



FY 2024 – FY 2025 Continuum of Care (CoC) Program Competition and the Renewal or Replacement of Youth Homeless Demonstration Program (YHDP) Grants

CoC Priority Listing Detailed Instructions

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

Table of Contents

PURPOSE	2
COC PRIORITY LISTING OVERVIEW	3
RANKING OVERVIEW	5
AMENDING PROJECT APPLICATIONS	5
FY 2024 PROJECT PRIORITY LISTING FORMS	7
1. Continuum of Care (CoC) Identification.....	7
2. Reallocation.....	7
3. Reallocation-Grant(s) Eliminated.....	8
4. Reallocation-Grant(s) Reduced.....	8
5A. Continuum of Care (CoC) New Project Listing.....	10
5B. Continuum of Care (CoC) Renewal Project Listing.....	11
5C. Continuum of Care (CoC) UFA Costs Project Listing.....	13
5D. Continuum of Care (CoC) CoC Planning Project Listing.....	14
5E. Continuum of Care (CoC) YHDP Renewal Project Listing.....	15
5F. Continuum of Care (CoC) YHDP Replacement Project Listing.....	17
Funding Summary.....	18
Attachments.....	19
Submission Summary.....	20

Purpose

The CoC Consolidated Application includes the CoC Application, CoC Priority Listing, and the project application(s). This document provides detailed instructions for completing the FY 2024 CoC Priority Listing for the FY 2024 – FY 2025 CoC Program Competition and Renewal or Replacement of YHDP Grants; which includes the FY 2024 project applications submitted in the local CoC competition that have been reviewed, assessed, and ranked, or approved according to the local CoC competition process.

The Consolidated Appropriations Act, 2024 authorizes HUD to issue a single 2-year NOFO for fiscal years 2024 and 2025. The application and selection process for the FY 2024 funds awarded through this NOFO will proceed much like it has in prior-year competitions. However, CoCs are only required to submit one CoC application that will be applicable to the FY 2024 and FY 2025 funds. Additionally, Projects that are awarded FY 2024 funds may be eligible for award of FY 2025 funds using their FY 2024 application submission and are not required to apply for renewal for FY 2025 funds. All new and renewal projects to be included in the CoC's Consolidated Application for FY 2024 funding must be included in the FY 2024 CoC Priority Listing. **The FY 2024 Priority Listing must be submitted by the October 30, 2024 FY 2024 Application Submission deadline.**

If a CoC has projects eligible to apply for renewal in FY 2025 that were not awarded FY 2024 funding; or the CoC is submitting applications for new grants through reallocation or the availability of new Congressional Appropriations in FY 2025, the Collaborative Applicant must submit a FY 2025 CoC Priority Listing and all FY 2025 project applications on behalf of the CoC by the August 29, 2025 FY 2025 Application Submission deadline. The FY 2025 CoC Priority Listing and FY 2025 project applications submitted by the CoC become part of the FY 2024 - 2025 CoC Consolidated Application.

For the CoC Consolidated Application to be considered a complete submission, you must ensure both the CoC Application and CoC Priority Listings are fully completed and submitted prior to the HUD established submission deadlines.

The FY 2024 CoC Priority Listing includes:

- Reallocation forms;
 - Grants Eliminated; and
 - Grants Reduced.

- Project Listings - capture CoC decisions for project applications submitted in the local competition:
 - New (including CoC Bonus, DV Bonus and DV Reallocation);
 - Renewal (including DV Renewal);
 - Unified Funding Agency (UFA) Costs, if applicable;
 - CoC Planning;
 - YHDP Renewal; and
 - YHDP Replacement and YHDP Reallocation

- Required Attachment

- HUD-2991, Certification of Consistency with the Consolidated Plan. Every project included on one or more of the Project Listing(s) must be included using the following process:
 - a single signed and dated HUD-2991 that includes an attachment listing all project applications that were sent to the local jurisdiction; or
 - a single signed and dated HUD-2991 completed for each project.

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

- [Notice of Funding Opportunity for the Fiscal Year \(FY\) 2024 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants \(NOFO\)](#); and
- [CoC Priority Listing Navigational Guide](#).

CoC Priority Listing Overview

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

As stated in section I.A.3 of the NOFO, the House and Senate Committees on Appropriations expressed that for projects awarded for specific subpopulations (e.g., homeless youth or survivors of domestic violence, dating violence, sexual assault or stalking), before funding for such projects may be reallocated to other populations, HUD must consult with relevant stakeholders. Therefore, for FY 2024, HUD requires funding reallocated from projects previously funded with YHDP or DV Bonus funding to be used for projects serving the same subpopulation.

To implement this congressional directive, HUD establishes the following terms to help CoCs distinguish between funding types that must continue to serve the same populations, including funding being reallocated:

1. DV Renewal,
2. DV Reallocation and
3. YHDP Reallocation

Additionally, the CoC Project listings include fields that specify the project funding types.

See sections I.A.3 and I.B.2.b.(7) of the FY 2024 – FY 2025 CoC NOFO for more information.

The six types of FY 2024 Project Listings include:

- 1. CoC New Project Listing (Competitive and Ranked):** Lists new project applications that must be reviewed, assessed, and ranked with a unique number or rejected according to the CoC’s local competition process that are created through:
 - a. CoC Bonus and CoC Reallocation:

- Permanent Housing (PH) (including Permanent Supportive Housing (PH-PSH component) and Rapid Re-housing (PH-RRH component)),
- Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH component),
- Supportive Services Only for Coordinated Entry (SSO–CE component), and
- Dedicated Homelessness Management Information System (HMIS component).

b. Domestic Violence (DV) Bonus and DV Reallocation:

- PH-RRH component,
- Joint TH and PH-RRH component, and
- SSO-CE component.

- 2. CoC Renewal Project Listing (Competitive and Ranked).** Lists eligible renewal project applications (including DV Renewal project) that have an expiration date in Calendar Year (CY) 2025 (between January 1, 2025 and December 31, 2025). All project applications on this listing must be reviewed, assessed, approved, and ranked with a unique number or applications may be rejected according to the CoC’s local competition process.
- 3. CoC UFA Costs Project Listing (Not Ranked).** Will only be visible if the Collaborative Application was designated by HUD as a UFA in the FY 2024 CoC Program Registration process and lists the single UFA Costs project. The UFA designated Collaborative Applicant must review and accept or reject the UFA Costs project application. A UFA Costs project application should only be rejected if it was submitted by an organization other than the Collaborative Applicant with UFA designation.
- 4. CoC Planning Project Listing (Not Ranked).** Lists the single CoC planning project application submitted by the CoC’s designated the Collaborative Applicant. The Collaborative Applicant must review and accept or reject the CoC planning project application. A CoC planning project application should only be rejected if it was submitted by an organization other than the Collaborative Applicant.
- 5. YHDP Renewal Project Listing.** The YHDP Renewal Project Listing includes eligible YHDP Renewal project applications that have an expiration date in Calendar Year (CY) 2025 (between January 1, 2025 and December 31, 2025).

YHDP Renewal projects (All Rounds) will renew noncompetitively and are not ranked by CoCs. The Collaborative Applicant must review and accept or reject YHDP Renewal projects; however, YHDP projects must not be rejected unless the project is not an eligible YHDP application.

- 6. YHDP Replacement and YHDP Reallocation Project Listing.** The YHDP Replacement and YHDP Reallocation Project Listing includes new YHDP projects applications created through the reallocation of eligible YHDP Renewal grants; and YDHP Replacement project applications where an eligible YHDP Renewal project applicant invoked the YHDP Replacement process as outlined in the FY 2024 – FY 2025 CoC NOFO.

YHDP Reallocation and YHDP Replacement applications are noncompetitive and are not ranked by CoCs. The Collaborative Applicant must review and accept or reject YHDP Reallocation and YHDP

Replacement projects; however, YHDP projects must not be rejected unless the project is not an eligible YHDP application.

Ranking Overview

Ranking Project Applications

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

- **Reallocation or Rejections:**

- An eligible project application was eliminated or reduced (reallocated) to create a new project.

Please be aware that, as stated in section I.B.2.b(24) of the FY 2024 -FY 2025 CoC Program NOFO, funding from eliminated or reduced DV Renewal projects may only be used to create new DV Reallocation projects and funding from eliminated or reduced YHDP Renewal projects may only be used to create new YHDP Reallocation projects.



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

***e-snaps* will not permit Collaborative Applicants to rank noncompetitive CoC Planning, UFA Costs, YHDP Renewal, YHDP Reallocation or YHDP Replacement applications in the FY 2024 – FY 2025 CoC Program Competition.**

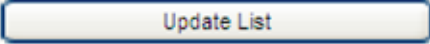
Amending Project Applications

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

Special Instructions and Requirements for Amending Project Applications

1. Click the  icon to send the project application back to the project applicant for correction.
2. **Notify the project applicant in writing** (outside of e-snaps) that the project application has been returned to the project applicant and include the reason(s). After clicking the  icon, the project is no longer included in the Project Listing. The project application must be resubmitted to the Collaborative Applicant and the Project listing must be updated to include the revised project application and rank to be included in the Priority Listing submission.

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

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

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

Amendment Checklist:

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

FY 2024 Project Priority Listing Forms

1. Continuum of Care (CoC) Identification

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

2. Reallocation

CoCs may only reallocate eligible CoC Renewal, DV Renewal and YHDP Renewal projects as described in section I.B.2.b(24) of the NOFO.

The Reallocation process allows CoCs to reallocate funds in whole (eliminated) or in part (reduced) from eligible CoC Renewal, DV Renewal and any Round YHDP Renewal projects to create one or more new projects so long as the project being reallocated has renewed under the CoC Program at least one time.

Reallocated DV Renewal and YHDP Renewal funding must be used to fund projects that are dedicated to serving the same populations as the projects the funds were reallocated from. Therefore, as stated in the NOFO, reallocated DV Renewal funding may only be used to fund new DV Reallocation projects and reallocated YHDP Renewal funding may only be used to fund new YHDP Reallocation projects.

Prior to reallocating any projects, refer to the [FY 2024 Grant Inventory Worksheets](#) to determine whether the project has a Restricted Funding Type as indicated in the “Restriction” column of the GIW. Funding Types of projects that may be reallocated include:

- CoC Renewal funding type – Restricted column on the GIW is blank
- DV Renewal funding type – “DV” is populated in the Restricted column on the GIW
- YHDP Renewal funding type – “YHDP” is populated in the Restricted column on the GIW

You must complete question 2-1 to indicate whether the CoC will use the reallocation process in the FY 2024 CoC Program Competition.


2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2025 into one or more new projects?

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

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

If a project applicant is using the transition grant process, you must select “Yes” and complete the information on the “**3. Reallocation-Grant(s) Eliminated**” form.

3. Reallocation-Grant(s) Eliminated

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

3-1 Complete each of the fields below for each grant that is being eliminated during the reallocation process. Refer to the FY 2024 Grant Inventory Worksheets to ensure all information entered is accurate.

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

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

The information entered here must exactly match a project identified on the FY 2024 GIW. Any project that is listed on this form will be ineligible to apply for renewal funding in this or future CoC Program Competitions.

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

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


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

1. the Collaborative Applicant reviewed and affirms that no more than 50 percent of the funds in the new component project will be for costs of eligible activities under the old component; and
2. the CoC consented to the transition of component and the new component project meets the standards outlined in Section I.B.2.b(30) of the NOFO.

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

4. Reallocation-Grant(s) Reduced

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

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

4-1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY 2024 reallocation process. Refer to the FY 2024 Grant Inventory Worksheet to ensure all information entered is accurate.

You must enter the following details for each reduced project:

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

The information entered in 1 - 4 above must exactly match a project identified on the FY 2024 GIW.

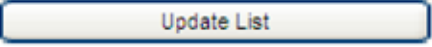
Reducing an eligible renewal projects is permanent. The CoC must ensure the renewal project’s funding request on the CoC and/or YHDP Renewal Project Listing is consistent with the information entered in questions 1 and 5 on this screen.

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

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


-- Project Listings --


Six Project Listings make up the CoC Priority Listing: New (including CoC Bonus and DV Bonus), Renewal (including CoC Renewal and DV Renewal), UFA Costs (if applicable), CoC Planning, YHDP


Renewal, and YHDP Reallocation and Replacement. Initially, all the lists will be empty. To import the project applications submitted to the Collaborative Applicant, click  on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the six categories. This process might take several minutes depending on the number of project applications for each category that *e-snaps* must locate to populate the list.

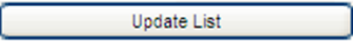
Review Project Applications. HUD strongly encourages Collaborative Applicants to thoroughly review each project application submitted by project applicants to the CoC Project Listings to ensure accuracy of the information and completeness of the forms. You must review and either:

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

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

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


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

After the you approve, rank (if applicable), or reject each project application, an entry will be visible beside each project application in the Project Listing table. It is recommended that you periodically update Project Listings by clicking . Continuously updating each of the Project Listings to periodically view project application submissions until the local competition deadline ensures you have considered all submitted project applications.

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

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

To Accept and Rank or Reject a new project application created through CoC reallocation, CoC Bonus, DV Bonus or DV Reallocation:

1. Click the  icon next to the project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name

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

3. To Accept and rank a new project application, select Yes to the question Do you want to rank this project?

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

OR

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

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

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

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

5. Click Save & Back to List.

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

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


To review, approve and assign a unique rank number to CoC Renewal and DV Renewal project application(s) or reject project from being considered by HUD for funding, CoCs must complete the following steps:

- 1. Check** the appropriate certification box(s) in *e-snaps*:

- The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing; and
- The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability;

OR

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

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

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

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

OR

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

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

- Applicant did not comply with CoC application requirements;

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

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

6. Select Save & Back to List.

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


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

You will see the UFA Costs Project listing if HUD approved UFA designation for the Collaborative Applicant during the FY 2024 CoC Program Registration process.

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

The Collaborative Applicant designated by HUD as UFA is the only entity authorized to submit UFA Costs project application and can only submit one UFA Costs project application. The UFA Costs project application cannot exceed the UFA Costs amount HUD provided on the FY 2024 Estimated ARD Report, which is 3 percent of the CoC’s Final Pro Rata Need (FPRN) or \$1,250,000, whichever is less.

To Accept or Reject the UFA Costs project application:

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

- Priority Type

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

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

OR

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

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

- Ineligible applicant; or
- Duplicate project submission.

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


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

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

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

The CoC planning project application must be submitted by the Collaborative Applicant and cannot exceed the amount provided by HUD on the FY 2024 Estimated ARD Report. The CoC Planning amount that may be requested for the FY 2024 CoC Program Competition is set at 5 percent of the CoC’s FPRN, not to exceed a maximum award of \$1,500,000. If the CoC’s FPRN is less \$50,000, the CoC may request the minimum award amount of \$50,000.

To Accept or Reject the CoC Planning project application:

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

- Grant Term
- Priority Type

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

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

OR

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

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

- Ineligible applicant; or
- Duplicate project submission.

5. Select “Save & Back to List.**”**

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

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

If your CoC has YHDP projects eligible for renewal in FY 2024, you will see those projects on this Project Listing. For the FY 2024 CoC Program Competition, YHDP Renewal projects are non-competitive and the ARAs are not used in the calculation for determining the CoC’s Tier 1 and Tier 2 line.

If the CoC is reallocating an eligible YHDP renewal project or if the YHDP recipient is replacing its renewal project with a YHDP Replacement project, the YHDP renewal project being reallocated or replaced should NOT be included in this project listing.


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

1. Check the appropriate certification box(s) in *e-snaps*:

- The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing; and
- The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability;

OR

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

2. Click the  icon next to the project application you will review.
3. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
 - Priority Type
4. Select **Yes** to the question **Do you want to submit this project**:

OR

5. Select **No** to the question **Do you want to submit this project**?

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

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

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


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

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

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

If your CoC has YHDP projects eligible for renewal in FY 2024 and decided to submit a replacement project instead of renewing the current YHDP activities or if your CoC reallocated eligible renewal projects as indicated on Form 3 or 4, you will see those the New YHDP Reallocation or YHDP Replacement projects on this Project Listing. For the FY 2024 CoC Program Competition, YHDP Reallocation and YHDP Replacement projects are non-competitive and the ARAs are not used in the calculation for determining the CoC's Tier 1 and Tier 2 line.

You must complete the following actions for to the YHDP Replacement and YHDP Reallocation Project Listing:

1. Click the  icon next to the project application you will review.
2. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
 - Funding Type
 - Priority Type
3. Select **Yes** to the question **Do you want to submit this project:**

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

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

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

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

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

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

Funding Summary

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

1. **CoC Renewal Amount.** The total amount of renewal funds (including DV Renewal) the CoC is submitting that were approved and ranked on the CoC Renewal Project Listing.
2. **New CoC Bonus and CoC Reallocation Amount.** The total amount of CoC Bonus and CoC Reallocation funds the CoC is submitting that were approved and ranked on the CoC New Project Listing.

This amount must not exceed the sum of the CoC Bonus amount available on the posted Estimated ARD Report and the amount of funds reallocated from eligible CoC Renewal projects as indicated on Forms 3 and 4 of the CoC’s Priority Listing.

3. **New DV Bonus Amount.** The total amount of DV Bonus funds the CoC is submitting that were approved and ranked on the CoC New Project Listing.

This amount must not exceed the DV Bonus amount available to the CoC, as indicated on the posted Estimated ARD Report.

4. **New DV Reallocation Amount.** The total amount of CoC Bonus and CoC Reallocation funds the CoC is submitting that were approved and ranked on the CoC New Project Listing.

This amount must not exceed the amount of funds made available through the reallocation of eligible DV Renewal projects as indicated on Forms 3 and 4 of the CoC’s Priority Listing.

5. **CoC Planning Amount.** The amount of funds for the CoC planning project submitted by the Collaborative Applicant on the CoC Planning Project Listing.
6. **UFA Costs Amount.** If applicable, the total amount of funds for the UFA Costs project application submitted by the Collaborative Applicant designated as a UFA by HUD on the UFA Costs Project Listing.
7. **YHDP Renewal and Replacement Amount.** The total amount of YHDP Renewal and YHDP Replacement funds the CoC is submitting.

If the CoC is NOT reallocating any YHDP Renewal projects, this value should exactly match the YHDP ARD indicated on the posted GIW and the Estimated ARD Report.

8. YHDP Reallocation. The total amount of funding requested by new YHDP Reallocation projects.

This amount must not exceed the amount of funds made available through the reallocation of eligible YHDP Renewal projects as indicated on Forms 3 and 4 of the CoC's Priority Listing.

9. Rejected Amount. The total amount of funds rejected by the CoC from consideration by HUD for funding in the Project Listings.

10. Total CoC Request. The total amount of funds the CoC is requesting in the FY 2024 CoC Program Competition.

Attachments

The Attachment form allows Collaborative Applicants to upload the required document, *Certification of Consistency with the Consolidated Plan* (form HUD-2991) for submission and any optional items. Collaborative Applicants can access the updated HUD-2991 from on the [CoC Program Competition](#) home page on the HUD.gov site or by clicking [HERE](#).

Required Attachment:

- HUD-2991, Certification of Consistency with the Consolidated Plan.
 - You must attach the HUD-2991 that is signed by the appropriate jurisdiction's official and properly dated as outlined in Section IV.F.3.e of the NOFO.
 - All project applications submitted to HUD must be included on the HUD-2991.

Optional Attachment:

- Project Rating and Ranking Document
- Other

To attach a document:

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

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

Submission Summary

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

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

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

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