



FY 2021 Continuum of Care 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 2021 CoC Program Competition.

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

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

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

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

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 2021 CoC Program Competition. The CoC Consolidated Application consists of two components: the CoC Application and the CoC Priority Listing (with all Project Applications either approved and ranked or rejected), which must be submitted separately.
- The first component, the CoC Application, contains all of the narratives, charts, and attachments the CoC is required to submit as outlined in the FY 2021 CoC Program Competition NOFO.
- The second component, CoC Priority Listing, is a separate component of the application that includes the Reallocation forms, Project Applications that are submitted by the Project Applicant, and one required attachment: HUD-2991, Certification of Consistency with the Consolidated Plan.
- The Project Application includes the information submitted in the SF-424 forms as well as the application information needed for funding consideration.

NOTE:

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

Objectives

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

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

CoC Priority Listing

Posted Resources

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

Overview of this Navigational guide

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

- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password in order to log in to the online *e-snaps* system. In order to view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Accessing the CoC Priority Listings.** The CoC Consolidated Application is composed of two components, of which the CoC Priority Listing that includes the Project Applications is one. The other component is the CoC Application and it has its own navigational guide. The CoC Navigational Guide can be found at:
https://www.hud.gov/program_offices/comm_planning/coc/competition

As stated in the FY 2021 CoC Program Competition NOFO: **The CoC Application and the CoC Priority Listing are separate submissions in *e-snaps*; therefore, Collaborative Applicants must ensure that both the CoC Application and the CoC Priority Listing, with all project applications either approved and ranked or rejected, are submitted in *e-snaps* prior to the application submission deadline.**

- **Loading the Project Applications.** The Collaborative Applicant must upload all New, Renewal, UFA Costs (HUD-designated UFAs only), CoC Planning Project Applications, and YHDP Project Applications that have been submitted by selecting the "Update List" button on the applicable project listing screen.
- **Reviewing and Amending Project Applications.** After the Collaborative Applicant uploads the Project Applications, it may review the Project Applications and release the Project Application from the Project Listing and send it back to the Project Applicant for revision and resubmission. If the Collaborative Applicant amends a Project Application back to the Project Applicant, it **must notify the Project Applicant** in writing outside of *e-snaps* as *e-snaps* does not automatically notify the Project Applicant that the Project Application has been returned. It is the responsibility of the Project Applicant and Collaborative Applicant to ensure the amended Project Application is resubmitted to the CoC Priority Listing, uploaded, and either approved and ranked or rejected. **HUD will not review nor conditionally select a Project Application that is not visible with a unique rank number on the FY 2021 CoC Priority Listing.**
- **Approving/Rejecting and Ranking Project Applications.** The Collaborative Applicant must either approve and rank or reject each Project Application, making sure to provide a justification for any rejection. The Collaborative Applicant must also rank all projects with a unique rank number—Renewal, New, and YHDP projects—prior to submitting the CoC Priority Listing to HUD.

CoC Priority Listing

The Collaborative Applicant **does not rank** UFA Costs Project Applications or CoC Planning Project Applications.

Highlights in e-snaps in FY 2021

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

- **Changes to Reallocation Screens.** During the FY 2021 CoC Program Competition, the CoC Project Listings retain the “Reallocation,” “Reallocation—Grants Eliminated,” and “Reallocation—Grants Reduced” screens. However, the “Reallocation—New Projects” and “Reallocation—Balance” screens have been eliminated.
- **Ranking a Consolidated Application.** In the FY 2021 CoC Program Competition, grant recipients have the option to consolidate up to 10 of their eligible renewal 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 2021 CoC Program Competition, Collaborative Applicants will have four separate CoC Project Listings in *e-snaps*: New Project Listing, Renewal Project Listing, YHDP Project Listing, UFA Costs Project Listing, and CoC Planning Project Listing. As Project Applicants submit their Project Applications to the Collaborative Applicant, the Project Applications will populate the respective Project Listing based on whether the project is a New, Renewal, UFA Costs (HUD-designated UFAs only), or CoC Planning project.
 - **CoC Planning Project Listing.** The Collaborative Applicant may submit only one CoC Planning project on the CoC Planning Project Listing. This Project Application must be submitted by the Collaborative Applicant. The Collaborative Applicant does not rank the CoC Planning project.

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

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

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

- **YHDP Renewal and YHDP Replacement Projects.** Consistent with the requirements of the Consolidated Appropriations Act of 2021, funding for the CoC program may be used

CoC Priority Listing

to competitively or non-competitively renew or replace grants for eligible YHDP projects. See the FY 2021 CoC Program Competition for additional information.

- **Expansion Projects.** New in the FY 2021 CoC Program Competition, the process for Project Applicants to submit an expansion project has changed. In the context of this Competition, an expansion project is one that combines an existing eligible renewal project with new funding via a new project application that will expand the project. In every Renewal Project Application, Project Applicants MUST complete the “Renewal Grant Consolidation or Renewal Grant Expansion” screen and actively identify whether the project is part of an expansion project. Collaborative Applicants rank the Renewal Project Application for the existing project, as well as the New Project Application or Applications for the new funding to expand the project. Expansions will ONLY submit a stand-alone Renewal Project Application and a stand-alone New Project Application. They will not submit a combined Project Application. Both the eligible Renewal and New project applications must be ranked with a unique number.
- **CoC Ranking Tool.** As the Collaborative Applicant will most likely move among the two Project Listings for New and Renewal Project Applications, HUD developed the FY 2021 CoC Ranking Tool spreadsheet. The spreadsheet may assist Collaborative Applicants in ranking projects. The spreadsheet will help the CoC determine which projects fall within either Tier 1 or Tier 2. The spreadsheet, which is available at <https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>, will keep a running total that the CoC requests for funding. Remember, only New and Renewal projects will be ranked; therefore, when using the FY 2021 CoC Ranking Tool, you should only enter New, Renewal, and YHDP projects and exclude CoC Planning and, if applicable, UFA Costs Project Applications.
- **Project Ranking.** The Collaborative Applicant must review and either approve and rank or reject **all** New and Renewal Project Applications.

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

CoC Priority Listing

Accessing e-snaps

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

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

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

e Front Office

Front Office Portal

Username:
Password:
Login

Forgot your password?

Create Profile

Contact Us

Welcome to e-snaps

Welcome to *e-snaps*! *E-snaps* is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the application process known as the CoC Program Competition.

This system is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to access the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help section in each section.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific funding competitions.

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 01/31/2018)

Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

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.

CoC Priority Listing

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.

Front Office

Applicant: San Francisco Collaborative Applicant (CA-501) Confirm the correct Applicant

Submit

[Hide Filters] [Clear Filters]

Applicant Project Name: FY2021_CoCReg_2

Date Submitted: On 23

Project Status: All Projects

Submission Version: Latest Version

Associate Type:


Select "Submissions"

Use the filters to find Project Priority List FY 2021

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 CoC Priority Listing FY2021	Nov 30, 2020	Dec 31, 2025	Primary Applicant	1	
	FY2021_CoCReg_2 COC_REG_2020_136989	CoC Registration and Application FY2021 Registration FY2021	Jan 12, 2021	Nov 30, 2021	Primary Applicant	1	Dec 18, 2020 11:32:55 AM

CoC Priority Listing

Steps

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

CoC Priority Listing

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, YHPD Renewal Project Listing, the Funding Summary, Attachments, and the Submission Summary.

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

Before Starting

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

eForms Logout

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
 - YHPD 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 2021 CoC Program Competition NOFO:
 - UFA Costs Project Listing;
 - CoC planning Project Listing;
 - YHPD Renewal Project Listing; and
 - YHPD 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, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

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."



The Continuum of Care FY 2021 CoC Priority Listing Detailed Instructions document is available at https://www.hud.gov/program_offices/comm_planning/coc/competition

CoC Priority Listing

1. CoC Identification

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

The screenshot displays the '1A. Continuum of Care (CoC) Identification' screen in the e.Forms system. On the left sidebar, the user is identified as 'jdoe-02' and is logged in as 'CoC Registration and Application FY2021'. The sidebar also shows the applicant's name as 'San Francisco Collaborative Applicant' and the applicant number as 'CA-501'. The main content area is titled '1A. Continuum of Care (CoC) Identification'. It includes instructions with a link to 'Show Instructions'. A required field, '* Collaborative Applicant Name:', is present with a text box containing 'City and County of San Francisco'. At the bottom of the main content area, there are 'Back' and 'Next' buttons.

Steps

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

NOTE:

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

- CoCNOFO@hud.gov 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.

CoC Priority Listing

2. Reallocation

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

e.Forms Logout

2. Reallocation

Instructions: [Show Instructions](#)

* 2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2022 into one or more new projects? Yes ▾

Save & Back Save Save & Next

Back Next

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2021_CoCReg_2
Project Number: COC_REG_2020_136989

Project Priority List FY2021

Steps

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

Reallocation

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

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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.

e.Forms Logout

3. Reallocation - Grant(s) Eliminated

CoCs reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2021 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.

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	CA0000L5F001802	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.

CoC Priority Listing



 jdoe-02

CoC Registration and Application FY2021

Applicant Name:
San Francisco
Collaborative Applicant
Applicant Number:
CA-501
Project Name:
FY2021_CoCReg_2
Project Number:
COC_REG_2020_136989

Project Priority List
FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting
1A. Identification
2. Reallocation
3. **Grant(s) Eliminated**
4. Grant(s) Reduced

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 2021 Grant Inventory Worksheet to ensure all information entered is accurate.

* Eliminated Project Name:

* Grant Number of Eliminated Project:

* Eliminated Project Component Type:

* 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 750 characters)

Save



Save & Add Another

Save & Back to List

Back to List

Check Spelling


Steps


- Complete fields 3-1 and 3-2 for each eligible renewal grant that is being eliminated during the FY 2021 Reallocation process. CoCs should refer to the final FY 2021 Grant Inventory Worksheet (GIW) to ensure all information entered here is accurate. The GIW is available at https://www.hud.gov/program_offices/comm_planning/coc/competition/giws.
- Select "Save and Add Another" to enter another project or "Save and Back to List" to return to the 3: Grant(s) Eliminated list screen.
- 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 .
- If all the data appears to be correct, select "Save & Next" to proceed to the next screen.


CoC Priority Listing

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.





 jdoe-02

CoC Registration and Application FY2021

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2021_CoCReg_2
Project Number: COC_REG_2020_136989

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions



Before Starting
1A. Identification
2. Reallocation

4. Reallocation - Grant(s) Reduced

CoCs reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2021 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.

Amount Available for New Project
(Sum of All Reduced Projects)
\$50,000

[Show Filters] [Clear Filters]

Delete	View	Reduced Project Name	Reduced Grant Number	Annual Renewal Amount	Amount Retained	Amount available for new project	Reallocation Type
		Test2	CA0000LSF001805	\$100,000	\$50,000	\$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 reduce.
 - Upon selecting the "Add" icon, you will be taken to a new screen to enter the details of the eligible renewal project(s) you wish to reduce.

CoC Priority Listing



 jdoe-02

CoC Registration and Application FY2021

Applicant Name:
San Francisco Collaborative Applicant
Applicant Number:
CA-501
Project Name:
FY2021_CoCReg_2
Project Number:
COC_REG_2020_136989

Project Priority List
FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting
1A. Identification
2. Reallocation
3. Grant(s) Eliminated
4. Grant(s) Reduced
5A. CoC New Project Listing
5B. CoC Renewal Project

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 2021 reallocation process. Refer to the FY 2021 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

Check Spelling

Steps

1. Complete fields 4-1 and 4-2 for each eligible renewal grant that is being reduced during the FY 2021 Reallocation process. CoCs should refer to the final FY 2021 GIW to ensure all information entered here is accurate. The GIW is available at https://www.hud.gov/program_offices/comm_planning/coc/competition/giws.
2. Select "Save and Add Another" to enter another project or "Save and Back to List" to return to the 4: Grant(s) Reduced list screen.
3. Based on the eligible renewal grant information you entered, the "Amount Available for New Project" field on the 4. Grant(s) Reduced list screen will auto-populate with the sum of all the reduced projects that you entered on the 4. Grant(s) Reduced Details screen.
 - Make sure that all the reduced projects you entered appear correctly on the screen.
 - To edit grant information, select the "View" icon  to the left of the priority number. Selecting this icon will take you to the detail page of the corresponding grant.
 - To delete a grant, select the "Delete" icon .
4. If all the data appears to be correct, select "Save & Next" to proceed to the next screen.

CoC Priority Listing

Using the CoC Ranking Tool

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

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

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

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

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

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

FY 2021 CoC Ranking Tool

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

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

CoC Priority Listing

Assigning a Unique Ranking to Projects

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

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

CoC Priority Listing

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.

eForms Logout

jdoe-02

CoC Registration and Application FY2021

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2021_CoCReg_2
Project Number: COC_REG_2020_136989

Project Priority List FY2021

Continuum of Care (CoC) New Project Listing

Instructions: [Show Instructions](#)

Update List

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion														
This list contains no items																										

Save & Back Save Save & Next

Back Next

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.

eForms Logout

jdoe-02

CoC Registration and Application FY2021

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2021_CoCReg_2
Project Number: COC_REG_2020_136989

Project Priority List FY2021

FY2021 CoC Priority Listing Detailed Instructions

Continuum of Care (CoC) New Project Listing

Instructions: [Show Instructions](#)

Update List

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion														
			New Project FY 20...	2021-07-06 08:52:...	HMI			1 Year	2	Reallocation																
			New Project FY 20...	2021-07-08 15:05:...	PH			1 Year	D10	DV Bonus	RRH															

1

Save & Back Save Save & Next

Back Next

D = a new DV project application

CoC Priority Listing

NOTE:

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

Instructions: [show]

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

The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s).

Review, Approve, and Rank or Reject New Projects

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

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

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

NOTE:

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



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

The screenshot shows a table with the following columns: View, View Submission, Amend, Project Name, Date Submitted, Comp Type, Applicant Name, Budget Amount, Grant Term, Rank, PH/Realloc, PSH/RRH, and Expansio. A single row is visible with the following data: View (icon), View Submission (icon), Amend (icon), New Project FY 20..., 2021-07-06 08:52:..., HMIS, Project Applicant 21, \$25,000, 1 Year, 1, PH/Realloc, PSH/RRH, and Expansio. Three callout boxes are present: 'View Project Applicant Project Details' points to the View icon; 'Review the Project Application' points to the View Submission icon; and 'Amend back to the Project Applicant for revision' points to the Amend icon.

View	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansio
			New Project FY 20...	2021-07-06 08:52:...	HMIS	Project Applicant 21	\$25,000	1 Year	1	PH/Realloc	PSH/RRH	Expansio


CoC Priority Listing

Review New Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
			New Project FY 20...	2021-07-06 08:52:...	HMIS	Project Applicant 21	\$25,000	1 Year	--	Reallocation		
						1						

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.
2. Review the New Project Application.

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

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

CoC Priority Listing

The following image shows the "Before Starting" screen of a Project Application with the "Back to Project Priority Listing" link.

e.Forms Logout

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 or on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO and the FY 2021 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 technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2021 CoC Program Competition NOFO.

This e.Form has been submitted

jdoo-02

Applicant Name:
Project Applicant 21
Applicant Number:
08
Project Name:
New Project FY 2021 Test
1122
Project Number:
137196

New Project Application
FY2021

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. HMIS Expansion

Part 4 - Housing, Services, and HMIS

4A. HMIS Standards

4B. HMIS Training

Part 6 - Budget Information

6A. Funding Request

6H. HMIS Budget

6I. Match

6J. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7D. Certification

Part 8 - Submission Summary

8B. Summary

[View Applicant Profile](#)




[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Project Priority List FY2021](#)

Select "Back to Project Priority List FY2021"


CoC Priority Listing

Approve/Reject and Rank New Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
			New Project FY 2021	2021-07-06 08:52:28.366	HMIS	Project Applicant 21	\$25,000	1 Year	--	Reallocation		
1												

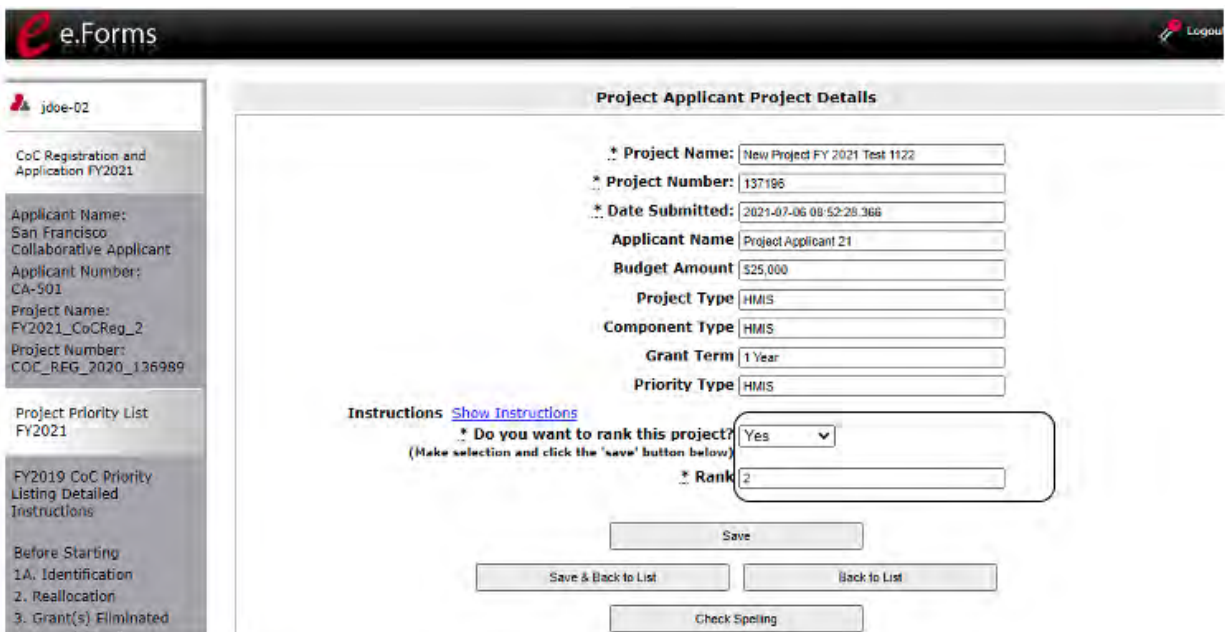
View the Project Details

Steps

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

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

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



eForms Logout

Project Applicant Project Details

Project Name: New Project FY 2021 Test 1122

Project Number: 137195

Date Submitted: 2021-07-06 08:52:28.366

Applicant Name: Project Applicant 21

Budget Amount: \$25,000

Project Type: HMIS

Component Type: HMIS

Grant Term: 1 Year

Priority Type: HMIS

Instructions [Show Instructions](#)

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

*** Rank** 2

Navigation Links:

- CoC Registration and Application FY2021
- Applicant Name: San Francisco Collaborative Applicant
- Applicant Number: CA-501
- Project Name: FY2021_CoCReg_2
- Project Number: COC_REG_2020_136989
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation
- 3. Grant(s) Eliminated

CoC Priority Listing

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

eForms Logout

Project Applicant Project Details

*** Project Name:** New Project FY 2021 Test 1122

*** Project Number:** 137196

*** Date Submitted:** 2021-07-06 08:52:28.366

Applicant Name: Project Applicant 21

Budget Amount: \$25,000

Project Type: HMS

Component Type: HMS

Grant Term: 1 Year

Priority Type: Rejected

Instructions [Show Instructions](#)

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

*** Reason for project rejection:** -- select --

Left Sidebar:

- jdoh-02
- CoC Registration and Application FY2021
- Applicant Name: San Francisco Collaborative Applicant
- Applicant Number: CA-501
- Project Name: FY2021_CoCReg_2
- Project Number: COC_REG_2020_136989
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation
- 3. Grant(s) Eliminated

Steps

1. Review the pre-populated information.

If the information is incorrect, the Collaborative Applicant needs to amend the Project Application back to the Project Applicant. See the "[Amending the Project Application](#)" instructions later in this navigational guide.

2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
 - Select "Yes" if you want to submit this Project Application for funding consideration.
 - Select "No" if you intend to reject the Project Application.
3. Select "Save."
4. A field will appear:
 - If you selected "Yes" to the previous question, a "Rank" field will appear. Enter a unique number.
 - If you selected "No" to the previous question, a "Reason for project rejection" field will appear. Select a reason from the dropdown menu.
5. Select "Save and Back to List" to return to screen "5A. CoC New Project Listing."
6. Select "Next" to proceed to screen "5B. Renewal Project Listing."

Next, we will discuss the Renewal Project Listing instructions.

CoC Priority Listing

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 list.

Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
Applicant Number: FL-500 CoC
Project Name: FY2021_CoCReg_4
Project Number: COC_REG_2020_136991

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting
1A. Identification
2. Reallocation
3. Grant(s) Eliminated
4. Grant(s) Reduced
5A. CoC New Project Listing
5B. CoC Renewal Project Listing
5C. UFA Costs Project Listing
5D. CoC Planning Project Listing
5E. YHDP Renewal
5F. YHDP Replace

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	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
			FY2021_Ren_Cnsl	2021-04-20 14:27:1...	1 Year	Agency for Commun...	\$95,666	X	PSH	PH	Individual	
			FY2021_Ren_Assess...	2021-05-04 07:43:1...	1 Year	Agency for Commun...	\$50,239	--		Joint TH & PH-RRH		Expansion
			FY2021_Ren_StandA...	2021-04-20 14:50:1...	1 Year	Agency for Commun...	\$101,464	--	PSH	PH		Expansion
			FY2021_Ren_3	2021-04-20 14:54:1...	1 Year	Agency for Commun...	\$95,666	--	PSH	PH		

1

Save & Back

Save

Save & Next

Back

Next

NOTE:

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

CoC Priority Listing

Steps

1. Select the check box that describes the Renewal Project Listing for your project.
 - Option 1: The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing.
 - Option 2: The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality habitability.
 - Option 3: The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing projects.
2. To upload all Renewal Project Applications that have been submitted to this CoC Consolidated Application, click on the "Update List" button.

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

eForms

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.

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.

Save & Back Save Save & Next

Back Next

NOTE:

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

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 upon the number of projects that have been submitted to the CoC.

The Collaborative Applicant can either work on another on other parts of the CoC Project Listing or it can log out of e-snaps and come back later to view the updated list.

Step

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

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

NOTE:

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

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

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
			2021_ca_ren_1	2021-06-16 13:40:...	1 Year	City and County 0...	\$14,200	--		TH		

Amend back to the Project Applicant for revision

Review the Project Application

View Project Applicant Project details

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 2021.


CoC Priority Listing

Review Renewal Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
			2021_ca_ren_1	2021-06-16 13:40:...	1 Year	City and County S...	\$14,200	—		TH		

Review the Project Application

Steps

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

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

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

CoC Priority Listing

The following image shows the "Before Starting" screen of a Project Application.

e.Forms Logout

Before Starting the Project Application

Applicant Name:
City and County of San Francisco

Applicant Number:
155440829

Project Name:
2021_ca_ren_1

Project Number:
137158

Renewal Project Application FY2021

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2680

1H. HUD-50070

1I. Cert. Lobbying

1J. SF-111

Information About Submission Without Changes

Submission Without Changes

Recipient Performance

Renewal Grant Consolidation or Renewal Grant Extension

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMTS

4A. Services

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6B. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7A. In-Kind Match MDU Attachment

7B. Certification

Part 8 - Submission Summary

8B. Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Project Priority List FY2021](#)

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 or on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2019 Project Application will be imported into the FY 2021 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMTS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. **If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.**
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2021 CoC Program Competition NOFA.

[Back](#) [Next](#)

This e-Form has been submitted

Select "Back to Project Priority List FY2021"


CoC Priority Listing

Approve/Reject and Rank Renewal Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
			2021_ca_ren_1	2021-06-16 13:40:...	1 Year	City and County of...	\$14,200	---		TH		

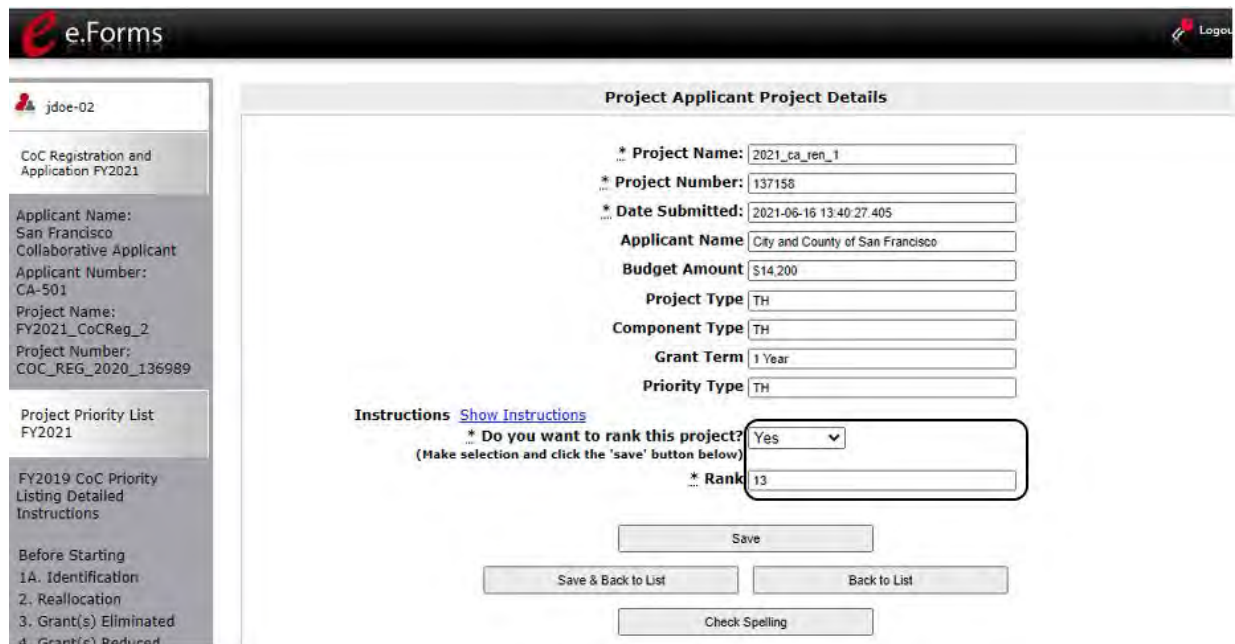
View the Project Details

Steps

1. To either approve and rank or reject the Renewal Project Application, select the "View" icon  to the left of the Project Name under the "View" column.
2. The "Project Applicant Project Details" screen will appear.

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

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



eForms Logout

Project Applicant Project Details

*** Project Name:** 2021_ca_ren_1

*** Project Number:** 137158

*** Date Submitted:** 2021-06-16 13:40:27.405

Applicant Name: City and County of San Francisco

Budget Amount: \$14,200

Project Type: TH

Component Type: TH

Grant Term: 1 Year

Priority Type: TH

Instructions [Show Instructions](#)

*** Do you want to rank this project?** Yes ☐

(Make selection and click the 'save' button below)

*** Rank:** 13

Save

Save & Back to List **Back to List**

Check Spelling

jd0e-02

CoC Registration and Application FY2021

Applicant Name: San Francisco Collaborative Applicant

Applicant Number: CA-501

Project Name: FY2021_CoCReg_2

Project Number: COC_REG_2020_136989

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting

1A. Identification

2. Reallocation

3. Grant(s) Eliminated

4. Grant(s) Reduced

CoC Priority Listing

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

e.Forms Logout

Project Applicant Project Details

*** Project Name:** 2021_ca_ren_1

*** Project Number:** 137158

*** Date Submitted:** 2021-06-16 13:40:27.405

Applicant Name: City and County of San Francisco

Budget Amount: \$14,200

Project Type: TH

Component Type: TH

Grant Term: 1 Year

Priority Type: Rejected

Instructions: [Show Instructions](#)

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

*** Reason for project rejection:** -- select --

Steps

1. Review the pre-populated information.
 - If the information is incorrect, amend the project back to the Project Applicant. See the ["Amending the Project Application"](#) instructions later in the navigational guide.
2. Select "Yes" or "No" to the question, "Do you want to rank this project?"
 - Select "Yes" if you want to submit this project for funding.
 - Select "No" if you do not want to submit it.
3. Select "Save."
4. A field will appear:
 - If you selected "Yes" to the previous question, a "Rank" field will appear. Enter a unique number.
 - If you selected "No" to the previous question, a "Reason for project rejection" field will appear. Select a reason from the dropdown menu.
5. Select "Save and Back to List" to return to "5B. CoC Renewal Project Listing."
6. Select "Next" to proceed to screen "5C. UFA Costs Project Listing."

Next, we will discuss the UFA Costs Project Listing instructions.

CoC Priority Listing

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.

The screenshot shows the 'e.Forms' interface for 'Continuum of Care (CoC) UFA Costs Project Listing'. The sidebar on the left contains the user's name 'abarth', their role 'CoC Registration and Application FY2021', and application details: 'Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant Number: FL-500 CoC', 'Project Name: FY2021_CoCReg_4', 'Project Number: COC_REG_2020_136991', and 'Project Priority List FY2021'. The main content area has a title 'Continuum of Care (CoC) UFA Costs Project Listing', an 'Instructions: [Show Instructions](#)' link, and an 'Update List' button. Below this are '[Show Filters]' and '[Clear Filters]' links. A table with the following headers is shown: 'View', 'View Submission', 'Amend', 'Project Name', 'Date Submitted', 'Grant Term', 'Applicant Name', 'Budget Amount', and 'Accepted?'. The table body contains the text 'This list contains no items'. At the bottom, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step

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

CoC Priority Listing

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

eForms Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021_CoCReg_4

Project Number: COC_REG_2020_136991

Project Priority List FY2021

Continuum of Care (CoC) UFA Costs Project Listing

Instructions: [Show Instructions](#)

Update List

[Show Filters] [Clear Filters]

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY 2021_UFACosts_1	2021-06-16 06:24:...	1 Year	Saint Louis Count...	\$53,000	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.

Instructions: [show]

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

The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s).

Step

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

Ultimately, Collaborative Applicants must approve only one UFA Costs Project Application.

CoC Priority Listing

Review, Approve, or Reject UFA Cost Projects

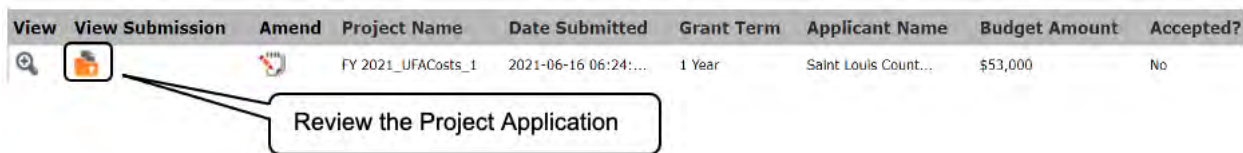
Collaborative Applicants need to review the UFA Costs Project Application. If the Project Application needs revision, the Collaborative Applicant can amend it back to itself as the Project Applicant. See [“Amending the Project Application”](#) in this document for instructions.

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

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



Review UFA Costs Project Applications



Steps

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

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

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

CoC Priority Listing

The following image shows the "Before Starting" screen of a Project Application.

e.Forms Logout

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:

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

This e.Form has been submitted

Left Sidebar:

abarth

Applicant Name:
Saint Louis County Project Applicant

Applicant Number:
MO-500 Project Applicant

Project Name:
FY 2021_UFACosts_1

Project Number:
137146

FY2021 UFA Costs
Project Application

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

Part 2 - Budget

2A. Match

2B. Funding Request

Part 3 - Attachments and Certification

3A. Attachments

3B. Certification

Part 4 - Submission Summary

4A. Summary

[View Applicant Profile](#)

[Export to PDF](#)




[Get PDF Viewer](#)

[Back to Project Priority List FY2021](#)

Callout: Select "Back to Project Priority List FY2021"


CoC Priority Listing

Approve or Reject UFA Costs Project Application

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY 2021_UFACosts_1	2021-06-16 06:24:...	1 Year	Saint Louis Count...	\$53,000	No


View the Project Details

Steps

1. To either approve or reject the UFA Costs Project Application, select the "View" icon  to the left of the Project Name under the "View" column.
2. The "Project Applicant Project Details" screen will appear.

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

This particular screen shows a UFA Costs Project Application that has been approved.

e.Forms 

Project Applicant Project Details

*** Project Name:** FY 2021_UFACosts_1

*** Project Number:** 137146

*** Date Submitted:** 2021-06-16 06:24:00.238

Applicant Name: Saint Louis County Project Applicant

Budget Amount: \$53,000

Project Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota, Manatee Counties CoC

Component Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota, Manatee Counties CoC

Grant Term: 1 Year

Priority Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota, Manatee Counties CoC

Instructions [Show Instructions](#)

*** Do you want to submit this project?** Yes

(Make selection and click the 'save' button below)

Left Sidebar:

- aberth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: COC_REG_2020_136991
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation

CoC Priority Listing

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

eForms Logout

Project Applicant Project Details

*** Project Name:** FY 2021_UFACosts_1
*** Project Number:** 137146
*** Date Submitted:** 2021-06-16 06:24:00.238
Applicant Name: Saint Louis County Project Applicant
Budget Amount: \$53,000
Project Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota
Component Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota
Grant Term: 1 Year
Priority Type: Rejected

Instructions [Show Instructions](#)
*** Do you want to submit this project?** No
(Make selection and click the 'save' button below)
*** Reason for project rejection:** Ineligible applicant

Buttons: Save, Save & Back to List, Back to List, Check Spelling

Steps

1. Review the pre-populated information.

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

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

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

3. Select "Save."
4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the UFA Costs Project Application.
5. Select "Save and Back to List" to return to "5C. CoC UFA Costs Project Listing."
6. Select "Next" to proceed to screen "5D. CoC Planning Project Listing."

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

CoC Priority Listing

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.

The screenshot shows the 'Continuum of Care (CoC) Planning Project Listing' screen in the e.Forms system. The sidebar on the left contains the user's name 'abarth', the application title 'CoC Registration and Application FY2021', and details for the applicant 'Sarasota/Bradenton/Sarasota, Manatee Counties CoC', including the applicant number 'FL-500 CoC', project name 'FY2021_CoCReg_4', and project number 'COC_REG_2020_136991'. The main content area features an 'Update List' button, filter options '[Show Filters] [Clear Filters]', and a table of project listings. The table has columns for 'View', 'View Submission', 'Amend', 'Project Name', 'Date Submitted', 'Grant Term', 'Applicant Name', 'Budget Amount', and 'Accepted?'. A single project is listed with the name 'FY2021_Pln_1', submitted on '2021-04-20 15:11:...', a '1 Year' grant term, and a budget of '\$57,000'. Below the table are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY2021_Pln_1	2021-04-20 15:11:...	1 Year	Agency for Commun...	\$57,000	

Step

1. To upload the Collaborative Applicant's CoC Planning Project Application, select the "Update List" button.

CoC Priority Listing

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

Message appears while list is updating.

Continuum of Care (CoC) Planning Project Listing

Instructions: [Show Instructions](#)

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.

Back Next

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

NOTE:

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

Instructions: [\[show\]](#)

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

The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s).

Step

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

Ultimately, Collaborative Applicants must approve only one CoC Planning Project Application.

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, Collaborative Applicants can view the Project Applicant Project Details and approve or reject the Application in *e-snaps*.

Collaborative Applicants do not rank CoC Planning Project Applications.

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY2021_Pln_1	2021-04-20 15:11:...	1 Year	Agency for Commun...	\$57,000	

View Project Applicant Project Details

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.

Review the Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY2021_Pln_1	2021-04-20 15:11:...	1 Year	Agency for Commun...	\$57,000	1

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.
2. Review the CoC Planning Project Application.

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

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

CoC Priority Listing

The following image shows the "Before Starting" screen of a Project Application.

eForms

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:

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

Back **Next**

This e.Form has been submitted

Applicant Name:
Agency for Community Treatment Services, Inc. (ACTS)
Applicant Number:
591860626
Project Name:
FY2021_Pln_1
Project Number:
137073

FY2021 CoC Planning Project Application

Before Starting

Part 1 - Forms

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD 2880
- 1H. HUD 50070
- 1I. Cert. Lobbying
- 1J. SF-LLL

Part 2 - Project Information

- 2A. Project Detail
- 2B. Description

Part 3 - CoC Governance

- 3A. Governance and Operations
- 3B. Committees

Part 4 - Funding Request

- 4A. Match
- 4B. Funding Request

Part 5 - Attachment(s) & Certification

- 5A. Attachment(s)
- 5B. Certification

Part 6 - Submission Summary

- 6A. Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Project Priority List FY2021

Select "Back to Project Priority List FY2021"

CoC Priority Listing


Approve or Reject the CoC Planning Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
			FY2021_Pln_1	2021-04-20 15:11:...	1 Year	Agency for Commun...	\$57,000	

1


View the Project Details

Steps

1. To approve or reject the CoC Planning Project Application, select the "View" icon  to the left of the Project Name under the "View" column.
2. The "Project Applicant Project Details" screen will appear.

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

This particular screen shows that the CoC Planning Project has been approved.

e.Forms  Logout

Project Applicant Project Details

*** Project Name:** FY2021_Pln_1

*** Project Number:** 137073

*** Date Submitted:** 2021-04-20 15:11:51.117

Applicant Name: Agency for Community Treatment Services, Inc

Budget Amount: \$57,000

Project Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota, Manatee Counties 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?** Yes
(Make selection and click the 'save' button below)

Left Sidebar:

- aberrth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: COC_REG_2020_136991
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation

CoC Priority Listing

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

The screenshot displays the 'eForms' interface for 'Project Applicant Project Details'. The left sidebar contains navigation links and application details for 'abarth', including 'CoC Registration and Application FY2021', 'Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant Number: FL-500 CoC', 'Project Name: FY2021_CoCReg_4', 'Project Number: COC_REG_2020_136991', 'Project Priority List FY2021', 'FY2019 CoC Priority Listing Detailed Instructions', and 'Before Starting' with sub-items '1A. Identification', '2. Reallocation', and '3. Grant(s) Eliminated'. The main content area is titled 'Project Applicant Project Details' and contains a form with the following fields: '* Project Name: FY2021_Pln_1', '* Project Number: 137073', '* Date Submitted: 2021-04-20 15:11:51.117', 'Applicant Name: Agency for Community Treatment Services, Inc.', 'Budget Amount: \$57,000', 'Project Type: FL-500 - Sarasota, Bradenton/Manatee, Sarasota', 'Component Type: CoC Planning Project Application', 'Grant Term: 1 Year', and 'Priority Type: Rejected'. Below these fields is a section titled 'Instructions' with a link 'Show Instructions'. It contains two questions: '* Do you want to submit this project?' with a dropdown menu set to 'No' and a note '(Make selection and click the \'save\' button below)', and '* Reason for project rejection:' with a dropdown menu set to '-- select --'. At the bottom are three buttons: 'Save', 'Save & Back to List', and 'Back to List', along with a 'Check Spelling' button.

Steps

1. Review the pre-populated information.

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

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

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

3. Select "Save."
4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the CoC Planning Project Application.
5. Select "Save and Back to List."
6. Select "Next" to proceed to screen "5E. YHDP Renewal Listing."

CoC Priority Listing

5E. YHDP Renewal Listing

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

NOTE:

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

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

Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
Applicant Number: FL-500 CoC
Project Name: FY2021_CoCReg_4
Project Number: COC_REG_2020_136991

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting
1A. Identification
2. Reallocation
3. Grant(s) Eliminated
4. Grant(s) Reduced
5A. CoC New Project Listing
5B. CoC Renewal Project Listing
5C. UFA Costs Project Listing
5D. CoC Planning Project

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions: [Show Instructions](#)

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. ☐

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

Update List

[Show Filters] [Clear Filters]

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Consolidation Type
			FY2021_YHDP_Ren_1	2021-04-21 08:47:...	Agency for Commun...	\$78,124	Other	1 Year			Survivor
			2021_yhdp_ren_ppl	2021-06-16 09:43:...	Agency for Commun...	\$70,000	Joint TH & PH-RRH	1 Year			

1

Save & Back Save Save & Next

Back Next

Step

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

CoC Priority Listing

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

The screenshot shows the eForms interface for the Continuum of Care (CoC) YHDP Renewal Project Listing. The left sidebar contains the user's name 'abarth' and a list of navigation links: 'CoC Registration and Application FY2021', 'Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant Number: FL-500 CoC', 'Project Name: FY2021_CoCReg_4', 'Project Number: COC_REG_2020_136991', 'Project Priority List FY2021', 'FY2019 CoC Priority Listing Detailed Instructions', and 'Before Starting 1A. Identification'. The main content area is titled 'Continuum of Care (CoC) YHDP Renewal Project Listing'. It includes instructions to 'Show Instructions' and three checkboxes for certification. The first checkbox is checked, indicating that the 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 second checkbox is unchecked, indicating that the 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 third checkbox is unchecked, indicating that the applicant does not have any renewal permanent supportive housing or rapid rehousing renewal projects. A red message states: 'CoC YHDP Renewal Project Listing must have either the first two checkboxes selected, or the last checkbox selected.' Below this message, a note explains that the CoC Project Listing is currently being updated by e-snaps and may take several minutes. At the bottom, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions: [Show Instructions](#)

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. ☐

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

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 upon the number of projects that have been submitted to the CoC. You can either work on another parts of the CoC Project Listing or log out of e-snaps and come back later to view the updated list.

[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.

Instructions: [show]

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

The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s).

Step

2. Review and either approve or reject the YHDP Renewal Project Application listed.

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 which states "CoC Renewal Project Listing has duplication of the following ranks:"

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

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Cor Type
			FY2021_YHDP_Ren_1	2021-04-21	Agency for	\$78,124	Other	1 Year			Surv

View Project Applicant Project Details

Review the Project Application

Amend back to the Project Applicant for revision


CoC Priority Listing

Review YHDP Renewal Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Co Type
			FY2021_YHDP_Ren_1	2021-04-21 08:47:...	Agency for Commun...	\$78,124	Other	1 Year			Surv

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.
2. Review the Project Application.

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

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

CoC Priority Listing

eForms
Log out

Applicant Name:
Agency for Community Treatment Services, Inc. (ACTS)

Applicant Number:
591860626

Project Name:
FY2021_YHDP_Ren_1

Project Number:
137074

YHDP Renewal Project Application FY2021

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2980

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

Recipient Performance

YHDP Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Youth Homeless Demonstration Projects

Part 4 - Housing, Services, and HMIS

4A. Services

4B. HMIS Standards

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6C. Leased Structures

6F. Operating

6G. HMIS Budget

6H. Match

6I. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

Part 8 - Submission Summary

8B. Summary

[View Applicant Profile](#)

[Export to PDF](#)

[Get PDF Viewer](#)

[Back to Project Priority List FY2021](#)

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



Back
Next

This e.Form has been submitted

Select "Back to Project Priority List FY2021"


CoC Priority Listing

Approve or Reject YHDP Renewal Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Cor Typ
			FY2021_YHDP_Ren_1	2021-04-21 08:47:...	Agency for Commun...	\$78,124	Other	1 Year			Surv

View the Project Details

Steps

1. To either approve or reject the YHDP Renewal Project Application, select the "View" icon  to the left of the Project Name under the "View" column.
2. The "Project Applicant Project Details" screen will appear.

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

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

eForms Logout

Project Applicant Project Details

Project Name: FY2021_YHDP_Ren_1

Project Number: 137074

Date Submitted: 2021-04-21 08:47:42.9

Applicant Name: Agency for Community Treatment Services, Inc

Budget Amount: \$78,124

Project Type: Other

Program Type: Other

Component Type: Other

Grant Term: 1 Year

Priority Type: Other

Instructions [Show Instructions](#)

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

Left Sidebar:

- abarth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: COC_REG_2020_136991
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation
- 3. Grant(s) Eliminated

CoC Priority Listing

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

The screenshot displays the 'e.Forms' interface for 'Project Applicant Project Details'. The left sidebar contains navigation links: 'abarth', 'CoC Registration and Application FY2021', 'Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC', 'Applicant Number: FL-500 CoC', 'Project Name: FY2021_CoCReg_4', 'Project Number: COC_REG_2020_136991', 'Project Priority List FY2021', 'FY2019 CoC Priority Listing Detailed Instructions', and a 'Before Starting' section with steps 1A through 4.

The main content area shows the following details:

- * Project Name: FY2021_YHDP_Ren_1
- * Project Number: 137074
- * Date Submitted: 2021-04-21 08:47:42.9
- Applicant Name: Agency for Community Treatment Services, Inc.
- Budget Amount: \$78,124
- Project Type: Other
- Program Type: Other
- * Component Type: Other
- Grant Term: 1 Year
- Priority Type: Rejected

Below the details, there are instructions and a form for submission:

Instructions [Show Instructions](#)

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

* Reason for project rejection:

Buttons: Save, Save & Back to List, Back to List, Check Spelling

Steps

1. Review the pre-populated information.

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

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
 - Select "Yes" if you want to submit the Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
 - Select "No" if you intend to reject the Project Application. A new "Reason for project rejection field" will appear. Choose a reason from the dropdown menu.
3. Select "Save."
4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the YHDP Renewal Project Application.
5. Select "Save and Back to List" to return to "5E. YHPS Renewal Project Listing."
6. Select "Next" to proceed to screen "5E. YHPS Renewal Project Listing."

CoC Priority Listing

5F. YHDP Replacement Listing

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

NOTE:

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

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

The screenshot shows the 'Continuum of Care (CoC) YHDP Replacement Project Listing' screen in the eForms system. The sidebar on the left contains user information for 'ebarth' and details about the CoC Registration and Application for FY2021. The main area displays a table of project listings. The table has columns: View, View Submission, Amend, Project Name, Date Submitted, Applicant Name, Budget Amount, Comp Type, Grant Term, and Accepted?. A single row is visible with the following data: Project Name: FY2021_YHDP_Rp_1, Date Submitted: 2021-04-21 08:56:..., Applicant Name: Agency for Commun..., Budget Amount: \$141,000, Comp Type: HMIS, Grant Term: 1 Year, Accepted?: No. Below the table are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. There is also an 'Update List' button at the top of the main area.

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
			FY2021_YHDP_Rp_1	2021-04-21 08:56:...	Agency for Commun...	\$141,000	HMIS	1 Year	No

Step

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

CoC Priority Listing

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

eForms Logout

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions: [Show Instructions](#)

[Show Filters] [Clear Filters]

Update List

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
			FY2021_YHDP_Rp_1	2021-04-21 08:56:...	Agency for Commun...	\$141,000	HMIS	1 Year	No

1

Save & Back **Save** **Save & Next**

Back **Next**

Sidebar:

- abarth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: CDC_REG_2020_136991
- Project Priority List FY2021

NOTE:

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

Instructions: [\[show\]](#)

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

The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s).

Step

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

CoC Priority Listing

Review, Approve, or Reject YHDP Replacement Projects

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




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

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

NOTE:

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

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

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
			2021_ca_yhdp_rp_1	2021-06-16 13:58:....	City and County o...	\$222	TH	1 Year	

View Project Applicant Project Details

Review the Project Application

Amend back to the Project Applicant for revision


CoC Priority Listing

Review YHDP Replacement Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted
			2021_ca_yhdp_rp_1	2021-06-16 13:58:...	City and County o...	\$222	TH	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.
2. Review the Project Application.

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

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

CoC Priority Listing

Applicant Name:
 Agency for Community
 Treatment Services, Inc.
 (ACTS)
 Applicant Number:
 591860626
 Project Name:
 FY2021_YHDP_Ren_1
 Project Number:
 137074

YHDP Renewal Project Application FY2021

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

Recipient Performance

YHDP Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Youth Homeless Demonstration Projects

Part 4 - Housing, Services, and HMIS

4A. Services

4A. HMIS Standards

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6C. Leased Structures

6F. Operating

6G. HMIS Budget

6H. Match

6I. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

Part 8 - Submission Summary

8B. Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Project Priority List FY2021

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

Back Next

This eForm has been submitted

Select "Back to Project Priority List FY2021"


CoC Priority Listing

Approve or Reject YHDP Replacement Project Applications

View	View Submission	Amend	Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted
			2021_ca_yhdp_rp_1	2021-06-16 13:58:...	City and County o...	\$222	TH	1 Year	

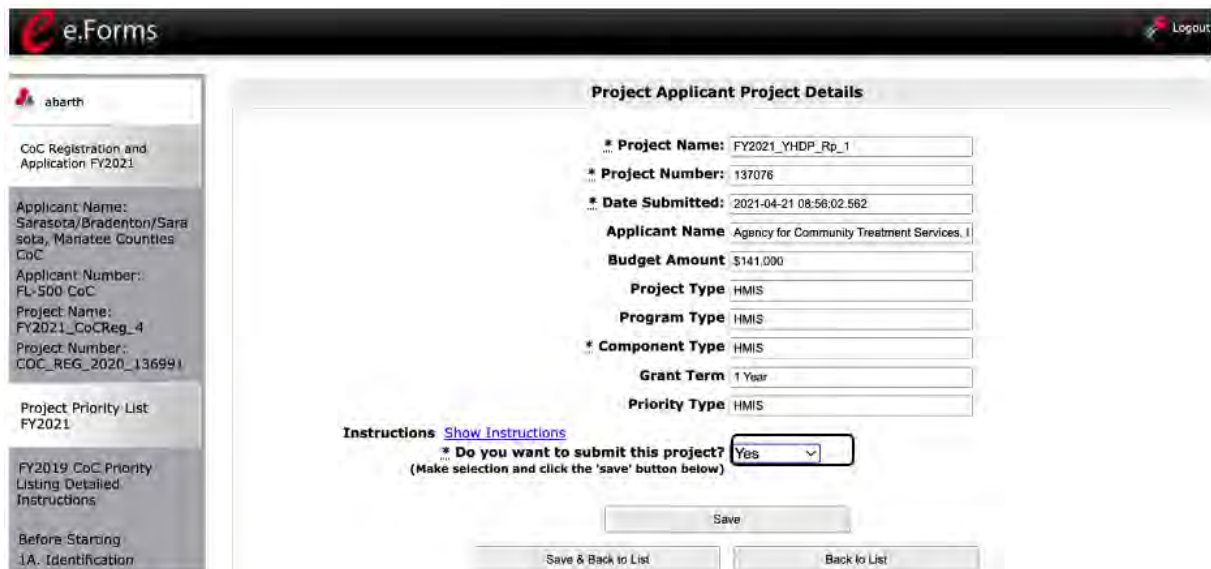
View the Project Details

Steps

1. To either approve or reject the YHDP Replacement Project Application, select the "View" icon  to the left of the Project Name under the "View" column.
2. The "Project Applicant Project Details" screen will appear.

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

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



e.Forms Logout

Project Applicant Project Details

*** Project Name:** FY2021_YHDP_Rp_1

*** Project Number:** 137076

*** Date Submitted:** 2021-04-21 08:56:02.562

Applicant Name: Agency for Community Treatment Services, I

Budget Amount: \$141,000

Project Type: HMIS

Program Type: HMIS

*** Component Type:** HMIS

Grant Term: 1 Year

Priority Type: HMIS

Instructions: [Show Instructions](#)

*** Do you want to submit this project?** Yes

(Make selection and click the 'save' button below)

Save

Save & Back to List **Back to List**

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021_CoCReg_4

Project Number: COC_REG_2020_136991

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Before Starting 1A. Identification

CoC Priority Listing

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

The screenshot displays the 'Project Applicant Project Details' form in the e.Forms system. The form contains the following fields and values:

- * Project Name:** FY2021_YHDP_Rp_1
- * Project Number:** 137076
- * Date Submitted:** 2021-04-21 08:56:02.562
- Applicant Name:** Agency for Community Treatment Services, I
- Budget Amount:** \$141,000
- Project Type:** HMIS
- Program Type:** HMIS
- * Component Type:** HMIS
- Grant Term:** 1 Year
- Priority Type:** Rejected

Below the form fields, there is a section for instructions and a question: *** Do you want to submit this project?** (Make selection and click the 'save' button below). The answer is 'No'. A new field, *** Reason for project rejection:**, is visible with a dropdown menu showing '-- select --'. A red box highlights this dropdown menu. At the bottom of the form, there are three buttons: 'Save', 'Save & Back to List', and 'Back to List'.

On the left sidebar, the user 'abarth' is logged in. The sidebar also shows the 'CoC Registration and Application FY2021' section with the following details:

- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: COC_REG_2020_136991

The sidebar also shows the 'Project Priority List FY2021' section with the following details:

- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation
- 3. Grant(s) Eliminated

Steps

1. Review the pre-populated information.

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

2. Select "Yes" or "No" to the question, "Do you want to submit this project?"
 - Select "Yes" if you want to submit the Project Application for funding consideration. The "Rank" field will appear. Enter a unique number.
 - Select "No" if you intend to reject the Project Application. A new "Reason for project rejection field" will appear. Choose a reason from the dropdown menu.
3. Select "Save."
4. If "No" is selected, a field will appear that will require you to select the reason you are rejecting the YHDP Replacement Project Application.
5. Select "Save and Back to List" to return to "5F. YHPS Replacement Project Listing."
6. Select "Next" to proceed to the next screen.

CoC Priority Listing

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.

e.Forms

aberth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021_CoCReg_4

Project Number: COC_REG_2020_136991

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Funding Summary

Instructions [Show Instructions](#)

Title	Total Amount
Renewal Amount	\$197,130
New Amount	\$99,000
CoC Planning Amount	\$57,000
UFA Costs Amount	\$53,000
YHDP Amount	\$78,124
Rejected Amount	\$141,000
TOTAL CoC REQUEST	\$484,254

Refresh Calculations

Save & Back Save Save & Next

Back Next

If applicable, UFA Costs would also appear

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:
 - 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. Select "Next" to proceed to the next screen.

CoC Priority Listing

Attachments

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

- The Collaborative Applicant is required to submit the HUD-2991, Certificate of Consistency with the Consolidated Plan.
- The CoC Ranking Tool is optional and the Collaborative Applicant can attach the completed spreadsheet to the CoC Priority Listing if it chooses; however, it is not required and projects accepted and ranked in *e-snaps*—as shown in the submitted CoC Priority Listing—will be the official record of the CoCs ranking decisions.

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

The screenshot shows the 'eForms' interface with a sidebar on the left containing user information and application details. The main area is titled 'Attachments' and displays a table with columns: Delete, Document Type, Required?, Download, Document Description, and Date Attached. The table lists three documents: 'Certification of Consistency with the Consolidated Plan (HUD-2991)', 'FY 2021 Rank Tool (optional)', and 'Other'. All are marked as 'No' in the 'Required?' column. The 'Date Attached' column shows 'No Attachment' for all entries. At the bottom, there are 'Back' and 'Next' buttons.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	Certification of Consistency with the Consolidated Plan (HUD-2991)	No	--		No Attachment
	FY 2021 Rank Tool (optional)	No	--		No Attachment
	Other	No	--		No Attachment
	Other	No	--		No Attachment

Back Next

Steps

1. To determine which attachments you are required to submit, review the column titled "Required."
 - If there is a "Yes" in the "Required" column, you must upload the attachment specified in the "Document Type" column before submitting your application.
2. Select the link under the header "Document Type" of the required attachment.
 - The Attachment Details screen will appear.

CoC Priority Listing

eForms Logout

abarth

CoC Registration and Application FY2021

Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC

Applicant Number: FL-500 CoC

Project Name: FY2021_CoCReg_4

Project Number: COC_REG_2020_136991

Project Priority List FY2021

FY2019 CoC Priority Listing Detailed Instructions

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: Certification of Consistency with the Consolidated Plan (HUD-2991)

Maximum Size: 10 MB

Allowable Formats: jpg, zip, xls, img, ZIP*, tiff, bmp, rtf, gif, png, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls


Instructions: You must attach the Certification of Consistency with the Consolidated Plan (HUD-2991) for all project applications - New, Renewal, CoC Planning, UFA Costs (if applicable), and YHDP Renewal and Replacement - submitted to HUD. For each metropolitan city, urban county, or other county, the CoC shall have at least one Certification with a list attached of all associated projects or may submit an individual signed plan for each project.

Steps

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

NOTE:

To delete an uploaded attachment:

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



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

- For each jurisdiction, the CoC shall have one Certification with a list attached of all associated projects.
- 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 appearing on the applicable CoC Project Listing BEFORE submitting the FY 2021 CoC Project Listing in *e-snaps*.

View	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted
			FY2021_Pln_1	2021-04-20 15:11:...	1 Year	Agency for Commun...	\$57,000	Yes

Steps—Who

- 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.

- 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.

CoC Priority Listing

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.

CoC Priority Listing

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.

eForms Logout

Submission Summary

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

Complete	Page	Last Updated	Mandatory
---		No Input Required	No
✓		06/21/2021	Yes
✓		06/25/2021	Yes
---		No Input Required	No
---	4. Grant(s) Reduced	No Input Required	No
✓	5A. CoC New Project Listing	07/13/2021	Yes
✓	5B. CoC Renewal Project Listing	07/13/2021	Yes
✓	5C. UFA Costs Project Listing	07/12/2021	Yes
✓	5D. CoC Planning Project Listing	07/12/2021	Yes
✓	5E. YHDP Renewal	07/13/2021	Yes
✓	5F. YHDP Replace	06/25/2021	Yes
---	Funding Summary	No Input Required	No
---	Attachments	No Input Required	No
---	Submission Summary	No Input Required	No

[Back](#) [Next](#)

[Export to PDF](#)

[Get PDF Viewer](#)

[Submit](#)

Active "Submit" button

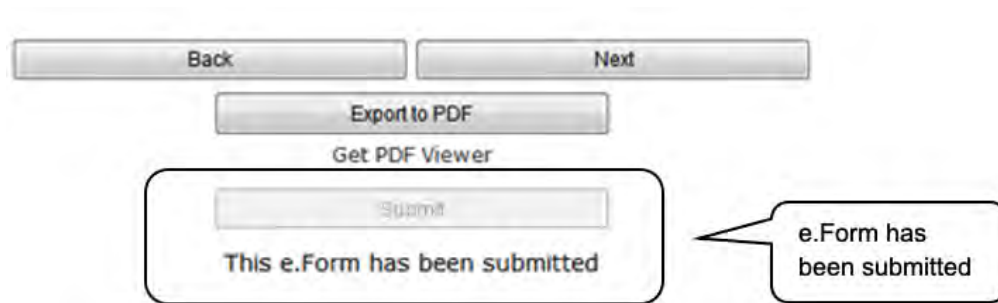
Review "Last Updated" column

Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

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 screens you would like included.
3. Select "Export to PDF."

CoC Priority Listing

Troubleshooting When You Cannot Submit the CoC Priority Listings

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

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

eForms Logout

Submission Summary

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

Complete	Page	Last Updated	Mandatory
--	Before Starting	No Input Required	No
✓	1A. Identification	06/21/2021	Yes
✓	2. Reallocation	06/25/2021	Yes
--	3. Grant(s) Eliminated	No Input Required	No
--	4. Grant(s) Reduced	No Input Required	No
✓	5A. CoC New Project Listing	07/13/2021	Yes
✗	5B. CoC Renewal Project Listing	Please Complete	Yes
✓	5C. UFA Costs Project Listing	07/12/2021	Yes
✓	5D. CoC Planning Project Listing	07/12/2021	Yes
✓	5E. YHDP Renewal	07/13/2021	Yes
✓	5F. YHDP Replace	06/25/2021	Yes
--	Funding Summary	No Input Required	No
--	Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Notes:

- 5B. CoC Renewal Project Listing list contains 1 incomplete item.

[Back](#) [Next](#)

[Export to PDF](#)

[Get PDF Viewer](#)

[Submit](#)

Review "Last Updated" column

Inactive "Submit" button

Left Sidebar:

- abarth
- CoC Registration and Application FY2021
- Applicant Name: Sarasota/Bradenton/Sarasota, Manatee Counties CoC
- Applicant Number: FL-500 CoC
- Project Name: FY2021_CoCReg_4
- Project Number: COC_REG_2020_136991
- Project Priority List FY2021
- FY2019 CoC Priority Listing Detailed Instructions
- Before Starting
- 1A. Identification
- 2. Reallocation
- 3. Grant(s) Eliminated
- 4. Grant(s) Reduced
- 5A. CoC New Project Listing
- 5B. CoC Renewal Project Listing
- 5C. UFA Costs Project Listing
- 5D. CoC Planning Project Listing
- 5E. YHDP Renewal
- 5F. YHDP Replace
- Funding Summary
- Attachments
- Submission Summary**

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).

CoC Priority Listing

Next Steps

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

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

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>



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

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