

## Renewal Project Application Checklist

Organizations applying to renew funds for existing CoC Program funded projects should use this checklist to make sure their Renewal Project Application(s) are ready to submit to the CoC Collaborative Applicant so the Collaborative Applicant can upload and review them.

- The [Checklist for all Project Applications](#) applies to all organizations submitting Renewal, New, YHDP Renewals, and YHDP Replacement projects.
- The [Renewal Project Application Checklist](#) applies specifically to Renewal Project Applications. Note this checklist is not for YHDP Renewals.

### ***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](#).

## Renewal Project Application Checklist

Project Applicants submitting Renewal Project Applications should confirm the following:

(√)	Action	Where to check and questions to consider	Helpful Resource
	<p><b>The project is eligible to renew.</b></p> <p>The current project must have an operating end date in Calendar Year (CY) 2022.</p>	<p>Review your most recent Grant Agreement or Grant Agreement Amendment.</p> <p><i>Note: If you used the expedited grant agreement amendment (GAA) process to extend the FY 2019 grant's operating end date, you should contact your HUD Field Office to make sure the FY 2020 award is eligible for renewal.</i></p>	<p><a href="#">HUD Field Office staff directory</a></p>
	<p><b>The application type is the "Renewal FY 2021 Project Application."</b></p>	<p>1A. SF-424 Application Type, Question 2</p>	<p><a href="#">Video: Accessing the CoC Program Project Application in e-snaps</a></p>
	<p><b>The correct proposed operating end date in CY 2023 is entered.</b></p>	<p>1D. SF-424 Congressional Districts, Question 17. Proposed Project Dates</p>	<p><a href="#">Renewal Project Application Resources</a></p>
	<p><b>If you imported from a previous application, the "Submission without Changes" option is used correctly.</b></p>	<p>Submission without Change screen, either "submit without changes" or "make changes," as needed.</p> <p><i>Note: All project applicants need to update some screens. The "Submission without Changes" option refers to specific screens in Parts 2-7.</i></p>	<p><a href="#">What to Know about the "Submission without Changes" Option</a></p>
	<p><b>The correct CoC Number and Name is identified.</b></p>	<p>3A. Project Detail, Question 2</p>	<p><a href="#">Renewal Project Application Resources</a></p>
	<p><b>The correct Component Type is selected for the project.</b></p>	<p>3A. Project Detail, Question 6</p>	<p><a href="#">Renewal Project Application Resources</a></p>
	<p><b>If you or a subrecipient is a victim service provider, the organization is correctly identified.</b></p>	<p>3A. Project Detail, Question 7</p>	<p><a href="#">Renewal Project Application Resources</a></p>
	<p><b>If applicable, the project is identified as "Housing First."</b></p>	<p>3B. Project Description</p> <p><i>Note: Question 3d auto-populates based on responses to Questions 3a-3c.</i></p>	<p><a href="#">Renewal Project Application Resources</a></p>

	If the project is PSH, it is correctly identified as "100% Dedicated," "DedicatedPLUS," or "N/A."	3C. Dedicated Plus	<a href="#">Applying for DedicatedPLUS Projects page</a>
	If you have a "100% Dedicated" project, all the beds are dedicated to the chronically homeless.	3C. Dedicated Plus and 4B. Housing Type and Location Detail	<a href="#">Renewal Project Application Resources</a>
	If any Supportive Services are provided by a "Subrecipient," the organization is identified in the application.	4A Supportive Services, Question 1 and 2A. Subrecipients	<a href="#">Renewal Project Application Resources</a>
	Each applicable budget line item is identified.	6A. Funding Request	<a href="#">Renewal Project Application Resources</a>
	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>	<a href="#">Renewal Project Application Resources</a>
	The match amount is correct.	6E. Summary Budget	<a href="#">Renewal Project Application Resources</a>
	The Project Application is complete.	8B. Submission Summary screen	<a href="#">Submitting the CoC Program Project Application in e-snaps</a>
	If the CoC is reallocating some of the project's funds, the correct box is checked.	Submission Without Changes screen, Question 1 is "yes"	<a href="#">Renewal Project Application Resources</a>
	If the CoC is reallocating some of the project's funds, the budget has been adjusted.	Summary Budget screen  <i>Note: You must adjust the renewal project's budget so that the Summary Budget plus the reallocated amount equal the project's original budget.</i>	<a href="#">Renewal Project Application Resources</a>
	If consolidating projects, they are eligible projects.	Confirm the following: <input type="checkbox"/> same recipient <input type="checkbox"/> all grants expiring CY 2022 <input type="checkbox"/> no more than 10 projects <input type="checkbox"/> no YHDP projects included <input type="checkbox"/> same project component (i.e., PH-PSH, PH-RRH, Joint TH and PH-RRH, TH, SSO-CE, or HMIS)	<a href="#">Consolidation Projects page</a>

	<p><b>If consolidating projects, the correct surviving grant is identified.</b> (i.e., the one with the earliest start date).</p>	<p>Renewal Grant Consolidation or Renewal Grant Expansion screen, Question 2</p>	<p><a href="#">Consolidating Eligible Renewals resource</a></p>
	<p><b>If expanding a project, it is an eligible expansion project.</b></p>	<p>Confirm the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> same recipient</li> <li><input type="checkbox"/> same project component (i.e., PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, or HMIS)</li> <li><input type="checkbox"/> eligible activities</li> <li><input type="checkbox"/> no more than two New Project Applications for one renewal project</li> </ul>	<p><a href="#">Expansion Projects page</a></p>
	<p><b>If expanding a project, the correct “stand alone renewal” is identified.</b></p>	<p>Renewal Grant Consolidation or Renewal Grant Expansion screen, Question 2</p>	<p><a href="#">Applying for Exchange Grants resource</a></p>