FY 2022

Continuum of Care

Program NOFO

CoC Priority Listing

e-snaps Navigational guide

Version 1

CoC Priority Listing

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CoC Priority Listing

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 2022 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 2022 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 2022 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.

Who is the Collaborative Applicant?	*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.*
	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.
Unranked Projects	*The Collaborative Applicant does not rank CoC Planning Project Applications or UFA Costs Project Applications.*

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 2022 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 2022 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 2022 CoC Consolidated Application requires two submissions.***
	Both the Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Important!

The annual CoC Program NOFO competition and the Special NOFO to Address Unsheltered and Rural Homelessness competition are open at the same time. <u>BOTH</u> of these applications are visible in *e-snaps*.

This navigational guide is for those who are registering for the following funding opportunity:

- **CoC Priority Listing FY2022.**

<u>You must ensure you register for the correct funding opportunity</u>. If you have not, you must abandon this project application and begin again by registering for the correct funding opportunity.

CoC Priority Listing

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 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 2022 NOFO information (e.g., detailed instructions), including the FY 2022 *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.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- SpecialCoCNOFO@hud.gov for questions about the NOFO, competition, and applications.

- e-snaps@hud.gov for questions about *e-snaps* technical issues such as 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.

In your email, please provide:

- The specific details regarding the issue you are encountering.

- The steps you have taken up to the point the issue occurs.

- Any error messages.

You may also want to provide a screenshot.

CoC Priority Listing

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. 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 2022 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 2022 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 New and Renewal projects with a unique rank number prior to submitting the CoC Priority Listing to HUD. The Collaborative Applicant **does not rank** YHDP Renewal or Replacement Project Applications, UFA Costs Project Applications or CoC Planning Project Applications.

CoC Priority Listing

Highlights in e-snaps in FY 2022

This section highlights several items in *e-snaps*.

- **Changes to Reallocation Screens**. During the FY 2022 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 Project Application.** In the FY 2022 CoC Program Competition, grant recipients have the option to consolidate up to 10 of their eligible renewal projects 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 2022 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 2022, funding for the CoC program may be used to competitively or non-competitively renew or replace grants for eligible YHDP projects. See the FY 2022 CoC Program Competition for additional information.

  - **Expansion Projects.** Beginning in the FY 2021 CoC Program Competition, the process for Project Applicants to submit an expansion project 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.

- o **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 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 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 2022 CoC Priority Listing Detailed Instructions regarding amending projects and the Collaborative Applicant's and Project Applicant's responsibilities at:

  - o https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

Accessing *e-snaps*

The Notice of Funding Availability (NOFO) for the Fiscal Year 2022 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 2022 funds. Project Applicants will apply as normal for FY 2022 funds.

All Collaborative Applicants and Project Applicants must read the FY 2022 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.

> *For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource available at:*
> * *https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf.*

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 2022 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 FY2022 / CoC Priority Listing FY2022."

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.

CoC Priority Listing

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).

CoC Priority Listing

Before Starting

Before you begin the FY 2022 CoC Priority Listing, review the following information highlighted on this "Before Starting the Project Application" screen.

Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.
- Project Listings:
  - New;
  - Renewal;
  - UFA Costs;
  - CoC Planning;
  - YHPD Renewal; and
  - YHDP Replacement.

- Attachment Requirement
  - HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.
- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2022 CoC Program Competition NOFO:
  - UFA Costs Project Listing;
  - CoC planning Project Listing;
  - YHPD Renewal Project Listing; and
  - YHDP Replacement Project Listing.

- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, Applicant MUST ensure the amended project is returned to the applicable Project BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Select "Next" to continue

Additional training resources are available online on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

[Back] [Next]

Step

1. Select "Next" to continue.

> *The Continuum of Care FY 2022 CoC Priority Listing Detailed Instructions document is available at https://www.hud.gov/program_offices/comm_planning/coc/competition*

CoC Priority Listing

1. CoC Identification

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

1A. Continuum of Care (CoC) Identification

Instructions: Show Instructions

* Collaborative Applicant Name: Alaska Balance of State

Select "Next" to continue

Back   Next

Steps

1. Ensure that your Collaborative Applicant Name is correct.

2. Select "Next" to continue.

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 for questions about the NOFO, competition, and applications.*

- *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 2022 CoC Program Competition NOFO. All CoCs are eligible to reallocate funds and should carefully review the FY 2022 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 the calendar year 2023 into one or more new projects.

2. Select "Save & Next" to continue.

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 2022 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.

3. Reallocation - Grant(s) Eliminated

CoCs reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2022 CoC Program Competition NOFO – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects must identify those projects on this form.

Select "Add"

Amount Available for New Project:
(Sum of All Eliminated Projects)

$50,000

[Show Filters] [Clear Filters]

Delete	View	Eliminated Project Name	Grant Number Eliminated	Component Type	Annual Renewal Amount	Type of Reallocation
⊗	🔍	Test	AK12345678	TH	$50,000	Regular

|◄ ◄◄ **1** ►► ►|

| Save & Back | Save | Save & Next |

| Back | Next |

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.

3. Reallocation - Grant(s) Eliminated Details

Instructions: Show Instructions

3-1 Complete each of the fields below for each eligible renewal grant that is being eliminated during the reallocation process. Refer to the FY 2022 Grant Inventory Worksheet to ensure all information entered is accurate.

* **Eliminated Project Name:** [_____]

* **Grant Number of Eliminated Project:** [_____]

* **Eliminated Project Component Type:** [-- select -- ▼]

* **Eliminated Project Annual Renewal Amount:** [_____]

* **3-2.** Describe how the CoC determined that this project should be eliminated and include the date the project applicant was notified.
(limit 2500 characters)

[_____]

Save	Save & Add Another
Save & Back to List	Back to List

Steps

2. Complete fields 3-1 and 3-2 for each eligible renewal grant that is being eliminated during the FY 2022 Reallocation process. CoCs should refer to the final FY 2022 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.

3. Select "Save & Add Another" to enter another project or "Save & 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 continue.

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, the "Reallocation – Grant(s) Reduced" screen will appear, where you will enter the details of the eligible renewal project(s) you wish to reduce.

4. Reallocation - Grant(s) Reduced Details

Instructions: Show Instructions

4-1 Complete the fields below for each eligible renewal grant that is being reduced during the FY 2022 reallocation process. Refer to the FY 2022 Grant Inventory Worksheet to ensure all information entered is accurate.

* Reduced Project Name: [   ]

* Grant Number of Reduced Project: [   ]

* Reduced Project Current Annual Renewal Amount: [   ]

* Amount Retained for Project: [   ]

Amount available for New Project(s): [   ]
(This amount will auto-calculate by selecting "Save" button)

* 4-2. Describe how the CoC determined that this project should be reduced and include the date the project applicant was notified of the reduction.
(limit 750 characters)

[   ]

| Save | Save & Add Another |
| Save & Back to List | Back to List |

Steps

1. Complete fields 4-1 and 4-2 for each eligible renewal grant that is being reduced during the FY 2022 Reallocation process. CoCs should refer to the final FY 2022 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 & Add Another" to enter another project or "Save & 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 continue.

Using the CoC Ranking Tool

The 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*.

In FY 2022, Expansion projects will only submit a Stand-Alone Renewal Project Application and a Stand-Alone New Project Application.

Also in FY 2022, grant recipients have the option to consolidate up to ten of their eligible renewal projects into one grant, as outlined in the FY 2022 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.

CoC Ranking Tool	It is not mandatory for Collaborative Applicants to use the 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 CoC Ranking Tool.

CoC Priority Listing

Assigning a Unique Ranking to Projects

The following table demonstrates where project applications will appear within the CoC Priority Listing and whether the projects must be ranked. Note: no project applications on either the New Project Listing or Renewal Project Listing can share the same rank number. Project types that have "N/A" are not ranked; however, these projects must be accepted or rejected by the CoC.

Project Listing	Description	Rank (Yes, No, N/A)
New	Projects created through reallocation, CoC Bonus, and DV Bonus	Yes—Unique
Renewal	All eligible renewal projects that must be ranked	Yes—Unique
UFA Costs	UFA Costs projects if the Collaborative Applicant received UFA designation by HUD in the FY 2022 CoC Program Registration process	N/A
CoC Planning	CoC planning project application submitted by the CoC's designated Collaborative Applicant	N/A
YHDP Renewal	Eligible YHDP renewal project	N/A
YHDP Replacement	Eligible YHDP renewal project submitted as a YHDP replacement project	N/A

5A. CoC New Project Listing

Screen "5A. CoC New Project Listing" lists all of the New Project Applications submitted by Project Applicants to the CoC that were created through reallocation, bonus funding, a combination of reallocation and bonus funding, or new Domestic Violence (DV) Bonus funding. Here, the Collaborative Applicant will upload the listings for the first time and update the listings periodically as Project Applicants submit their Project Applications.

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.

CoC Priority Listing

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.*

> The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of *e-snaps* and come back later to view the updated list.

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 should be ranked together as one set and each Project Application must have a unique number. No project applications on either the New Project Listing or Renewal Project Listing can share the same rank number.

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 that 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

Review the Project Application

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. The "Before Starting the Project Application" screen will appear.

Select "Next" to begin the review

2. Select "Next" to review the New Project Application. You may also select individual screens from the left menu bar.

    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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

Approve/Reject and Rank New Project Applications

View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
🔍	🔓	New Test for PDT	2022-08-26 17:08:...	HMIS	Saint Louis Count...	$16,500	1 Year	--	Reallocation		

Select the "View" icon to approve and rank or reject the Project Application

Steps

1. Select the "View" icon 🔍 to either approve and rank or reject the New Project Application.

2. The "Project Applicant Project Details" screen will appear. This screen provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

Project Applicant Project Details

The first nine fields are read-only

* Project Name:	New Test for PDT
* Project Number:	137821
* Date Submitted:	2022-08-26 17:08:02.288
Applicant Name	Saint Louis County Project Applicant
Budget Amount	$16,500
Project Type	HMIS
Component Type	HMIS
Grant Term	1 Year
Priority Type	

Instructions Show Instructions

* Do you want to rank this project? -- select --
(Make selection and click the 'save' button below)

Save

Save & Back to List   Back to List

The following image shows a New Project Application that has been <u>approved and ranked</u>.

The following image shows a New Project Application that has been <u>rejected</u>.

Steps

1. Review the pre-populated information.

   If the information is incorrect, 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. A field will appear, depending on the response to the previous question.

   - If you selected "Yes" to the previous question, a "Rank" field will appear.

     In the "Rank" field, enter a unique number.

   - If you selected "No" to the previous question, a "Reason for project rejection" field will appear.

     Select a reason for project rejection from the dropdown menu.

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

5. To review additional new projects, select the "View" icon 🔍 and repeat steps 1 through 4.

6. After the projects have been reviewed, select "Next" to continue.

5B. CoC Renewal Project Listing

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 li

CoC Priority Listing

Steps

1. Select the appropriate check box(s) to describe the Renewal Project Listing.

   - 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.

3. Collaborative Applicants then review and either approve and rank or reject each renewal project listed.

NOTE: *Permanent Housing projects (PSH and RRH) that are renewing in the FY 2022 CoC Program Competition will upload to the Renewal Project Listing as a PH project, not with the subcategory of PSH or RRH.*

CoC Priority Listing

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

Continuum of Care (CoC) Renewal Project Listing

Instructions: Show Instructions

The Collaborative Applicant certifies that there is a demonstrated
need for all renewal permanent supportive housing and rapid
re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant 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.

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

CoC Renewal Project Listing must have either the first two checkboxes selected, or the last checkbox selected.

Update List

[Show Filters] [Clear Filters]

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
🔍			2022_ren_1	2022-08-26 16:27:...	1 Year	Saint Louis Count...	$6,500	X		HMIS	Individual	

|◄ ◄◄ 1 ►► ►|

Save & Back   Save   Save & Next

Back   Next

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

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of *e-snaps* and come back later to view the updated list.

CoC Priority Listing

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 Project Applications should be ranked together as one set and each Project Application must have a unique number. No project applications on either the New Project Listing or Renewal Project Listing can share the same rank number.

NOTE:	*If you assign the same ranking to more than one project, you will receive an error message at the top of the screen that 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.

View Project Applicant Project Details, then approve or reject

Review the Project Application

Amend back to the Project Applicant for revision

Ranking Expansion and Consolidation Projects	*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 2022.

CoC Priority Listing

Review Renewal Project Applications

Review the Project Application

Steps

1. To review the Renewal Project Application, select the orange "Open Folder" icon ![icon] to the left of the Project Name under the "View Submission" column. The "Before Starting the Project Application" screen will appear.
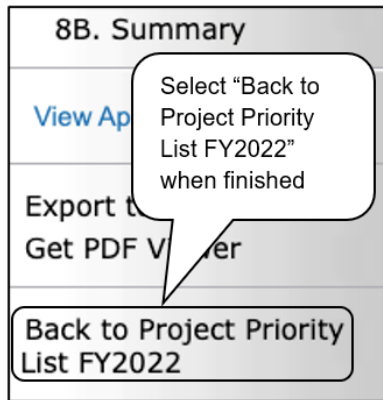

Select "Next" to begin the review

2. Select "Next" to review the Renewal Project Application. You may also select individual screens from the left menu bar.

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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

Approve/Reject and Rank Renewal Project Applications

			View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
🔍	📁	✍			2022_ren_1	2022-08-26 16:27:...	1 Year	Saint Louis Count...	$6,500	--		HMIS	Individual	

Select the "View" icon to approve and rank or reject the Project Application

Steps

1. Select the "View" icon 🔍 to either approve and rank or reject the Renewal Project Application.

2. The "Project Applicant Project Details" screen will appear. This screen provides basic information on the Renewal Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

Project Applicant Project Details

The first nine fields are read-only

* Project Name:	2022_ren_1
* Project Number:	137693
* Date Submitted:	2022-08-26 16:27:06.613
Applicant Name	Saint Louis County Project Applicant
Budget Amount	$6,500
Project Type	HMIS
Component Type	HMIS
Grant Term	1 Year
Priority Type	

Instructions Show Instructions

* **Do you want to rank this project?**
(Make selection and click the 'save' button below)   -- select -- ▼

Save

Save & Back to List   Back to List

The following image shows a Renewal Project Application that has been <u>approved and ranked</u>.

The following image shows a Renewal Project Application that has been <u>rejected</u>.

Steps

1. Review the pre-populated information.

    -   If the information is incorrect, amend the Project Application 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 Application for funding consideration.

    -   Select "No" if you intend to reject the Project Application.

3. A field will appear, depending on the response to the previous question.

    -   If you selected "Yes" to the previous question, a "Rank" field will appear.

        In the "Rank" field, enter a unique number.

    -   If you selected "No" to the previous question, a "Reason for project rejection" field will appear.

        Select a reason for project rejection from the dropdown menu.

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

5. To review additional renewal projects, select the "View" icon 🔍 and repeat steps 1 through 5.

6. After the projects have been reviewed, select "Next" to continue.

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.

CoC Priority Listing

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.

The Collaborative Applicant will review and either approve or reject the UFA Costs Project Application listed. Ultimately, Collaborative Applicants must approve only one UFA Costs Project Application.

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.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of *e-snaps* and come back later to view the updated list.

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 on the "Project Applicant Project Details" screen and approve or reject the UFA Costs Project in *e-snaps*.

The Collaborative Applicant can approve only one UFA Costs Project Application. It must be 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.

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
🔍 📂	🔄	Test UFA PDT	2022-08-26 17:30:...	1 Year	Alaska Housing Fi...	$50,000	No

Amend back to the Project Applicant for revision

Review the Project Application

View Project Applicant Project Details, then approve or reject

Review UFA Costs Project Applications

Review the Project Application

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. The "Before Starting the Project Application Screen" will appear.

Select "Next" to begin the review

2. Select "Next" to review the UFA Project Application. You may also select individual screens from the left menu bar.

    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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

Approve or Reject UFA Costs Project Application

Select the "View" icon to approve or reject the UFA Costs Project Application

Steps

1. Select the "View" icon ⊕ to either approve or reject the UFA Costs Project Application.

2. The "Project Applicant Project Details" screen will appear. This screen provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

CoC Priority Listing

This particular screen shows a UFA Costs Project Application that has been <u>approved</u>.

The next screen shows a UFA Costs Project Application that has been <u>rejected</u>.

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 UFA Costs Project Application for funding consideration.

   - Select "No" if you intend to reject the UFA Costs 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. If "No" is selected, a "Reason for project rejection" field will appear.

   - Select the reason from the dropdown menu for rejecting the UFA Costs Project Application.

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

5. To review additional UFA Costs projects, select the "View" icon repeat steps 1 through 4.

6. After the projects have been reviewed, select "Next" to continue.

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.

CoC Priority Listing

Select "Update 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.

The Collaborative Applicant will review and either approve or reject the CoC Planning Project Application listed. Ultimately, Collaborative Applicants must approve only one CoC Planning Project Application.

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.*

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of *e-snaps* and come back later to view the updated list.

CoC Priority Listing

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, the Collaborative Applicant can view the project on the "Project Applicant Project Details" screen and approve or reject the CoC Planning Project Application in *e-snaps*.

The Collaborative Applicant can approve only one CoC Planning Project Application. It must be submitted by the Collaborative Applicant. If additional CoC Planning Project Applications are appearing from Project Applicants other than the HUD-designated Collaborative Applicant, those Planning projects must be rejected. The CoC Priority Listing will not allow you to submit if there is more than one CoC Planning Project Application.

Do not rank CoC Planning Project Applications.

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
🔍 📁	✏️	2022_pln_1	2022-08-10 12:17:...	1 Year	Interior Alaska C...	$25,000	

View Project Applicant Project Details, then approve or reject

Review the Project Application

Amend back to the Project Applicant for revision

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

CoC Priority Listing

Review the Project Applications

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
🔍 📁	↻	2022_pln_1	2022-08-10 12:17:...	1 Year	Interior Alaska C...	$25,000	

Review the Project Application

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. The "Before Starting the Project Application Screen" will appear.

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_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile)must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) 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) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section 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 guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- 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
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 C requirements set forth in FY 2022 CoC Program Competition NOFO.

Select "Next" to begin the review

[Back]   [Next]

This e.Form has been submitted

2. Select "Next" to review the CoC Planning Project Application. You may also select individual screens from the left menu bar.

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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

CoC Priority Listing

Approve or Reject the CoC Planning Project Applications

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
🔍	🔒	2022_pln_1	2022-08-10 12:17:...	1 Year	Interior Alaska C...	$25,000	

|◄ ◄◄ **1** ►► ►|

Select the "View" icon to approve and rank or reject the Project Application

Steps

1. Select the "View" icon 🔍 to approve or reject the CoC Planning Project Application.

2. The "Project Applicant Project Details" screen will appear. This screen provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

Project Applicant Project Details

* Project Name:	2022_pln_1
* Project Number:	137778
* Date Submitted:	2022-08-10 12:17:57.464
Applicant Name	Interior Alaska Center for Non-Violent Living
Budget Amount	$25,000
Project Type	AK-501 - Alaska Balance of State CoC
Component Type	CoC Planning Project Application
Grant Term	1 Year
Priority Type	

Instructions Show Instructions

* Do you want to submit this project?   -- select -- ▼
(Make selection and click the 'save' button below)

[Save]

[Save & Back to List]   [Back to List]

CoC Priority Listing

The following screen shows the CoC Planning Project has been approved.

Project Applicant Project Details

* Project Name:	2022_pln_1
* Project Number:	137778
* Date Submitted:	2022-08-10 12:17:57.464
Applicant Name	Interior Alaska Center for Non-Violent Living
Budget Amount	$25,000
Project Type	AK-501 - Alaska Balance of State CoC
Component Type	CoC Planning Project Application
Grant Term	1 Year
Priority Type	CoC Planning Project Application

Instructions Show Instructions

* Do you want to submit this project?
(Make selection and click the 'save' button below)   Yes

Save

Save & Back to List   Back to List

The next screen shows a CoC Planning Project Application that has been rejected.

Project Applicant Project Details

* Project Name:	2022_pln_1
* Project Number:	137778
* Date Submitted:	2022-08-10 12:17:57.464
Applicant Name	Interior Alaska Center for Non-Violent Living
Budget Amount	$25,000
Project Type	AK-501 - Alaska Balance of State CoC
Component Type	CoC Planning Project Application
Grant Term	1 Year
Priority Type	Rejected

Instructions Show Instructions

* Do you want to submit this project?
(Make selection and click the 'save' button below)   No

* Reason for project rejection: -- select --

-- select --
Ineligible applicant
Duplicate project submission

Sa

Save & Back to List   Back to List

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 the CoC Planning Project Application for funding consideration.

   - Select "No" if you intend to reject the CoC Planning 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. If "No" is selected, a "Reason for project rejection" field will appear.

   - Select the reason from the dropdown menu for rejecting the CoC Planning Project Application.

4. Select "Save & Back to List" to return to "5D. CoC Planning Project Listing."

5. To review additional CoC Planning Projects, select the "View" icon 🔍 repeat steps 1 through 4.

6. After the projects have been reviewed, select "Next" to continue.

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.

CoC Priority Listing

Steps

1. Select the appropriate check box(s) to describe the Renewal Project Listing.

   - 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 YHDP Renewal Project Listing.

   - Option 2: The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing comply with program requirements and appropriate standards of quality habitability.

   - Option 3: The Collaborative Applicant does not have any YHDP renewal permanent supportive housing or rapid rehousing projects

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

3. Collaborative Applicants then review and either approve or reject each YHDP renewal project listed.

CoC Priority Listing

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

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions: Hide Instructions

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal and replacement projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

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. ☑

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. ☑

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

[Update List]

[Show Filters] [Clear Filters]

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Consolidation Type
🔍	📁 🖐	2022_bf_2021_yhdp...	2022-08-26 16:49:...	Saint Louis Count...	$1,800	HMIS	1 Year	No		

|◄ ◄◄ **1** ►► ►|

[Save & Back]   [Save]   [Save & Next]

[Back]   [Next]

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.

The Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. You can either move to the next Project Listing or log out of *e-snaps* and come back later to view the updated list.

CoC Priority Listing

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 that 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

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Consolidation Type
🔍 📂	🖙	2022_bf_2021_yhdp...	2022-08-26 16:49:...	Saint Louis Count...	$1,800	HMIS	1 Year			

> Review the Project Application

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. The "Before Starting the Project Application" screen will appear.

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_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile)must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) 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) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section 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 guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- 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
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 C requirements set forth in FY 2022 CoC Program Competition NOFO.

> Select "Next" to begin the review

Back	Next

This e.Form has been submitted

2. Select "Next" to review the YHDP Renewal Project Application. You may also select individual screens from the left menu bar.

   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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

Approve or Reject YHDP Renewal Project Applications

Select the "View" icon to approve and rank or reject the Project Application

Steps

1. Select the "View" icon 🔍 to either approve or reject the YHDP Renewal Project Application.

2. The "Project Applicant Project Details" screen will appear. This screen provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

To approve a YHDP Renewal project, select "Yes."

CoC Priority Listing

This particular screen shows a YHDP Renewal Project that has been <u>approved</u>.

This particular screen shows a YHDP Renewal Project that has been <u>rejected</u>.

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 YHDP Renewal Project Application for funding consideration.

   - 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.

   - **Note:** Even though the YHDP Renewal 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 YHDP Renewal Project Application.

3. If "No" is selected, a "Reason for project rejection" screen will appear.

   - Select the reason from the dropdown menu for rejecting the YHDP Renewal Project Application.

4. Select "Save & Back to List" to return to "5E. YHDP Renewal Project Listing."

5. To review additional YHDP Renewal projects, select the "View" icon 🔍 and repeat steps 1 through 4.

6. After the projects have been reviewed, select "Next" to continue.

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.

CoC Priority Listing

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions: Show Instructions

Update List — Select "Update List"

[Show Filters] [Clear Filters]

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
No records found								

|◄ ◄◄ **1** ►► ►|

Save & Back   Save   Save & Next

Back   Next

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.

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions: Show Instructions

Update List

[Show Filters] [Clear Filters]

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
🔍 📁	✍	A PDT YHDP Test	2022-08-30 14:28:...	City of St. Louis	$7,500	HMIS	1 Year	No

|◄ ◄◄ **1** ►► ►|

Save & Back   Save   Save & Next

Back   Next

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.

The CoC Project Listing is currently being updated by *e-snaps*. Due to the complexity of this process, the system may take several minutes. It will take longer based on the number of projects that have been submitted to the CoC. You can either work on another part of the CoC Project Listing or log out of *e-snaps* and come back later to view the updated list.

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 that 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

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
🔍 📂	🖊	A PDT YHDP Test	2022-08-30 14:28:...	City of St. Louis	$7,500	HMIS	1 Year	

Review the Project Application

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. The "Before Starting the Project Application" screen will appear.

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_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile)must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) 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) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section 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 guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- 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
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 C requirements set forth in FY 2022 CoC Program Competition NOFO.

Select "Next" to begin the review

Back   Next

This e.Form has been submitted

2. Select "Next" to review the YHDP Replacement Project Application. You may also select individual screens from the left menu bar.

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.

Steps (continued)

3. When finished, select the "Back to Project Priority List FY2022" link on the left menu bar.

Approve or Reject YHDP Replacement Project Applications

View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
🔍	📂	A PDT YHDP Test	2022-08-30 14:28:...	City of St. Louis	$7,500	HMIS	1 Year	

Select the "View" icon to approve and rank or reject the Project Application

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. This screen provides basic information on the Project Application that the Collaborative Applicant selected for review. The first nine fields are read-only.

Project Applicant Project Details

The first nine fields are read-only

٭ Project Name:	A PDT YHDP Test
٭ Project Number:	137838
٭ Date Submitted:	2022-08-30 14:28:21.787
Applicant Name	City of St. Louis
Budget Amount	$7,500
Project Type	HMIS
Program Type	HMIS
٭ Component Type	HMIS
Grant Term	1 Year
Priority Type	

Instructions Show Instructions

٭ Do you want to submit this project?
(Make selection and click the 'save' button below)   -- select -- ▼

Save

Save & Back to List   Back to List

CoC Priority Listing

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

This particular screen shows a YHDP Replacement 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 YHDP Replacement Project Application for funding consideration.

   - Select "No" if you intend to reject the YHDP Renewal Project Application.

   - Note: Even though the YHDP Replacement 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 YHDP Replacement Project Application A new "Reason for project rejection field" will appear. Choose a reason from the dropdown menu.

3. If "No" is selected, a "Reason for project rejection" field will appear.

   - Select the reason from the dropdown menu for rejecting the YHDP Replacement Project Application.

4. Select "Save & Back to List" to return to 5E. YHDP Replacement Project Listing."

5. To review additional YHDP Replacement projects, select the "View" icon 🔍 repeat steps 1 through 4.

6. After the projects have been reviewed, select "Next" to continue.

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 for questions about the NOFO, competition, and applications.
     o 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 continue.

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 2022 Ranking Tool to the FY 2022 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 2022 CoC Project Listings.

Steps

1. Review the "Required" column to determine which attachments you are required to submit.

   - 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.

3. On the "Attachment Details" screen, enter the name of the document in the "Document Description."

4. Select "Browse" to the right of the "File Name" field to upload the file from your computer.

5. Select "Save & Back to List" to return to the "Attachments" screen.

6. To add another attachment, repeat steps 1 through 5 on the "Attachments" screen.

7. After the attachments have been uploaded, select "Next" to continue.

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.*

- *A copy of the Certificate of Consistency with the Consolidated Plan is available at https://www.hud.gov/sites/documents/2991.PDF.*

CoC Priority Listing

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 appears on the applicable CoC Project Listing BEFORE submitting the FY 2022 CoC Project Listing in *e-snaps*.

View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
🔍 📁	✎	2022_pln_1	2022-08-10 12:17:...	1 Year	Interior Alaska C...	$25,000	

Amend back to the Project Applicant for revision

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.

Submission Summary

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

All screens are complete

Complete	Page	Last Updated	Mandatory
--	Before Starting	No Input Required	No
✔	1A. Identification	08/12/2022	Yes
✔	2. Reallocation	09/02/2022	Yes
✔	3. Grant(s) Eliminated	08/22/2022	Yes
✔	4. Grant(s) Reduced	08/22/2022	Yes
✔	5A. CoC New Project Listing	09/07/2022	Yes
✔	5B. CoC Renewal Project Listing	09/08/2022	Yes
✔	5C. UFA Costs Project Listing	09/08/2022	Yes
✔	5D. CoC Planning Project Listing	09/08/2022	Yes
✔	5E. YHDP Renewal	09/08/2022	Yes
✔	5F. YHDP Replace	09/08/2022	Yes
--	Funding Summary	No Input Required	No
✔	Attachments	09/08/2022	Yes
--	Submission Summary	No Input Required	No

Back   Next

Active "Submit" button

Export to PDF

Get PDF Viewer

Submit

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 now be grayed out. Below it there will be text stating, "This e.Form has been submitted."
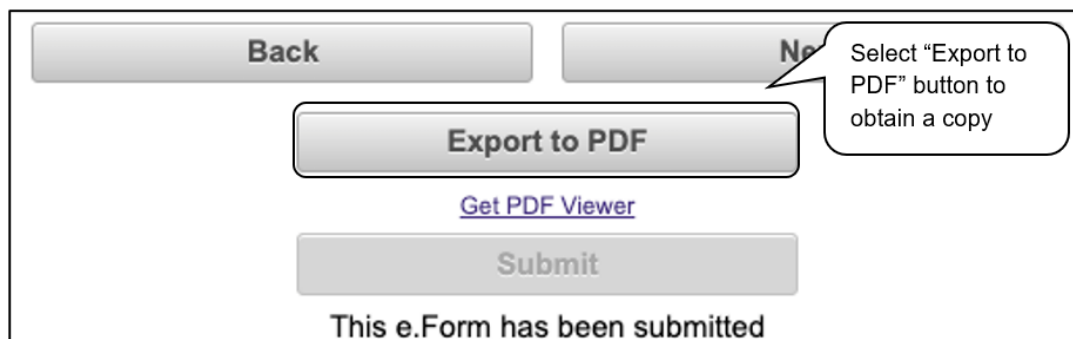
CoC Priority Listing

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 screen(s) you would like included.

3. Select "Export to PDF."

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.

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.

CoC Priority Listing

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).

NOTE: *If you are still unable to submit the CoC Priority Listing after following these instructions, please email the HUD e-snaps Help Desk at e-snaps@hud.gov.*

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.

Please also provide a screenshot whenever possible.

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 2022 CoC Program Competition NOFO.

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

Next Steps

Congratulations on submitting your CoC Priority Listing

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.hudexchange.info/programs/e-snaps/