

New Project Application Checklist

Organizations applying for CoC Program funds to operate a new project should use this checklist to make sure their New Project Application is ready to submit to the CoC Collaborative Applicant so the Collaborative Applicant can upload and review it.

- The [Checklist for all Project Applications](#) applies to all organizations submitting Renewal, New, YHDP Renewals, and YHDP Replacement projects.
- The [New Project Application Checklist](#) applies specifically to New Project Applications. Note that applications for new YHDP projects are submitted via a separate [YHDP NOFO](#) and not through the [CoC Program FY 2021 NOFO](#).

Checklist for all Project Applications

- Ensure your Project Applicant Profile is up-to-date.**
Have there been any recent changes in staffing, addresses, phone numbers, etc.?
If needed, review [Update the Applicant Profile in Edit-Mode](#).
- Confirm the HUD Form 2880 is filled out correctly.**
Are you still encountering error messages related to the HUD 2880 in the Applicant Profile or the Project Application? See [How to Complete the HUD Form 2880 in e-snaps](#).
- Ensure the correct projects are submitted AND that there is a date in the “Date Submitted” column.**
Did you create any projects in error that should not be submitted? You have the option to rename a project, such as “do not use.” See [Common Issues Encountered in e-snaps](#) for instructions on renaming a project.
- Make sure that any Renewal Project Applications that were amended have been resubmitted.**
Did the Collaborative Applicant need you to edit your application? If they amended it back, you will see two versions of the application. Make sure to submit the most recent version. Review “Amending the Project Application” in the [CoC Priority Listing Navigational Guide](#).
- Contact the CoC Collaborative Applicant to confirm they uploaded your projects in the Project Listing.**
Did you receive confirmation from the Collaborative Applicant that they received your submission(s)? Find your CoC contact information on [HUD Exchange Grantees](#) page.
- Confirm your projects were accepted and ranked when the CoC Collaborative Applicant publicly posts the Consolidated Application (refer to the NOFO).**
The Collaborative Applicant must publish a publicly posted application; you will probably find it on the CoC Collaborative Applicant website. Are you not entirely sure what the Project Listings are? Review the [CoC Priority Listing Navigational Guide](#).

More information and resources are available on the [e-snaps Resources page](#).

New Project Application Checklist

Project Applicants submitting New Project Applications should confirm the following:

(√)	Action	Where to check and questions to consider	Helpful Resource
	The application type is the "New FY 2021 Project Application."	1A. SF-424 Application Type, Question 2	Video: Accessing the CoC Program Project Application in e-snaps
	The correct proposed operating end date in CY 2023 is entered.	1D. SF-424 Congressional Districts, Question 17. Proposed Project Dates	New Project Application resources
	The correct CoC Number and Name is identified.	3A. Project Detail, Question 1	New Project Application resources
	The correct source of funding is identified.	6A. Funding Request <i>Note: Reallocation, CoC Bonus, combination Reallocation and CoC Bonus, DV Bonus</i>	New Project Application resources
	The project is applying for an eligible component based on what is allowed by the source of funding.	Reallocation and CoC Bonus: PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, HMIS DV Bonus: PH-RRH, SSO-CE, Joint TH and PH:RRH	FY 2021 CoC Program NOFO
	If DV funds are used, the population being served is eligible.	Confirm the following: <input type="checkbox"/> The project serves only survivors under category 4 of the homeless definition. <input type="checkbox"/> If the project is an expansion, the expanded portion serves only this population.	Applying for DV Bonus Projects resource
	The correct Component Type is selected for the project.	3A. Project Detail, Question 5 <i>Note: Options include PH (PSH and RRH), Joint TH and PH-RRH, SSO, and HMIS. Only the HMIS Lead Agency may select HMIS.</i>	New Project Application resources
	If you or a subrecipient is a victim service provider, the organization is correctly identified.	3A. Project Detail, Question 6	New Project Application resources
	If applicable, the project is identified as "Housing First."	3B. Project Description <i>Note: Question 5d auto-populates based on responses to Questions 5a-5c.</i>	New Project Application resources

	If the project is PSH, it is correctly identified as "100% Dedicated" or "DedicatedPLUS."	3B. Project Description, Question 8	Applying for DedicatedPLUS Projects page
	If the project is "100% Dedicated," all beds are dedicated to the chronically homeless.	3B. Project Description, Question 8 and 4B. Housing Type and Location Detail	New Project Application resources
	If any Supportive Services are provided by a "Subrecipient," the organization is identified in the application.	4A Supportive Services, Question 3 and 2A. Subrecipients	New Project Application resources
	Each applicable budget line item is identified.	6A. Funding Request	New Project Application resources
	The Admin amount is correct.	6E. Summary Budget <i>Note: The "up to 10%" is calculated on the line "7. Sub-total Costs Requested."</i>	New Project Application resources
	The match amount is correct.	6E. Summary Budget	New Project Application resources
	The Project Application is complete.	8B. Submission Summary screen	Submitting the CoC Program Project Application in e-snaps
	If expanding a project, it is an eligible expansion project.	Confirm the following: <input type="checkbox"/> same recipient <input type="checkbox"/> same project component (i.e., PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, or HMIS) <input type="checkbox"/> eligible activities <input type="checkbox"/> no more than two New Project Applications for one renewal project	Expansion Projects page
	If expanding a project, the correct eligible renewal grant being expanded is identified.	3C. Project Expansion Information, Question 1 <i>Note: The eligible renewal grant identified in the New Project Application corresponds to the Renewal Project Application that is identified as the "stand alone renewal."</i>	Applying for Exchange Grants resource
	If expanding a project, the New Project Application is named correctly.	Submissions screen <i>Note: You should use at least a portion</i>	Common Issues Encountered in e-snaps has

		<i>of the renewal project name and add the word "Expansion." If there are two new projects, the name could add "Expansion 1" and "Expansion 2."</i>	instructions to rename a project in e-snaps (page 3).
	If transitioning a project, the project is identified correctly.	3A. Project Detail, Question 7	Transition Projects page
	If transitioning a project, the correct expiring grant is identified.	3A. Project Detail, Question 7	Transition Grant Requirements resource
	If transitioning a project, the proposed operating start date is the day after the operating end date of the expiring grant.	1D. SF-424 Congressional Districts, Question 17. Proposed Project Dates	New Project Application resources
	If transitioning a project, the budget reflects only the new project as it would operate.	Part 6. Budget Information <i>Note: If awarded, HUD will work with you to use a portion of funds to "wind down" the expiring project and "ramp up" the new one.</i>	Transition Projects page
	If transitioning a project, the most recent project applications for all expiring projects are attached.	7A. Attachment(s)	New Project Application resources