



FY 2023 Continuum of Care (CoC) Program Competition and the Renewal or Replacement of Youth Homeless Demonstration Program (YHDP) Grants

CoC Priority Listing Detailed Instructions

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

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Purpose

The CoC Consolidated Application includes the CoC Application, CoC Priority Listing, and the project application(s). This document provides detailed instructions for completing the CoC Priority Listing for the FY 2023 CoC Program Competition and Renewal or Replacement of YHDP Grants, which includes the project applications submitted in the local CoC competition that have been reviewed, assessed, and ranked, or approved according to the local CoC competition process. For the CoC Consolidated Application to be considered a complete submission, you must ensure both the CoC Application and CoC Priority Listing are fully completed and submitted prior to the HUD established submission deadline. As stated in Section IV.G.3 of the FY 2023 CoC Program Competition NOFO:

“The CoC Application and the FY 2023 CoC Priority Listing are separate submissions in e-snaps; therefore, Collaborative Applicants must ensure both the CoC Application and the FY 2023 CoC Priority Listing, that includes all project applications either approved and ranked or rejected, are submitted in e-snaps prior to the CoC Program application submission deadline.”

The FY 2023 CoC Priority Listing includes:

- Reallocation forms;
 - Grants Eliminated; and
 - Grants Reduced.
- Project Listings - capture CoC decisions for project applications submitted in the local competition:
 - New;
 - Renewal;
 - Unified Funding Agency (UFA) Costs, if applicable;
 - CoC Planning;
 - Youth Homelessness Demonstration Program (YHDP) Renewal; and
 - YHDP Replacement.
- Required Attachment
 - HUD-2991, Certification of Consistency with the Consolidated Plan. Every project included on one or more of the Project Listing(s) must be included using the following process:
 - a single signed and dated HUD-2991 that includes an attachment listing all project applications that were sent to the local jurisdiction; or
 - a single signed and dated HUD-2991 completed for each project.

You should use these CoC Priority Listing Detailed Instructions in conjunction with:

- [Notice of Funding Opportunity for the Fiscal Year \(FY\) 2023 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants](#) (NOFO); and

- [CoC Priority Listing Navigational Guide.](#)

CoC Priority Listing Overview

The CoC Priority Listing can be accessed via “Submissions” located on the left-menu in *e-snaps*. All project applications submitted in *e-snaps* to the CoC will appear on one of the six Project Listings that make up the CoC Priority Listing. Projects are uploaded to the applicable Project Listing after the project applicant submits the project application in *e-snaps* and the Collaborative Applicant updates the applicable list for each Project Listing. The six types of Project Listings include:

- 1. CoC New Project Listing (Competitive and Ranked):** Lists new project applications that must be reviewed, assessed, and ranked with a unique number or rejected according to the CoC’s local competition process that are created through:
 - a. Reallocation and CoC Bonus:
 - Permanent Housing (PH) (including Permanent Supportive Housing (PH-PSH component) and Rapid Re-housing (PH-RRH component)),
 - Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH component),
 - Supportive Services Only for Coordinated Entry (SSO–CE component), and
 - Dedicated Homelessness Management Information System (HMIS component).
 - b. Domestic Violence (DV) Bonus:
 - PH-RRH component,
 - Joint TH and PH-RRH component, and
 - SSO-CE component.
- 2. CoC Renewal Project Listing (Competitive and Ranked).** Lists eligible renewal project applications that have an expiration date in Calendar Year (CY) 2024 (between January 1, 2024 and December 31, 2024). All project applications on this listing must be reviewed, assessed, approved, and ranked with a unique number or applications may be rejected according to the CoC’s local competition process.
- 3. CoC UFA Costs Project Listing (Not Ranked).** Will only be visible if the Collaborative Application was designated by HUD as a UFA in the FY 2023 CoC Program Registration process and lists the single UFA Costs project. The UFA designated Collaborative Applicant must review and accept or reject the UFA Costs project application. A UFA Costs project application should only be rejected if it was submitted by an organization other than the Collaborative Applicant with UFA designation.
- 4. CoC Planning Project Listing (Not Ranked).** Lists the single CoC planning project application submitted by the CoC’s designated the Collaborative Applicant. The Collaborative Applicant must review and accept or reject the CoC planning project application. A CoC planning project application should only be rejected if it was submitted by an organization other than the Collaborative Applicant.

- 5. YHDP Renewal Project Listing.** The YHDP Renewal Project Listing lists eligible YHDP Renewal project applications that have an expiration date in Calendar Year (CY) 2024 (between January 1, 2024 and December 31, 2024).

YHDP Renewal projects initially awarded in the FY 2016 YHDP Competition (Round 1) will renew competitively and must be reviewed, assessed, approved, and ranked with a unique number or applications may be rejected according to the CoC's local competition process.

The Collaborative Applicant must review and accept or reject YHDP Renewal projects. YHDP Renewal projects initially awarded YHDP funding in the FY 2017 Round 2 or later YHDP competition are non-competitive and are not ranked. YHDP Renewal project applications awarded in Round 2 or later YHDP Competition are not to be rejected unless the project was submitted by an applicant that is not a current YHDP recipient.

- 6. YHDP Replacement Project Listing.** The YHDP Replacement Project Listing lists YDHP replacement project applications where an eligible YHDP Renewal project applicant invoked the replacement process as outlined in the NOFO.

YHDP Replacement applications for projects replacing YHDP Renewal grants initially awarded in the FY 2016 YHDP Competition (Round 1) are competitive and must be reviewed, assessed, approved, and ranked with a unique number or applications may be rejected according to the CoC's local competition process.

YHDP Replacement applications for projects replacing YHDP Renewal grants initially awarded in the FY 2017 YHDP Competition (Round 2) or later are non-competitive and are not ranked. YHDP Replacement project applications replacing YHDP Renewal grants initially awarded in the Round 2 or later YHDP Competition are not to be rejected unless the project was submitted by an applicant that is not a current YHDP recipient.

Ranking Overview

Ranking Project Applications

At least 15 days before the application submission deadline, Collaborative Applicants are required to notify project applicants outside of *e-snaps* in writing of:

- **Reallocation or Rejections:**
 - An eligible CoC or Round 1 YHDP Renewal project application was eliminated or reduced (reallocated) to create a new project.
 - An eligible CoC or Round 1 YHDP Renewal or Round 1 YHDP Replacement project application was rejected in the local CoC competition and provide the reason for rejection. An 'X' will be visible in the New and Renewal Project Listings for any project application rejected by the CoC.



- **Ranking:** the ranked position of the project application(s). The rank number assigned by the CoC will be visible in the CoC New, CoC Renewal, YHDP Renewal and YHDP Replacement Project Listings for all projects accepted and ranked according to the local CoC’s competition process. **No project applications on either the New, Renewal, YHDP Renewal or YHDP Replacement Project Listing can share the same rank number.** *e-snaps* will issue a warning if applications share the same rank number.
- **Acceptance:** affirmation the non-ranked and non-competitive project application(s) were accepted. ‘Yes’ or ‘No’ will be visible for all projects accepted or rejected according to the NOFO requirements related to UFA Costs, CoC planning, Round 2 or later YHDP Renewal, and Round 2 or later YHDP Replacement project applications.

***e-snaps* will not permit Collaborative Applicants to rank CoC Planning applications, UFA Costs applications or Round 2 or later YHDP Renewal and YHDP Replacement applications that will be noncompetitively renewed or replaced in the FY 2023 CoC Program Competition.**

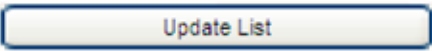
Amending Project Applications

You can amend a project application submission back to the project applicant when necessary for changes or corrections (e.g., to have a project applicant correct a requested budget amount). If you need to amend a project after ranking has been completed, the ranking of other projects will not be affected; however, you must update the applicable Project Listing and re-rank the project application after it has been resubmitted *e-snaps*.

Special Instructions and Requirements for Amending Project Applications

1. Click the  icon to send the project application back to the project applicant for correction.
2. **Notify the project applicant in writing outside of *e-snaps*** the project application has been returned to the project applicant and include the reason(s). After clicking the  icon, the project is no longer included in the Project Listing-the project application will not be submitted to HUD.

If you submit the CoC Priority Listing before the amended project application is resubmitted by the project applicant, updated to appear on the Project Listing, and approved and ranked, the amended project application is not reviewed by HUD and will not be eligible for funding consideration.

3. The project applicant must make the necessary changes, submit the project application in *e-snaps*, and notify you in writing that the project application has been resubmitted.
4. You must return to the appropriate Project Listing and click . The project application will appear in the list where you must either rank, re-ranked, or reject by prior to submission of the CoC Priority Listing to HUD.

Use the following Amendment Checklist to ensure you complete all necessary steps required to ensure an amended project application is included on the appropriation Project Listing ***before you submit the CoC Priority Listing.***

Amendment Checklist:

- Amend the project application via *e-snaps*, notify the project applicant in writing, preferably via email, the project application has been amended and include:
 - the reason for the amendment; and
 - the date by which the project application must be resubmitted to the CoC.
- Project applicant returns to *e-snaps* to make the change(s) required and resubmits the project application in *e-snaps*.
- Project applicant notifies you in writing the required change(s) was made and the project application was resubmitted to the CoC.
- Collaborative Applicant updates the appropriate Project Listing(s) in *e-snaps* to review and:
 - accept and rank;
 - re-rank; or
 - reject the project application.

FY 2023 Project Priority Listing Forms

1. Continuum of Care (CoC) Identification

The field on this form lists the Collaborative Applicant Name. This field is read-only and references the Collaborative Application name entered on the CoC Applicant Profile.

2. Reallocation

The Reallocation process allows CoCs to reallocate funds in whole (eliminated) or in part (reduced) from eligible CoC and Round 1 YHDP Renewal projects to create one or more new CoC projects. CoCs may reallocate funds from any eligible CoC and Round 1 YHDP Renewal component (e.g., TH, PH-PSH). If a Round 1 YHDP grant is reallocated to create a new CoC grant, the reallocated funds are no longer eligible to be used for YHDP Special Activities.

CoCs may only reallocate eligible CoC and Round 1 YHDP Renewal projects as defined in section I.B.2.b.24 of the NOFO.

You must complete question 2-1 to indicate whether the CoC will use the reallocation process in the FY 2023 CoC Program Competition.


2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2024 into one or more new projects?

If the CoC is reallocating funds from one or more eligible CoC or YHDP Renewal grant(s) to create a new project application(s), select:

- Yes**, to indicate eligible renewal projects are being reallocated; or
- No**, there are no eligible renewal projects being reallocated.

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

3. Reallocation-Grant(s) Eliminated

You must identify the eligible renewal project(s) being eliminated on this screen. To begin, click the  icon to enter the eligible renewal project information being eliminated. Each project being eliminated must be entered individually.

3-1 Complete each of the fields below for each grant that is being eliminated during the reallocation process. Refer to the FY 2023 Grant Inventory Worksheet to ensure all information entered is accurate.

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

1. Eliminated Project name;
2. Grant Number of Eliminated Project;
3. Eliminated Project Component Type, and
4. Eliminated Project Annual Renewal Amount.

The information entered here must exactly match a project identified on the FY 2023 GIW. Any project that is listed on this form will be ineligible to apply for renewal funding in this or future CoC Program Competitions.

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

You must include the factors the CoC considered to determine an eligible project is being eliminated (e.g., project was underperforming, no longer filled a gap in the community). Additionally, you should include information if the CoC Board, a committee, or subcommittee established by the CoC reviewed and approved the decision to eliminate the project and include the date the CoC notified the project applicant of the decision to eliminate the eligible CoC or Round 1 YHDP Renewal project.

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


1. the Collaborative Applicant reviewed and affirms that no more than 50 percent of the funds in the new component project will be for costs of eligible activities under the old component; and

2. the CoC consented to the transition of component and the new component project meets the standards outlined in Section I.B.2.b.(30) of the NOFO.

Please note: YHDP Renewal projects may not use the transition grant process. YHDP Renewal projects that wish to change components must submit a YHDP Replacement application.

4. Reallocation-Grant(s) Reduced

CoCs that choose to reallocate funds to create new CoC project application(s) may do so by reducing the ARA for one or more of its eligible expiring CoC or Round 1 YHDP Renewal grants.

When a CoC chooses to reduce one or more CoC or Round 1 YHDP Renewal projects, you must identify the project(s) in this section. To begin, click the  icon to enter information on project(s) that will be reduced. Each project being reduced must be entered individually.

4-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY 2023 reallocation process. Refer to the FY 2023 Grant Inventory Worksheet to ensure all information entered is accurate.

You must enter the following details for each reduced project:

1. Reduced Project Name;
2. Grant Number of Reduced Project;
3. Reduced Project Current Annual Renewal Amount; and
4. Amount Retained for Project.
5. Amount available for New Project(s) will automatically calculate after you click “**Save**” and will reflect the difference between the eligible renewal projects current ARA and the amount that will be retained for the renewal project.

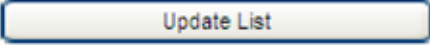
The information entered in 1-3 above must exactly match a project identified on the FY 2023 GIW.

Reducing an eligible renewal projects is permanent. The CoC must ensure the renewal project’s funding request on the CoC Renewal Project Listing is consistent with the information entered in questions 1 and 4 on this screen.

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


You must include the factors the CoC considered in its decision to reduce this project (e.g., rental assistance project requested less than 100 percent of FMR, resulting in an excess of eligible and available funds). Additionally, you should include information if the CoC Board, a committee, or subcommittee established by the CoC reviewed and approved the decision to reduce the project and include the date the CoC notified the project applicant of the decision to reduce the eligible renewal project.


-- Project Listings --


Six Project Listings make up the CoC Priority Listing: New, Renewal, UFA Costs, CoC Planning, YHDP Renewal, and YHDP Replacement. Initially, all the lists will be empty. To import the project applications submitted to the Collaborative Applicant, click  on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the four categories. This process might take a several minutes depending on the number of project applications for each category that *e-snaps* must locate to populate the list.

Review Project Applications. HUD strongly encourages Collaborative Applicants to thoroughly review each project application submitted by project applicants to the CoC Project Listings to ensure accuracy of the information and completeness of the forms. You must:

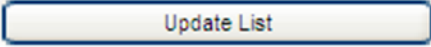
- review and either accept and rank, approve or reject each project application on the New, Renewal, YHDP Renewal and YHDP Replacement Project listings; and
- approve or reject each project application on the UFA Costs (if applicable), and CoC planning project listings.

To review a project application submission, click the  icon next to the project. This allows Collaborative Applicants to review the entire project application that was submitted to the applicable CoC Project Listing.

Amend Project Applications. To amend a project application submission, click the amend  icon to send the project application back to the project applicant for correction.

Approve, Rank, or Reject Project Applications. To approve, rank (if applicable), or reject a project application, click the  icon next to each project to view the basic project details.


After the you approve, rank (if applicable), or reject each project application an entry will be visible beside each project application. You can continuously update by clicking

 for each of the project listings to periodically view project applications that have been submitted until the CoC's local competition deadline to ensure you have considered all submitted project applications.

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

You can review, approve, and assign a unique rank number to a new project application or reject it from being considered by HUD for funding.

To Accept or Reject a new project application created through reallocation, the Bonus, or DV Bonus:

1. Click the  icon next to the project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
 - Priority Type
3. To **Accept** and rank a new project application, select **Yes** to the question **Do you want to rank this project?**

The **Rank** field will appear. Enter a unique numeric value to assign the rank to the new project application. The rank number will be visible beside the project application and must be unique.

OR

4. To **Reject** a new project application, select **No** to the question **Do you want to rank this project?**

Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with local CoC competition application requirements;
- Applicant did not comply with HUD project application requirements;
- Ineligible applicant;
- Project not located in the CoC;
- Ineligible project type;
- Ineligible project activities; or
- Duplicate project submission.

5. Select **Save & Back to List**.

On the CoC New Project Listing, you will see the letter “**X**” for a rejected project application(s).

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

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

You must complete two actions related to the Renewal Project Listing:

1. **Check** the appropriate certification box(s) 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; and
- 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 and habitability;

OR

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

2. **Review, approve and assign a unique rank number** to a renewal project application(s) or reject project from being considered by HUD for funding.

To Accept or Reject a renewal project application:

A. Click the  icon next to the project application you will review.

B. Verify the accuracy of the project information imported from the project application:

- Project Name
- Project Number
- Date Submitted
- Applicant Name
- Budget Amount
- Project Type
- Component Type
- Grant Term
- Priority Type

C. To **Accept** and rank a renewal project application, select **Yes** to the question **Do you want to rank this project?**

The **Rank** field will appear. Enter a unique numeric value to assign the rank to the renewal project application. The rank number will be visible beside the project application and must be unique – *no project applications on either the New, Renewal, YHDP Renewal or YHDP Replacement Project Listing can share the same rank number.*

OR

D. To **Reject** a renewal project application, select **No** to the question **Do you want to rank this project?**

Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with CoC application requirements;
- Applicant did not comply with HUD project application requirements;
- Applicant not eligible for renewal;
- Ineligible applicant;
- Project not located in the CoC;
- Ineligible project type;
- Ineligible project activities; or
- Duplicate project submission.

E. Select **Save & Back to List**.

On the CoC Renewal Project Listing, you will see the letter “**X**” for a rejected project application(s).

Once all renewal project applications have been approved and ranked or rejected you should click **Save and Next** to access the **UFA Costs Project Listing** (if applicable) or the **CoC Priority Project Listing**.


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

You will see the UFA Costs Project listing if HUD approved UFA designation for the Collaborative Applicant during the FY 2023 CoC Program Registration process.

You have the option to either approve or reject a UFA Costs project application.

The Collaborative Applicant designated by HUD as UFA is the only entity authorized to submit UFA Costs project application and can only submit one UFA Costs project application. The UFA Costs project application cannot exceed the UFA Costs amount HUD provided on the FY 2023 Estimated ARD Report, which is 3 percent or \$1,250,000 of the CoC’s Final Pro Rata Need (FPRN), whichever is less.

To Accept or Reject the UFA Costs project application:

1. Click the  icon next to the project the UFA Costs project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type

- Program Type
- Component Type
- Grant Term
- Priority Type

3. Select **Yes to the question **Do you want to submit this project?****

By selecting **Yes**, you are signifying the UFA Costs project application is eligible for funding consideration and will be submitted to HUD.

OR

4. Select “No**” to the question **Do you want to submit this project?****

Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Ineligible applicant; or
- Duplicate project submission.

5. Select **Save & Back to List.**


After you approve or reject the UFA Costs project application, you can click, click **Save and Next** to access the **CoC Planning Project Listing** or click **Funding Summary** from the left-hand menu bar to view the total amount of funding that is being requested, including the amount of funds being rejected.

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

You have the option to either approve or reject a UFA Costs project application.

The CoC planning project application must be submitted by the Collaborative Applicant and cannot exceed the amount provided by HUD on the FY 2023 Estimated ARD Report. CoC Planning for the FY 2023 CoC Program Competition is set at \$50,000 or 5 percent of FPRN, whichever is greater; provided that the total grant amount does not exceed \$1,500,000.

To Accept or Reject the CoC Planning project application:

1. Click the  icon next to the project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount

- Project Type
- Component Type
- Grant Term
- Priority Type

3. Select **Yes** to the question **Do you want to submit this project?**

By selecting **Yes**, you are signifying the CoC planning project application is eligible for funding consideration and will be submitted to HUD.

OR

4. Select “**No**” to the question **Do you want to submit this project?**

Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Ineligible applicant; or
- Duplicate project submission.

5. Select “**Save & Back to List.**”

After you approve or reject the CoC planning project application, you can click “**Save and Next**” to access the **YHDP Renewal Project Listing** or advance to the **Funding Summary** page if your CoC is not submitting YHDP project applications.

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

If your CoC has YHDP projects eligible for renewal in FY 2023, you will see those projects on this project listing so long as the YHDP recipient is not submitting a YHDP Replacement project. For FY 2023 Round 1 YHDP Renewal projects are competitive, meaning they must be ranked and the ARA of these projects count towards the CoC’s ARD for the purposes of determining the Tier 1 and Tier 2 line. Round 2 or later YHDP Renewal projects are non-competitive and the ARAs are not used in the calculation for determining the CoC’s Tier 1 and Tier 2 line.

You must complete the following actions related to the YHDP Renewal Project Listing:


1. Check the appropriate certification box(s) 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; and
- 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 and habitability;

OR

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

2. Review, approve and if the YHDP Renewal project is renewing competitively, assign a unique rank number to the competitive YHDP Renewal project application(s) or reject the project(s) from being considered by HUD for funding.

A. Click the  icon next to the project application you will review.

B. Verify the accuracy of the project information imported from the project application:

- Project Name
- Project Number
- Date Submitted
- Applicant Name
- Budget Amount
- Project Type
- Component Type
- Grant Term
- Priority Type

C. *e-snaps* will display the following options depending on whether the YHDP Renewal is renewing competitively and must be ranked by the Collaborative Applicant or the YHDP Renewal is non-competitive and must not be ranked.

A. **If the YHDP Renewal project is non-competitive** (initially funded in the Round 2 or later YHDP competition), you must **Accept** or **Reject** the non-competitive YHDP Renewal project application:

(1) *e-snaps* will display the question **Do you want to submit this project?**

(2) Select **Yes** to signify the non-competitive YHDP Renewal project application is eligible for funding consideration and will be submitted to HUD.

OR

(3) Select **No** to the question **Do you want to submit this project?**

Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with local CoC competition application requirements;

- Ineligible applicant;
- Project not YHDP Renewal;
- Project not located in the CoC; or
- Duplicate project submission

(4) Select **Save & Back to List**.

B. If the YHDP Renewal project is competitive (initially awarded Round 1 YHDP funding), you must **Accept** or **Reject** the non-competitive YHDP Renewal project application.

(1) *e-snaps* will display the question **Do you want to rank this project?**

(2) To Accept and rank a competitive YHDP Renewal project application, select **Yes**. By selecting **Yes**, you are signifying the YHDP Renewal project application is eligible for funding consideration and will be submitted to HUD.

(3) The Rank field will appear. Enter a unique numeric value to assign the rank to the Round 1 YHDP Renewal project application. The rank number will be visible beside the project application and must be unique. No project applications on either the New, Renewal, YHDP Renewal or YHDP Replacement Project Listing can share the same rank number.

OR

(4) **To Reject** a YHDP Renewal project application, select **No** to the question **Do you want to rank this project?**

(5) Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with local CoC competition application requirements;
- Ineligible applicant;
- Project not YHDP Renewal;
- Project not located in the CoC; or
- Duplicate project submission

(6) Select **Save & Back to List**.


On the YHDP Renewal Project Listing, you will see the letter “X” for a rejected project application(s).

After you approve or reject YHDP Renewal projects, you can click **Save and Next** to access the **YHDP Replacement Project Listing** or advance to the **Funding Summary** page if your CoC is not submitting YHDP project applications.

5F. Continuum of Care (CoC) YHDP Replacement Project Listing

If your CoC has YHDP projects eligible for renewal in FY 2023 and decided to submit a replacement project instead of renewing the current YHDP activities, you will see those projects on this project listing. YHDP Replacement projects replacing YHDP Renewal grants initially awarded Round 1 YHDP funding are competitive, meaning they must be ranked, and the ARA of these projects count towards the CoC's ARD for the purposes of determining the Tier 1 and Tier 2 line. YHDP Replacement projects replacing YHDP Renewal grants initially awarded Round 2 or later YHDP funding are non-competitive, are not ranked, and the ARA of these projects do not count towards the CoC's ARD for the purposes of determining the Tier 1 and Tier 2 line.

Review, approve and if the YHDP Replacement project is competitive, assign a unique rank number to the competitive YHDP Replacement project application(s) or reject the project(s) from being considered by HUD for funding.

1. Click the  icon next to the project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
 - Priority Type
3. *e-snaps* will display the following options depending on whether the YHDP Replacement project is competitive and must be ranked by the Collaborative Applicant or the YHDP Replacement is non-competitive and must not be ranked.
 - A. **If the YHDP Replacement application project is non-competitive** (initially funded in the Round 2 or later YHDP competition), you must **Accept** or **Reject** the non-competitive YHDP Renewal project application:
 - (1) *e-snaps* will display the question **Do you want to submit this project?**
 - (2) Select **Yes** to signify the non-competitive YHDP Replacement project application is eligible for funding consideration and will be submitted to HUD.
 - OR**
 - (3) Select **No** to the question **Do you want to submit this project?**
 - (4) Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with local CoC competition application requirements;
- Ineligible applicant;
- Project not replacing eligible YHDP Renewal;
- Project not located in the CoC; or
- Duplicate project submission.

(5) Select **Save & Back to List**.

On the YHDP Replacement Project Listing, you will see the letter “X” for a rejected project application(s).

B. If the YHDP Replacement project is competitive (initially awarded Round 1 YHDP funding), you must **Accept** or **Reject** the non-competitive YHDP Renewal project application.

(1) *e-snaps* will display the question **Do you want to rank this project?**

(2) To Accept and rank a competitive YHDP Replacement project application, select **Yes**. By selecting **Yes**, you are signifying the YHDP Replacement project application is eligible for funding consideration and will be submitted to HUD.

(3) The Rank field will appear. Enter a unique numeric value to assign the rank to the competitive YHDP Replacement project application. The rank number will be visible beside the project application and must be unique. No project applications on either the New, Renewal, YHDP Renewal or YHDP Replacement Project Listing can share the same rank number.

OR

(4) **To Reject** a YHDP Replacement project application, select **No** to the question **Do you want to rank this project?**

(5) Select the **Reason for project rejection** that most closely describes why the project application is being rejected from drop-down list:

- Applicant did not comply with local CoC competition application requirements;
- Ineligible applicant;
- Project not replacing eligible YHDP Renewal;
- Project not located in the CoC; or
- Duplicate project submission.

(6) Select **Save & Back to List**.

On the YHDP Replacement Project Listing, you will see the letter “X” for a rejected project application(s).

After you approve or reject YHDP Replacement project(s), you can click **Save and Next** to access the **Funding Summary**.

Funding Summary

The “**Funding Summary**” form lists the amount of funds requested from each of the Project Listings. If you make changes to any of the Project Listings (e.g., amend a project application) after the project listings are originally populated, you must click **Refresh Calculations** to ensure the information on this screen is accurate as the amounts for each category **will not** update automatically.

- 1. Renewal Amount.** The total amount of renewal funds the CoC is submitting that were approved and ranked on the CoC Renewal Project Listing.
- 2. New Amount.** The total amount of funds the CoC is submitting that were approved and ranked on the CoC New Project Listing.
- 3. CoC Planning Amount.** The amount of funds for the CoC planning project submitted by the Collaborative Applicant on the CoC Planning Project Listing.
- 4. UFA Costs Amount.** If applicable, the total amount of funds for the UFA Costs project application submitted by the Collaborative Applicant designated as a UFA by HUD on the UFA Costs Project Listing.
- 5. YHDP Amount Competitive.** The total amount of YHDP Renewal and YHDP Replacement funds the CoC is submitting that are competitive and ranked by the Collaborative Applicant.
- 6. YHDP Amount Non-Competitive.** The total amount of YHDP Renewal and Replacement funds the CoC is submitting that were approved on the YHDP Renewal and YHDP Replacement Project Listings.
- 7. Rejected Amount.** The total amount of funds rejected by the CoC from consideration by HUD for funding in the Project Listings.
- 8. Total CoC Request.** The total amount of funds the CoC is requesting in the FY 2023 CoC Program Competition.

Attachments

The Attachment form allows Collaborative Applicants to upload the required document, *Certification of Consistency with the Consolidated Plan* (form HUD-2991) for submission and any optional items. Collaborative Applicants can access a blank HUD-2991 from the left menu of the CoC Priority Listing in *e-snaps*.

Required Attachment:

- HUD-2991, Certification of Consistency with the Consolidated Plan.

- You must attach the HUD-2991 that is signed by the appropriate jurisdiction’s official and properly dated as outlined in Section I.B.2.b.(5) of the NOFO.
- All project applications submitted to HUD must be included on the HUD-2991.

Optional Attachment:

- Project Rating and Ranking Document
- Other
-

To attach a document:

1. Click on the item under **Document Type**.
2. On the next screen, provide a **document description**.
3. Click the **Choose File** button next to **file name**.
4. Select the relevant document and select **open**—the file selected should appear.
5. To complete the upload, click **Save** or the **Save & Back to List** button at the bottom of the screen.
6. Repeat this process for all the necessary documents.

After Collaborative Applicants upload the HUD-2991 and any optional attachments select the **Next** button to move to the **Submission Summary**.

Submission Summary

This screen provides a summary of all forms associated with the CoC Priority Listing and the **Submit** button. The **Last Updated** column provides the status of each form listed, and the date when the screen was completed. The **Mandatory** column indicates that the form must be completed in order to click **Submit**.

The following table explains the columns on the Submission Summary page.

Complete	Page	Last Updated	Mandatory
-- = no information is required. ✓ = Ok X = incomplete screen.	Provides the name of each Form	Date (MM/DD/YYYY) = date information on the screen was updated and saved. Please Complete = the screen identified has errors or has not been fully completed. No Input Required = No information is required on this screen to submit.	Yes = screen includes questions that must be answered to submit. No = screen does not include questions that must be answered to submit.

After the CoC Priority Listing is submitted, you should export and save as a PDF file by selecting the **export to PDF** link at the bottom of the left navigation menu to save the application as a PDF or to print a hard copy. The PDF version of the application serves as a record of submission.