to toggle back and forth among the New and Renewal Project Listings in e-snaps. The tool, developed by a HUD-approved technical assistance provider, is available at https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/.

The Excel file contains multiple sheets, including instructions for using the tool.

The Collaborative Applicant must rank all New and Renewal Project Applications. UFA Costs, CoC Planning, YHDP Renewal, and YHDP Replacement projects are not ranked and must be accepted or rejected. Each Project Application on the New Project Listing and Renewal Project Listing must have a unique numeric rank. The numeric rank cannot be repeated. If a Collaborative Applicant has ten projects that it will rank, seven of which are renewal projects, one of which is a PSH Bonus project, and two of which are new projects created through reallocation, the Collaborative Applicant must rank these projects with the numbers 1 to 10. Collaborative Applicants may choose to use the spreadsheet to rank their projects before entering the ranking in e-snaps.

New in FY 2021, Expansion projects will only submit a Stand-Alone Renewal Project Application and a Stand-Alone New Project Application.

Also new in FY 2021, grant recipients have the option to consolidate up to ten of their eligible renewal projects into one grant, as outlined in the FY 2021 CoC Program Competition NOFO. Each individual application that is being consolidated must be ranked with a unique numeric ranking, as described above.

HUD HQ will combine the data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

It is not mandatory for Collaborative Applicants to use the FY 2021 CoC Ranking Tool. HUD recommends that if Collaborative Applicants choose to use the tool, they retain it as part of the local application process.

The CoC Priority Listing is the official record of the CoC's ranking decisions—not the FY 2021 CoC Ranking Tool.
Assigning a Unique Ranking to Projects

The following table demonstrates where project applications will appear within the CoC Priority Listing, whether the projects must be ranked, and whether there may be an alpha-code associated with the project. Project types that have “N/A” are not ranked; however, these projects must be accepted or rejected by the CoC.

<table>
<thead>
<tr>
<th>Project Listing</th>
<th>Description</th>
<th>Rank (Yes, No, N/A)</th>
<th>Alpha Code (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Projects created through reallocation, CoC Bonus, and DV Bonus</td>
<td>Yes—Unique</td>
<td>D—DV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E—Expansion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X—Rejected, HUD will not review</td>
</tr>
<tr>
<td>Renewal</td>
<td>All eligible renewal projects that must be ranked</td>
<td>Yes—Unique</td>
<td>C—Consolidated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E—Expansion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X—Rejected, HUD will not review</td>
</tr>
<tr>
<td>UFA Costs</td>
<td>UFA Costs projects if the Collaborative Applicant received UFA designation by HUD in the FY 2021 CoC Program Registration process</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CoC Planning</td>
<td>CoC planning project application submitted by the CoC’s designated Collaborative Applicant</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>YHDP Renewal</td>
<td>Eligible YHDP renewal project</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>YHDP Replacement</td>
<td>Eligible YHDP renewal project submitted as a YHDP replacement project</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Notes:

Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.

The Collaborative Applicant should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.

Step

1. To upload all New Project Applications that have been submitted, select the "Update List" button.

The following screen will appear after selecting the "Update List" button.
NOTE: If you return to the Project Listing screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.

*Instructions:* [show]
The Project Listing is currently being updated. Due to the complexity of this process, the system may take several minutes. It will take longer based upon the number of projects that have been submitted to the Project Listing.

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).

**Review, Approve, and Rank or Reject New Projects**

Collaborative Applicants need to review each Project Application. Any Project Applications that need revision can be amended back to the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing each review and ensuring that all Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve and rank or reject each Project Application.

All Project Applications—New, Renewal, and YHDP—should be ranked together as one set and each Project Application must have a unique rank number. Do not rank CoC Planning Project Applications or UFA Costs Project Applications.

**NOTE:** If you assign the same ranking to more than one individual project, you will receive an error message at the top of the screen which states “CoC New Project Listing has duplication of the following ranks:"
The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.
Review New Project Applications

Steps

1. To review the New Project Application, select the orange "Open Folder" icon 📂 to the left of the Project Name under the "View Submission" column.

2. Review the New Project Application.

   The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for "Amending the Project Application" later in this navigational guide.

3. When finished, select the "Back to Project Priority List" link on the left menu bar.
The following image shows the "Before Starting" screen of a Project Application with the "Back to Project Priority Listing" link.
Approve/Reject and Rank New Project Applications

Steps

1. To either approve and rank or reject the New Project Application, select the "View" icon (which resembles a magnifying glass) to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen appears.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the New Project Application that you selected for review. The first 9 fields are read-only.

This particular screen shows a New Project Application that has been approved and ranked.
This particular screen shows a New Project Application that has been rejected.

**Steps**

1. Review the pre-populated information.
   
   If the information is incorrect, the Collaborative Applicant needs to amend the Project Application back to the Project Applicant. See the "Amending the Project Application" instructions later in this navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
   
   - Select "Yes" if you want to submit this Project Application for funding consideration.
   - Select "No" if you intend to reject the Project Application.

3. Select "Save."

4. A field will appear:
   
   - If you selected "Yes" to the previous question, a "Rank" field will appear. Enter a unique number.
   - If you selected "No" to the previous question, a "Reason for project rejection" field will appear. Select a reason from the dropdown menu.

5. Select "Save and Back to List" to return to screen "5A. CoC New Project Listing."

6. Select "Next" to proceed to screen "5B. Renewal Project Listing."

Next, we will discuss the Renewal Project Listing instructions.
Screen “5B. CoC Renewal Project Listing” contains all of the Renewal Project Applications submitted by Project Applicants to the CoC. Here, the Collaborative Applicant will upload the listings for the first time and update the listings periodically as Project Applicants submit their Project Applications. The Collaborative Applicant may sort the listing by any of the headers.

NOTE: Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system. The Collaborative Applicant should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.

NOTE: Permanent Housing projects (PSH and RRH) that are renewing in the FY 2021 CoC Program Competition will upload to the Renewal Project Listing as a PH project, not with the subcategory of PSH or RRH.
Steps

1. Select the check box that describes the Renewal Project Listing for your project.
   - Option 1: The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing.
   - Option 2: The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality habitability.
   - Option 3: The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing projects.

2. To upload all Renewal Project Applications that have been submitted to this CoC Consolidated Application, click on the "Update List" button.

The following screen will appear after selecting the "Update List" button.

NOTE:
If you return to the Project Listing screen before it is done, the following message appears at the top of the screen. When it is gone, the list has finished updating.

Step

3. Collaborative Applicants need to review and either approve and rank or reject each renewal project listed.
Review, Approve, and Rank or Reject Renewal Projects

Collaborative Applicants need to review each Renewal Project Application. Any Project Applications that need revision can be amended back to the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing each Project Application review and ensuring that all Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve and rank or reject each application.

All Renewal Project Applications should be ranked together as one set and each Project Application must have a unique number. The Collaborative Applicant does not rank CoC Planning Project Applications or UFA Costs Project Applications.

NOTE: If you assign the same ranking to more than one project, you will receive an error message at the top of the screen which states "CoC Renewal Project Listing has duplication of the following ranks:"
The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.

For expansion projects, Collaborative Applicants rank the Renewal Project Application for the existing project and the New Project Application(s) for the new funding to expand the project.

For consolidation projects, Collaborative Applicants rank the individual renewal project applications.

There is no combined renewal expansion or combined consolidated project in FY 2021.
Review Renewal Project Applications

Steps

1. To review the Renewal Project Application, select the orange “Open Folder” icon to the left of the Project Name under the “View Submission” column.

2. Review the Renewal Project Application.

   The Renewal Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for “Amending the Project Application” later in this navigational guide.

3. When finished, select the “Back to Project Priority Listing” link on the left menu bar.
The following image shows the "Before Starting" screen of a Project Application.

Select "Back to Project Priority List FY2021"
Approve/Reject and Rank Renewal Project Applications

**Steps**

1. To either approve and rank or reject the Renewal Project Application, select the "View" icon to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Renewal Project Application that the Collaborative Applicant selected for review. The first 9 fields are read-only.

This particular screen shows a Renewal Project Application that has been approved.
Steps

1. Review the pre-populated information.
   - If the information is incorrect, amend the project back to the Project Applicant. See the "Amending the Project Application" instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
   - Select "Yes" if you want to submit this project for funding.
   - Select "No" if you do not want to submit it.

3. Select "Save."

4. A field will appear:
   - If you selected "Yes" to the previous question, a "Rank" field will appear. Enter a unique number.
   - If you selected "No" to the previous question, a "Reason for project rejection" field will appear. Select a reason from the dropdown menu.

5. Select "Save and Back to List" to return to "5B. CoC Renewal Project Listing."

6. Select "Next" to proceed to screen "5C. UFA Costs Project Listing."

Next, we will discuss the UFA Costs Project Listing instructions.
5C. UFA Costs Project Listing—Only Visible for Those Collaborative Applicants With UFA Designation

Screen "5C. UFA Costs Project Listing" contains all of the UFA Costs Project Applications submitted by Project Applicants in the CoC. Here, the Collaborative Applicant will upload the listing for the first time and update the listing periodically as the Collaborative Applicant submits the UFA Costs Project Application.

NOTE: Only those Collaborative Applicants designated as a UFA by HUD will submit a UFA Costs Project Application. Do not rank the UFA Project Costs Application. If a Project Applicant mistakenly submits more than one UFA Costs Project Application, reject all but the UFA Costs Project Application submitted by the organization that is the Collaborative Applicant and designated as a UFA by HUD.

NOTE: Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system. The Collaborative Applicant designated as a UFA should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.

Step

1. To upload all UFA Costs Project Applications that have been submitted to this CoC Consolidated Application, click on the "Update List" button.
The following screen will appear after selecting the "Update List" button.

**NOTE:**
If you return to the Project Listing screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.

**Step**

2. Review and either approve or reject the UFA Costs Project Application listed.

Ultimately, Collaborative Applicants must approve only one UFA Costs Project Application.
Review, Approve, or Reject UFA Cost Projects

Collaborative Applicants need to review the UFA Costs Project Application. If the Project Application needs revision, the Collaborative Applicant can amend it back to itself as the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing each review and ensuring that the UFA Project Application is final, Collaborative Applicants can view the Project Applicant Project Details and approve only one UFA Costs Project Application that is submitted by the Collaborative Applicant with the UFA designation.

If additional UFA Costs Project Applications are appearing from Project Applicants other than the HUD-designated UFA Collaborative Applicant, those UFA Costs projects must be rejected. The CoC Priority Listing will not allow you to submit if there is more than one UFA Costs Project Application. Do not rank UFA Costs Project Applications.

### Steps

1. To review the UFA Project Application, select the orange “Open Folder” icon to the left of the Project Name under the “View Submission” column.

2. Review the UFA Project Application.

   The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for “Amending the Project Application” later in this navigational guide.

3. When finished, select the “Back to Project Priority Listing” link on the left menu bar.
The following image shows the "Before Starting" screen of a Project Application.

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:
- Only Collaborative Applicants may apply for UFA costs using this application.
- Additional training resources can be found on the HUD.gov at https://www.hud.gov/offices/cfa/learn/colab or on the HUD Exchange at https://www.hudexchange.info/cf-exchange/ guides/coc-program-competition-resources.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask a Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2021 CoC Program NOFO.

Select "Back to Project Priority List FY2021"
Approve or Reject UFA Costs Project Application

**Steps**

1. To either approve or reject the UFA Costs Project Application, select the "View" icon to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

This particular screen shows a UFA Costs Project Application that has been approved.
The next screen shows a UFA Costs Project Application that has been rejected. Since the CoC can submit only one UFA Costs Project Application, if more than one UFA Costs Project Application appears on the UFA Costs Project listing, the Collaborative Applicant will need to reject any additional projects. Examples of this situation include a duplicate submission by the Collaborative Applicant, an improper submission by a Project Applicant that is not the Collaborative Applicant, or a submission by a Collaborative Applicant that is not part of the CoC (e.g., the Collaborative Applicant selected an incorrect CoC Name and Number at the beginning of the Project Application).

**Steps**

1. Review the pre-populated information. If the information is incorrect, amend the project back to the Project Applicant. See the "Amending the Project Application" instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
   - Select "Yes" if you want to submit the Project Application for funding consideration.
   - Select "No" if you intend to reject the Project Application.

   **NOTE:** Even though the UFA Costs project is not ranked, you must still answer "Yes" or "No" to this question. By answering "Yes," this will signify that you are approving the UFA Costs application.

3. Select "Save."

4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the UFA Costs Project Application.

5. Select "Save and Back to List" to return to "5C. CoC UFA Costs Project Listing."

6. Select "Next" to proceed to screen "5D. CoC Planning Project Listing."

Next, we will discuss the CoC Planning Project Listing instructions.
5D. CoC Planning Project Listing

Screen "5D. CoC Planning Project Listing" contains the CoC Planning Project Application that the Collaborative Applicant has completed as a Project Applicant and submitted to itself for inclusion in the CoC Consolidated Application that it will submit to HUD. Here, the Collaborative Applicants upload the listings for the first time and update the listings periodically as Project Applicants submit their Applications.

**NOTE:** Collaborative Applicants will submit only one CoC Planning Project Application. If a Project Applicant mistakenly submits a CoC Planning Project Application, the Collaborative Applicant must reject it and accept ONLY the CoC Planning Project Application submitted by the organization that is the Collaborative Applicant.

**NOTE:** Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system. The Collaborative Applicant should continue working in the Project Priority Listings or log out of e-snaps and come back later to view the updated list.

**Step**

1. To upload the Collaborative Applicant's CoC Planning Project Application, select the "Update List" button.
The following screen will appear after selecting the "Update List" button.

**NOTE:**

If you return to the Project Listing screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.

**Step**

2. Collaborative Applicants need to review and either approve or reject each CoC Planning Project Application listed.

   Ultimately, Collaborative Applicants must approve only one CoC Planning Project Application.
Review, Approve, or Reject CoC Planning Project

Collaborative Applicants need to review the CoC Planning Project Application. If the Project Application needs revision, the Collaborative Applicant can amend it back to itself as the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing the review and ensuring that the Project Application is final, Collaborative Applicants can view the Project Applicant Project Details and approve or reject the Application in e-snaps.

Collaborative Applicants do not rank CoC Planning Project Applications.

NOTE: The Collaborative Applicant can only approve one CoC Planning Project Application which MUST be submitted by the Collaborative Applicant.

Review the Project Applications

Steps

1. To review the CoC Planning Project Application, select the orange “Open Folder” icon to the left of the Project Name under the “View Submission” column.

2. Review the CoC Planning Project Application.

   The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for “Amending the Project Application” later in this navigational guide.

3. When finished, select the “Back to Project Priority Listing” link on the left menu bar.
The following image shows the "Before Starting" screen of a Project Application.

Select "Back to Project Priority List FY2021"
Approve or Reject the CoC Planning Project Applications

Steps

1. To approve or reject the CoC Planning Project Application, select the "View" icon to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that was selected for review. The first nine fields are read-only.

This particular screen shows that the CoC Planning Project has been approved.
The next screen shows a CoC Planning Project Application that has been rejected. Since the CoC can submit only a CoC Planning project, if more than one CoC Planning Project appears on the CoC Planning Project listing, the Collaborative Applicant will need to reject any additional projects. Examples of this situation include a duplicate submission by the Collaborative Applicant, an improper submission by a Project Applicant that is not the Collaborative Applicant, or a submission by a Collaborative Applicant that is not part of the CoC (e.g., the Collaborative Applicant selected an incorrect CoC Name and Number at the beginning of the Project Application).

Steps

1. Review the pre-populated information.
   
   If the information is incorrect, amend the project back to the Project Applicant. See the "Amending the Project Application" instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
   
   - Select "Yes" if you want to submit this Project Application for funding consideration.
   
   - Select "No" if you intend to reject the Project Application.

   **NOTE:** Even though the CoC Planning project is not ranked, you must still answer "Yes" or "No" to this question. By answering "Yes," this will signify that you are approving the CoC Planning application for submission.

3. Select "Save."

4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the CoC Planning Project Application.

5. Select "Save and Back to List."

6. Select "Next" to proceed to screen "5E. YHDP Renewal Listing."
5E. YHDP Renewal Listing

Screen "5E. YHDP Renewal Listing" contains all of the YHDP Renewal Project Applications submitted by Project Applicants in the CoC. Here, the Collaborative Applicant will upload the listing for the first time and update the listing periodically as the Collaborative Applicant submits the YHDP Renewal Project Application.

NOTE:

Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.

The Collaborative Applicant designated as a UFA should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.

Step

1. To upload all YHDP Renewal Project Applications that have been submitted to this CoC Consolidated Application, click on the "Update List" button.
The following screen will appear after selecting the "Update List" button.

**NOTE:**

If you return to the Project Listing screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.

**Step**

2. Review and either approve or reject the YHDP Renewal Project Application listed.
Review, Approve, or Reject YHDP Renewal Projects

Collaborative Applicants should review the YHDP Renewal Project Applications. If a Project Application needs revision, the Collaborative Applicant can amend it back to the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing each review and ensuring that all Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve or reject each Project Application.

All YHDP Renewal Project Applications must be approved or rejected; however, rejections should only occur if the project application is not a valid YHDP renewal.

**NOTE:** If you assign the same ranking to more than one project, you will receive an error message at the top of the screen which states “CoC Renewal Project Listing has duplication of the following ranks:”

The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.
Review YHDP Renewal Project Applications

Steps

1. To review the Project Application, select the orange "Open Folder" icon to the left of the Project Name under the "View Submission" column.

2. Review the Project Application.

   The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for "Amending the Project Application" later in this navigational guide.

3. When finished, select the "Back to Project Priority List FY2021" link on the left menu bar.
Before Starting the Project Application

To ensure that the Project Application is completed accurately, all project applicants should review the following information before beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program_offices/comm_development/cf/]
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask a Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR).
- System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information e-snap FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guide, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiencies).
- Carefully review each question in the Project Application. Questions from previous applications may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data entered in the past award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 576 and the application requirements set forth in the FY 2021 CoC Program Competition NOFO.
- VIMD projects must state they were awarded under the VIMD program on screen 3A and answer the VIMD specific page that follows.

Select "Back to Project Priority List FY2021"
Approve or Reject YHDP Renewal Project Applications

Steps

1. To either approve or reject the YHDP Renewal Project Application, select the "View" icon to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

This particular screen shows a YHDP Renewal Project that has been approved.
This particular screen shows a YHDP Renewal Project Application that has been rejected.

**Steps**

1. Review the pre-populated information.
   
   If the information is incorrect, amend the project back to the Project Applicant. See the "Amending the Project Application" instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
   
   - Select "Yes" if you want to submit the Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
   
   - Select "No" if you intend to reject the Project Application. A new "Reason for project rejection field" will appear. Choose a reason from the dropdown menu.

3. Select "Save."

4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the YHDP Renewal Project Application.

5. Select "Save and Back to List" to return to "5E. YHPS Renewal Project Listing."

6. Select "Next" to proceed to screen "5E. YHPS Renewal Project Listing."
**5F. YHDP Replacement Listing**

Screen "5F. YHDP Replacement Listing" contains all of the YHDP Replacement Project Applications submitted by Project Applicants in the CoC. Here, the Collaborative Applicant will upload the listing for the first time and update the listing periodically as the Collaborative Applicant submits the YHDP Replacement Project Application.

**NOTE:**

Uploading and updating the Project Listing may take a few minutes, depending on the number of projects that need to be located in the e-snaps system.

The Collaborative Applicant designated as a UFA should continue to the next Project Listing to update it or log out of e-snaps and come back later to view the updated list.

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**Step**

1. To upload all YHDP Replacement Project Applications that have been submitted to this CoC Consolidated Application, click on the "Update List" button.
The following screen will appear after selecting the "Update List" button.

**NOTE:** If you return to the Project Listing screen before it is finished updating, the following message appears at the top of the screen. When it is gone, the list has finished updating.

**Step**

2. Review and either approve or reject the YHDP Replacement Project Application listed.
CoC Priority Listing

Review, Approve, or Reject YHDP Replacement Projects

Collaborative Applicants should review the YHDP Replacement Project Applications. If a Project Application needs revision, the Collaborative Applicant can amend it back to the Project Applicant. See “Amending the Project Application” in this document for instructions.

After completing each review and ensuring that all Project Applications are final, Collaborative Applicants can view the Project Applicant Project Details and approve or reject each Project Application.

All YHDP Replacement Project Applications must be approved or rejected; however, rejections should only occur if the project application is not a valid YHDP replacement project.

NOTE: If you assign the same ranking to more than one project, you will receive an error message at the top of the screen which states "CoC Renewal Project Listing has duplication of the following ranks:"

The message will show the ranking number that you have used more than once across your projects; e.g., if rank number 1 was used more than once, the message will indicate that the number 1 was used more than once.
Review YHDP Replacement Project Applications

Steps

1. To review the Project Application, select the orange "Open Folder" icon to the left of the Project Name under the "View Submission" column.

2. Review the Project Application.
   The Project Application is read-only. Any changes must be made by the Project Applicant and resubmitted to the Collaborative Applicant. See the instructions for "Amending the Project Application" later in this navigational guide.

3. When finished, select the "Back to Project Priority List FY2021" link on the bottom of the left menu bar.
CoC Priority Listing

Before Starting the Project Application

To ensure that the Project Application is completed accurately, all project applicants should review the following information BEFORE beginning the application.

Things to remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program_offices/division_of_homelessness_and_baseline/housing_data] or on the HUD Exchange at [https://www.hudexchange.info/respondents/quickstart/](https://www.hudexchange.info/respondents/quickstart/)
- Program policy questions and problems related to completing the application in e-grants may be directed to HUD via the HUD Exchange Ask a Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR) System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-Grants. They contain more comprehensive instructions and should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-Grants, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data entered in the past award and amendment forms in e-Grants will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2021 CoC Program Competition NOFO.
- YWDP projects must state they were awarded under the YWDP program at screen 3A and answer the YWDP specific page that follows.

Select “Back to Project Priority List FY2021”
Approve or Reject YHDP Replacement Project Applications

Steps

1. To either approve or reject the YHDP Replacement Project Application, select the "View" icon to the left of the Project Name under the "View" column.

2. The "Project Applicant Project Details" screen will appear.

The following image shows the "Project Applicant Project Details" screen. It provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

This particular screen shows a YHDP Replacement Project that has been approved.
Steps

1. Review the pre-populated information.

   If the information is incorrect, amend the project back to the Project Applicant. See the "Amending the Project Application" instructions later in the navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
   - Select "Yes" if you want to submit the Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
   - Select "No" if you intend to reject the Project Application. A new "Reason for project rejection field" will appear. Choose a reason from the dropdown menu.

3. Select "Save."

4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the YHDP Replacement Project Application.

5. Select "Save and Back to List" to return to "5F. YHPS Replacement Project Listing."

6. Select "Next" to proceed to the next screen.
**Funding Summary**

The “Funding Summary” screen contains the total amount requested by the CoC that will be submitted to HUD for funding consideration, along with a breakdown of the following: Renewal Amount, Consolidated Amount, New Amount, CoC Planning Amount, UFA Project Costs (only if there is a UFA Costs Project Listing), YHDP Amount, Rejected Amount, and Total CoC Request. It also identifies the maximum amount allowed for CoC Planning costs and, for those Collaborative Applicants designated as UFA, the amount allowed for UFA Project Costs.

In order for the total amount of funding for each of the categories listed below to appear correctly on this screen, you must click “Refresh Calculations” as the amounts for each category may not update automatically.

### Steps

1. Ensure that the pre-populated amounts are correct.
   
   - If they are not accurate, review the Project Listings. In particular, review the projects' approval/rejection status.
   
   - If you continue to have problems, contact the HUD e-snaps Help Desk:
      
      o [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
      
      o [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC’s or project applicant’s e-snaps account, navigating e-snaps, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

2. Select "Next" to proceed to the next screen.
Attachments

This section of the application specifies which attachments the Collaborative Applicant is required to submit with their CoC Priority Listing as part of the CoC Consolidated Application.

- The Collaborative Applicant is required to submit the HUD-2991, Certificate of Consistency with the Consolidated Plan.

- The CoC Ranking Tool is optional and the Collaborative Applicant can attach the completed spreadsheet to the CoC Priority Listing if it chooses; however, it is not required and projects accepted and ranked in e-snaps—as shown in the submitted CoC Priority Listing—will be the official record of the CoCs ranking decisions.

Therefore, even if a Collaborative Applicant attaches the FY 2021 Ranking Tool to the FY 2021 CoC Priority Listing, it will still need to fully complete and accept and rank, or reject, all New and Renewal Project Applications and accept or reject CoC Planning and, if applicable, UFA Costs projects in the FY 2021 CoC Project Listings.

Steps

1. To determine which attachments you are required to submit, review the column titled "Required."
   - If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.

2. Select the link under the header "Document Type" of the required attachment.
   - The Attachment Details screen will appear.
Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
3. Select "Save & Back to List" to return to the "Attachments" screen.

NOTE:

To delete an uploaded attachment:

- Select the delete icon 🗑️ that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

The CoC is responsible for attaching the Certification of Consistency with the Consolidated Plan for all projects in the CoC, as well as the Final GIW.

- For each jurisdiction, the CoC shall have one Certification with a list attached of all associated projects.
Submission Summary

Once the required information is entered and the Collaborative Applicant is sure that the information, approvals, and rankings are correct, the Collaborative Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the CoC Priority Listings screens.

In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed. e-snaps users can go back to any screen by selecting the screen name on the left menu bar. Remember to select "Save" after making any changes.

NOTE: The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Collaborative Applicant to proceed to the next step in the e-snaps system.

HUD, however, may require an item prior to the awarding of program funds.

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."
Amending the Project Application

While reviewing the Project Applications on the New, Renewal, UFA Costs (for HUD-designated UFAs only), CoC Planning Listings, or YHDP Renewal, Collaborative Applicants may find errors that require correction. Collaborative Applicants are not able to make the changes themselves. If changes need to be made to the Project Applications, the Collaborative Applicant must amend the project back to the Project Applicant. Remember, if a Project Application is amended, the Collaborative Applicant must notify the project in writing outside of e-snaps.

It is the sole responsibility of the Collaborative Applicant to ensure the amended project is resubmitted and appearing on the applicable CoC Project Listing BEFORE submitting the FY 2021 CoC Project Listing in e-snaps.

Steps—Who

1. Either
   If a submitted Project Application needs to be amended, contact must be made between the Project Applicant and the Collaborative Applicant (via email or phone, not through the e-snaps system).
      - If a Project Applicant determines that an amendment is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “amend,” or release, the Project Application back to the Applicant.
   If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.

2. Collaborative Applicant
   The following actions are taken by the Collaborative Applicant so the applicant can amend the Project Application:
      - Select the "Notepad" icon on the Project Listing screen to “release” the Project Application back to the Applicant.
      - Select the "Update List" button at the top of the screen to refresh the project list. The project to be amended will be removed.
      - Notify the Project Applicant that its application has been sent back for amendment.

   The project will not reappear until it has been re-submitted by the Project Applicant and the Collaborative Applicant updates the project listing again. The Project Applicant must notify the Collaborative Applicant when the application has been re-submitted.
3. **Project Applicant**

After the Project Application has been sent back for amendment, any person who is an authorized e-snaps user with the Project Applicant’s organization will be able to reopen the project.

The following actions are taken by the Project Applicant once the Collaborative Applicant has released the Project Application:

- Log in to e-snaps.
- Select “Submissions” on the left menu bar.
- Find the Project Application that was sent back to the applicant.
  
  Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.
  
  The Project Name for the Project Application will be listed twice, but one of the versions will not have a date under the “Date Submitted” column.
  
- Select the “Open Folder” icon 📦 to the left of the project with no submission date.
- Make the required change(s), saving each form as it is revised.
- Select the “Submit” button.
- Notify the Collaborative Applicant that the Project Application has been re-submitted.

4. **Collaborative Applicant**

After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must take the following action to review the amended Project Application:

- Update the project listing for the Project Application to reappear on the Listings screen.

Follow the instructions in the applicable section of this navigational guide.
Submitting the CoC Priority Listing

The following image shows the "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."
The following image shows the submitted status of the Project Priority Listing. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."

**Exporting to PDF**

Applicants can obtain a hard copy using the "Export to PDF" button located at the bottom of the "Submission Summary" screen under the navigation buttons.

**Steps**

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screens you would like included.
3. Select "Export to PDF."
CoC Priority Listing

Troubleshooting When You Cannot Submit the CoC Priority Listings

Collaborative Applicants may encounter issues when trying to submit the CoC Priority Listings. If the “Submit” button is grayed-out, it is not active and you cannot select it. You will not be permitted to complete your form at this time. The “Submit” button will appear gray if information is missing on any of the required CoC Priority Listing forms.

The following image shows the Project Priority Listings “Submission Summary” screen with items that still need to be completed. Note that the "Submit" button is gray-shaded and you cannot select it.

![Submission Summary Screen]

Steps

1. Review the Submission Summary screen to determine which screen(s) need to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.

2. Complete the screen, saving the information on each screen.

3. Return to the Submission Summary screen and select the "Submit" button.
What the “Last Updated” column tells you.
A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- “Please Complete” identifies a form with information missing in one or more required fields.
- “No Input Required” identifies the forms that are not required for completion by all projects. Collaborative Applicants are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you.
Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The notes provide information on the errors in the Project Application. Some notes include a link to the applicable form and error(s).
Next Steps

Congratulations! You have completed the e-snaps CoC Priority Listing navigational guide.

Additional navigational guides are available to assist individual Project Applicants in completing the Project Application. These navigational guides are available on HUD.gov and the HUD Exchange at:

- [https://www.hud.gov/program_offices/comm_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)

Remember, the CoC Priority Listing is one of two parts of the CoC Consolidated Application that must be submitted in e-snaps prior to the HUD-designated application deadline as stated in the FY 2021 CoC Program Competition NOFO.

The CoC Priority Listing will include the Project Applications that have been approved and ranked or rejected.