FY 2018 Renewal Project Application

e-snaps Navigational Guide

Version 1

Table of Contents

Introduction **1**
Objectives 1
Overview of the Project Application Process 1
Overview of this Navigational Guide 2
Highlights in *e-snaps* for the FY 2018 CoC Program Competition 3
Accessing *e-snaps* **5**
Existing Users 6
New *e-snaps* Users 6
Adding and Deleting Registrants 6
Project Applicant Profile **7**
Establish the Project Application **8**
Funding Opportunity Registration 9
Creating the Project Application Project 11
Submissions 13
FY 2018 Project Application **14**
Accessing the Renewal Project Application 15
Before Starting the Renewal Project Application 16
1A. Application Type 17
1B. Legal Applicant 18
1C. Application Details 19
1D. Congressional Districts 20
1E. Compliance 22
1F. Declaration 23
1G. HUD 2880 24
1H. HUD 50070 25
1I. Certification Regarding Lobbying 26
1J. SF-LLL 27
If "No" Lobbying Activities *28*
If "Yes" Lobbying Activities *29*
Information About Submission without Changes 31
Recipient Performance 32
Renewal Grant Consolidation Screen 35
If the Project Application is part of a renewal grant consolidation *36*

If the Application is the "Fully Consolidated" Project Application *37*
2A. Project Subrecipients 39
3A. Project Detail 43
3B. Project Description 46
3B. PH Projects *47*
3B. SH Projects *49*
3B. TH Projects *51*
3B. SSO Projects *53*
3B. HMIS Projects *57*
3B. Joint TH & PH-RRH *58*
3C. Dedicated Plus (PH-PSH projects only) 60
4A. Supportive Services and HMIS 61
4A. Supportive Services for Participants (PH, TH, SH, SSO, and Joint TH & PH-RRH) *62*
4A. HMIS Standards (HMIS) *64*
4B. Housing Type and Location 67
4B. Housing Type and Location (PH: PSH) *68*
4B. Housing Type and Location Detail (PH: PSH) *69*
4B. Housing Type and Location (PH: RRH) *72*
4B. Housing Type and Location Detail (PH: RRH) *73*
4B. Housing Type and Location (TH) *75*
4B. Housing Type and Location Detail (TH) *76*
4B. Housing Type and Location (SH) *79*
4B. Housing Type and Location Detail (SH) *80*
4B. Housing Type and Location (Joint TH & PH-RRH) *82*
4B. Housing Type and Location Detail (Joint TH & PH-RRH) *83*
Preface to Part 5: Participant Screens 85
Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations 86
5A. Project Participants - Households 88
5B. Project Participants - Subpopulations 89
5C. Participants and Outreach Information 90
5C. Outreach for Participants (PH-PSH) *91*
5C. Outreach for Participants (PH-RRH) *92*
5C. Outreach for Participants (TH) *93*
5C. Outreach for Participants (SH) *94*
5C. Outreach for Participants (SSO) *95*

5C. Outreach for Participants (Joint TH & PH-RRH) *96*
Preface to Part 6: Budget Information 97
Part 6: Budget Information 98
6A. Funding Request *99*
6B. Leased Units Budget *104*
6B. Leased Units Budget Detail *105*
6C. Rental Assistance Budget *107*
6C. Rental Assistance Budget Detail *108*
Leased Structures, Supportive Services, Operating, and HMIS Budgets for Renewal Projects - Screen 6E *111*
6D. Sources of Match *112*
6D. Sources of Match Detail *113*
6E. Summary Budget *115*
7A. Attachments 117
7B. Certification 120
Part 8. Submission Without Changes 121
8B. Submission Summary 123
Submitting the Project Application 125
Exporting to PDF 125
Trouble-shooting When You Cannot Submit the Project Application 126
Updating the Applicant Profile 128
Project Application Changes 129
Next Steps 131

Renewal Project Application

Introduction

Welcome to the Renewal Project Application Navigational Guide. This navigational guide covers important information about accessing and completing the Project Application for renewal projects.

The organization submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which submits the entire funding application to HUD on or before the CoC Program Competition deadline.

Prior to using this navigational guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile Navigational Guide is available on the HUD Exchange *e-snaps* webpage at https://www.hudexchange.info/programs/e-snaps/.

All Project Applicants are strongly encouraged to read the FY 2018 CoC Program Competition NOFA at: https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices.

Ask A Question

Submit questions to the AAQ at: https://www.hudexchange.info/program-support/my-question/. On Step 2 of the AAQ form:

- *Select system: "e-snaps" for questions about the Notices and NOFAs; Project Applications; CoC Application and CoC Priority Listing; Grant awards, agreements, or amendments; and e-snaps technical issues.*
- *Select "CoC Program" for policy and regulatory questions.*

Objectives

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

- Access *e-snaps*
- Register for the FY 2018 Renewal Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the "Submissions" screen
- Complete and submit the Renewal Project Application to the Collaborative Applicant
    - Only if needed, complete and submit a fully consolidated Renewal Project Application. Refer to the Renewal Project Consolidation screen section of this guide for more information.
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to the Project Application in *e-snaps.*

Overview of the Project Application Process

FY 2018 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) to the applicable CoC in *e-snaps* by the local submission deadline established by the CoC.

The CoCs will do the following:

(1) Review and either approve and rank or reject properly submitted Project Applications received; and

(2) Submit the CoC Application and CoC Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD.

Overview of this Navigational Guide

The organization of material in this navigational guide corresponds with the different parts of the Project Application process, and the instructional steps follow the progression of screens in *e-snaps*.

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, 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/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to continue with the Project Application process.
    - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
    - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2018 Renewal Project Application funding opportunity, creating a FY 2018 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.
- **Project Application.** After accessing the FY 2018 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the Project Application and includes trouble-shooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

NOTE: **Amending an Application**	*If the CoC amends the Project Application back to the Project Applicant for revision or correction, it is the Project Applicant's and Collaborative Applicant's responsibility to ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD. If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.*

Highlights in e-snaps for the FY 2018 CoC Program Competition

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

- **Renewal Grant Consolidation Screen.** New in the FY 2018 CoC Program Competition, Project Applicants have the option to consolidate eligible renewal projects and submit one consolidated application. This means recipients no longer must wait for grant amendments to consolidate grants. Through this process, a Project Applicant can consolidate up to 4 renewal grants into 1 consolidated grant. For instructions on this process, refer to the following resource: https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/.
- **Importing Data Not an Option for First-Time Renewals.** The importing of data from the previous year's Project Application only applies to returning renewal projects. If a project is coming in for renewal for the first-time (e.g., it was awarded as a new project in the FY 2017 CoC Program Competition), Project Applicants will be unable to import data and must complete the entire renewal Project Application.
    - If you import data, you must carefully review the imported information to ensure it is accurate. If the FY 2018 Project Application was tagged with an issue or condition by HUD that you had to resolve before issuance of the grant agreement, you should ensure the FY 2018 Project Application is corrected accordingly.
    - If you import data, you must complete the Renewal Grant Consolidation Screen before submitting the Renewal Project Application.
    - Similarly, you should also ensure that all responses are compliant with the FY 2018 CoC Program Competition NOFA.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** The HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC planning, and UFA costs), refer to the following resource: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/.
- **Removal of Budget Detail Screens for Renewal Project Applications.** Project Applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.

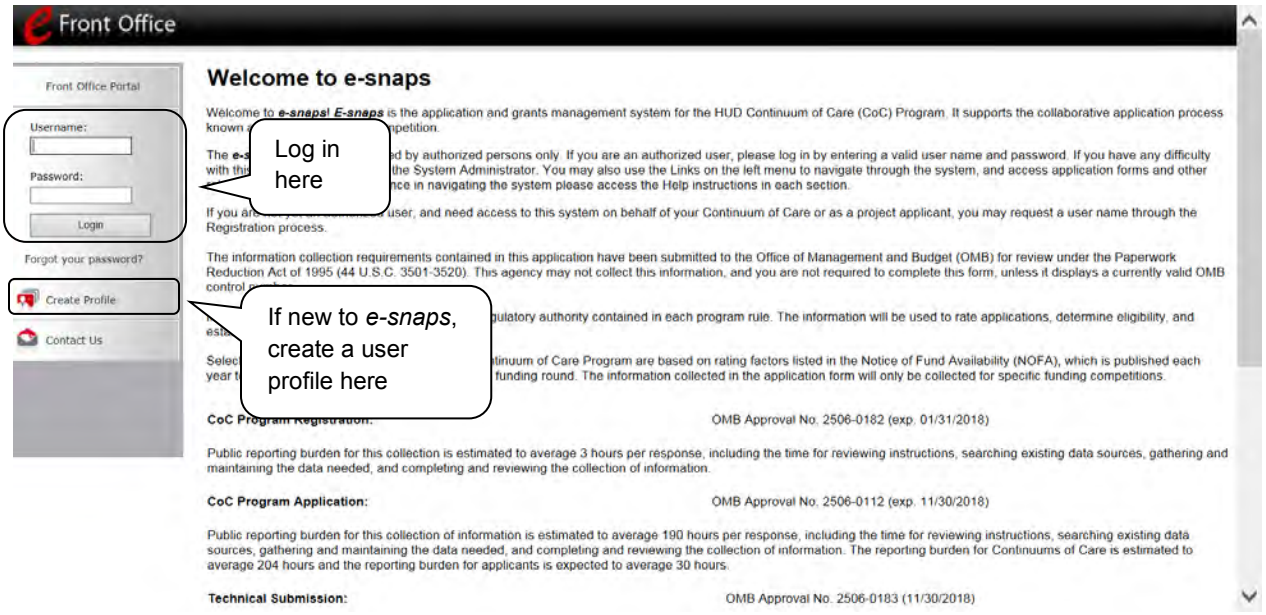
- **Uploading Attachments.** Applicants will be required to upload attachments to the Applicant Profile. The forms must be up to date. If the forms are already attached to the Applicant Profile, they do *not* need to be re-uploaded so the Applicant Profile reflects a date stamp within the dates on the competition, as long as the forms are up to date.
- **The "Project Application" and "CoC Priority Listing."**
  - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
  - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing. The CoC Priority Listing also includes the reallocation forms that the Collaborative Applicant will need to complete if eligible renewal projects are being reallocated to create eligible new projects, along with an attachment form for the required HUD form, HUD-2991, and the final HUD-approved GIW.
- **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 two or more 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. Users must ensure they are working in the correct Applicant account.
- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to 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 Program Competition application.

Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2018 CoC Program Competition.



NOTE: *Each e-snaps user must have his or her unique login credentials. Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps.
2.	On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3.	If you forgot your password, select the "Forgot your password?" under the "Login" button.

New e-snaps Users

Step	Description
1.	Create an *e-snaps* username and password by selecting the "Create Profile" link.
2.	Log in as instructed under Existing Users above.

For a refresher on how to continue through the e-snaps system, the "e-snaps Features and Functions" navigational guide is available on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Adding and Deleting Registrants

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 Project Applicant Profile and Project Applications associated with the organization.

For information on how to add and delete users, refer to the "Adding and Deleting Registrants in e-snaps" resource on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the "Complete" button on the "Submission Summary" screen.

This section in the Renewal Project Application navigational guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.

For detailed instructions, see the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

- **Access the Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

  The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit a ticket to the HUD Exchange Ask A Question, at: https://www.hudexchange.info/get-assistance/my-question/, under the *e-snaps* Reporting System (the option for which is featured on Step 2 of the AAQ page).
- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/. An organization will establish itself as a Project Applicant in *e-snaps* ***one time only***.

*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile. Contact the HUD Exchange Ask-A-Question if you need assistance: https://www.hudexchange.info/get-assistance/my-question/*

Establish the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Projects
- Submissions

Renewal Project Application

Funding Opportunity Registration

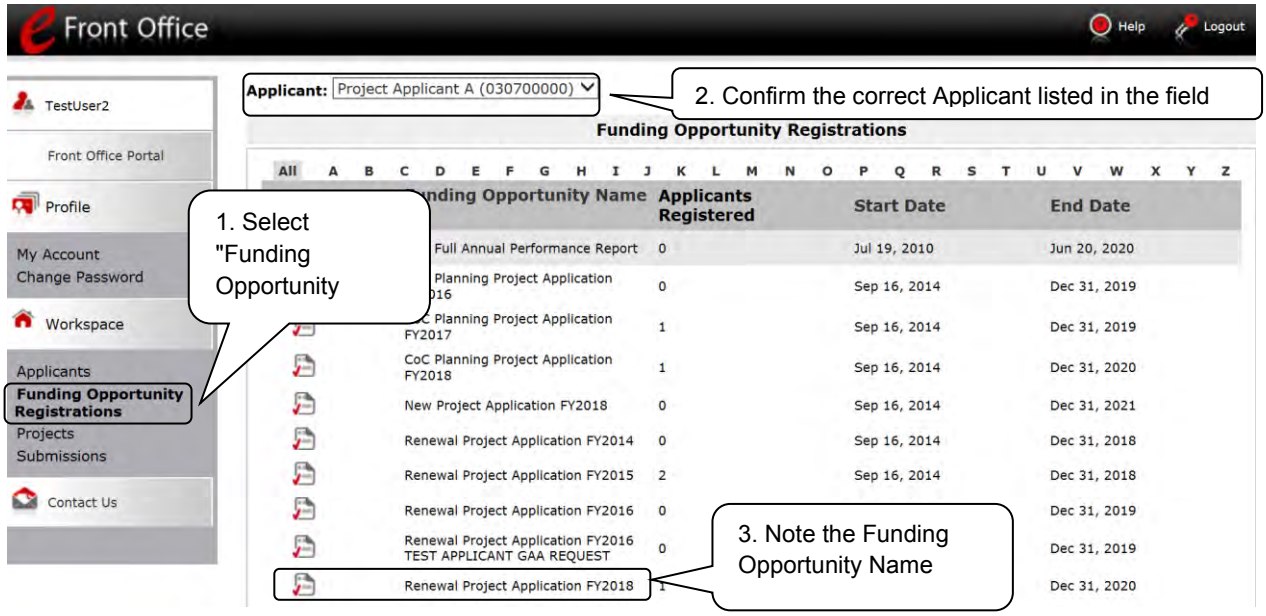
All Project Applicants must register the organization for the FY 2018 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2018 CoC Program Competition.

Terminology

"Registering" in this context means "indicating your intent to apply."

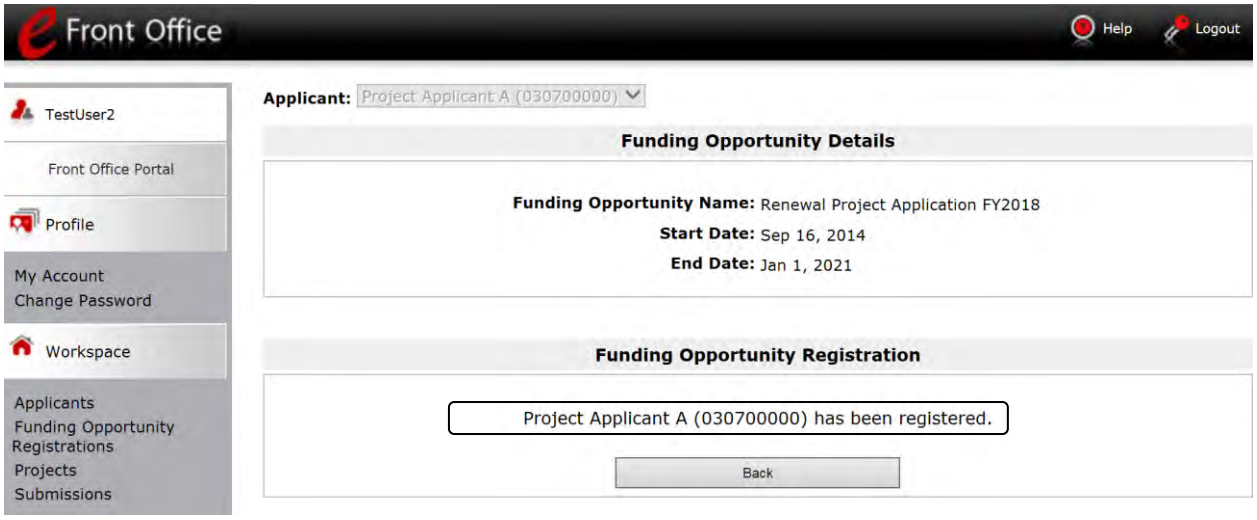
"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include CoC Planning, New, Renewal, and UFA Costs.

So, on this screen, you are indicating your intent to apply for a specify type of grant.



Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon next to "Renewal Project Application FY 2018."
4.	The "Funding Opportunity Details" screen appears.

Renewal Project Application



Step	Description
1.	When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2.	The screen will then indicate that the Project Applicant has been registered.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen.

Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

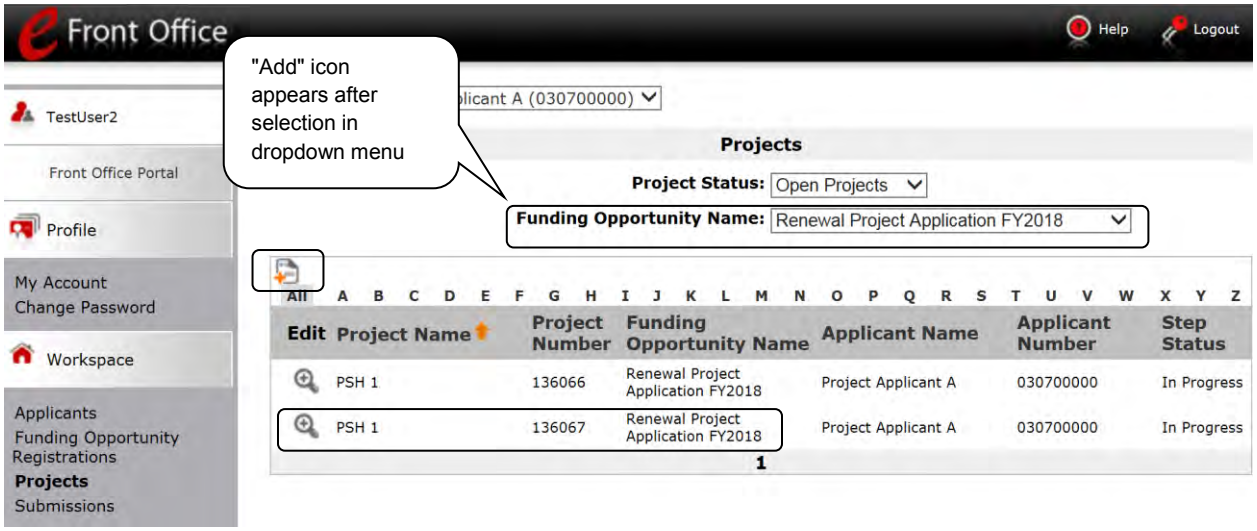
Please ensure you are working under the correct Applicant.

Creating the Project Application Project

Project Applicants must create a project for the Renewal Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the "Projects" screen to complete the Application screens. [That step will occur on the "Submissions" screen.]

Once the Applicant "creates" the project, it will appear on this screen and the term "Renewal Project Application" will appear under the "Funding Opportunity Name" column.

Terminology	*"Creating a Project" means "giving the project application a name."*

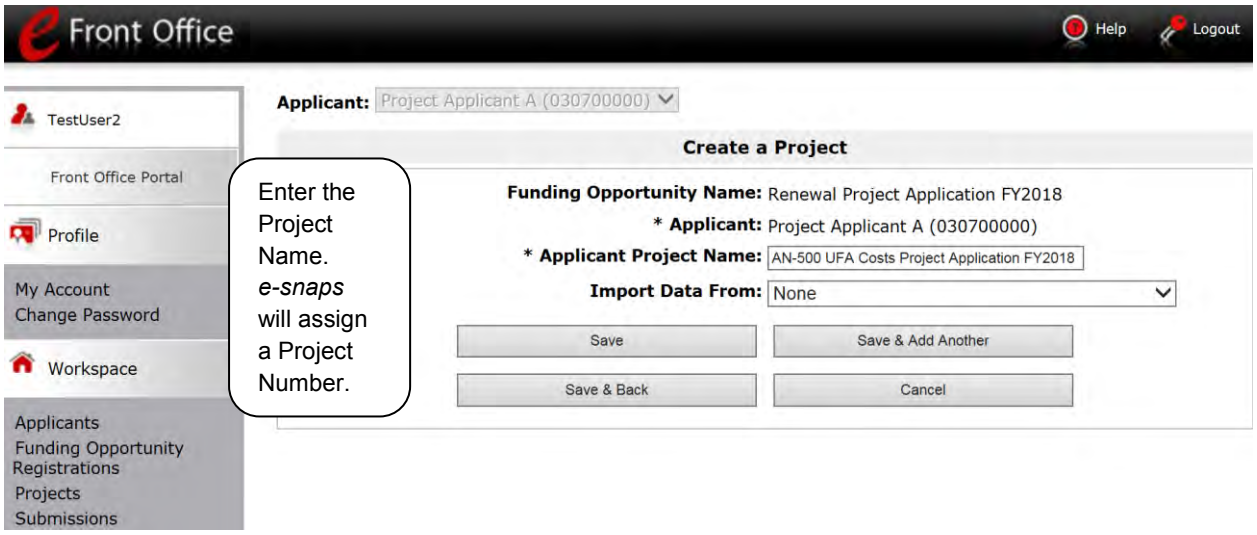


Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal Project Application FY 2018" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
5.	Select the "Add" icon.
6.	The "Create a Project" screen appears.

Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.

Please ensure you are working under the correct Project Applicant.

Renewal Project Application



Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. • Enter the project name that is being renewed that will appear in the grant award letter.
3.	In the "Import Data From:" field, select the project that is being renewed. Importing will ensure that your project information from the FY 2017 Project Application is imported and will decrease the amount of information that must be entered in the FY 2018 Project Application. If you are renewing for the first time in the FY 2018 CoC Program Competition you will not be able to import from your previous Project Application.
4.	Select "Save & Back" to return to the "Projects" screen.
5.	The project name is listed in the menu. • Select the "View" icon to view project details; however, it is not necessary to enter any notes on that page.

If the previous year's information is imported, Project Applicants MUST review the prepopulated information to ensure the responses to the questions are still accurate.

- ***The importing of data from the previous year's Project Application only applies to returning renewal projects.***
- ***If you are a first-time renewal project, you must complete the entire renewal Project Application as you do not have information to import.***

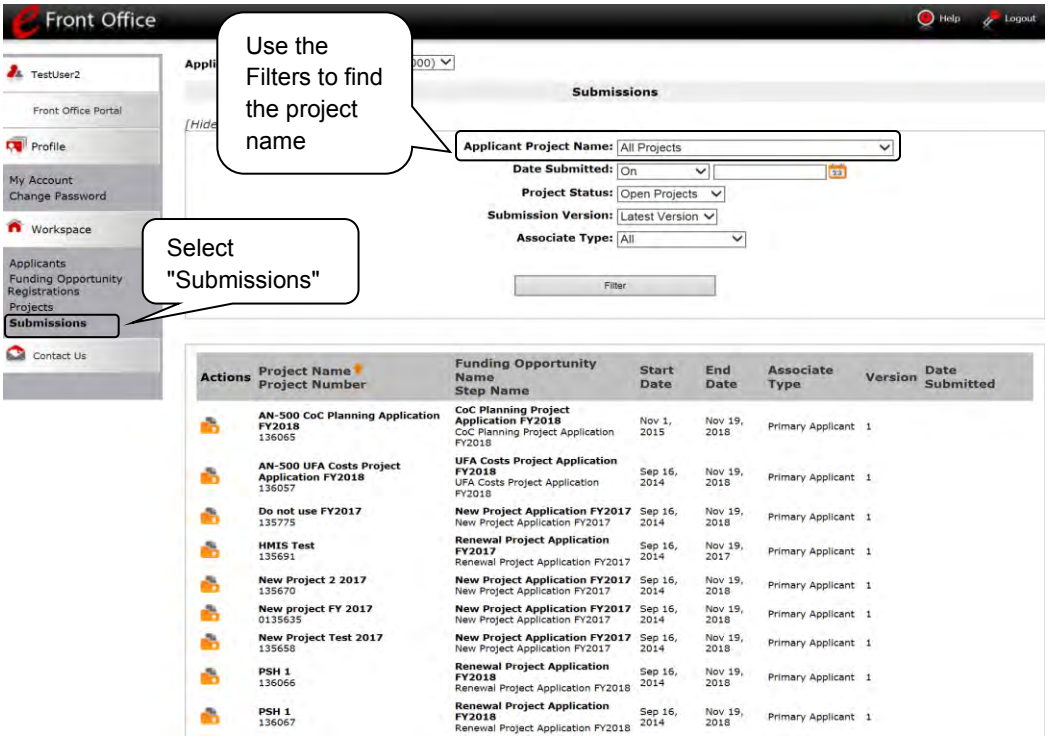
Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Renewal Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the Renewal Project Application screens through the "Submissions" screen.

Terminology

"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted. Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.



Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the Project Application project you established. • Option: Use the "Submissions Filters." Select the project name in the 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 "Renewal Project Application."
4.	Continue with the instructions in the next section for completing the Renewal Project Application.

FY 2018 Project Application

This section identifies the steps for completing the Renewal Project Application screens in *e-snaps*.

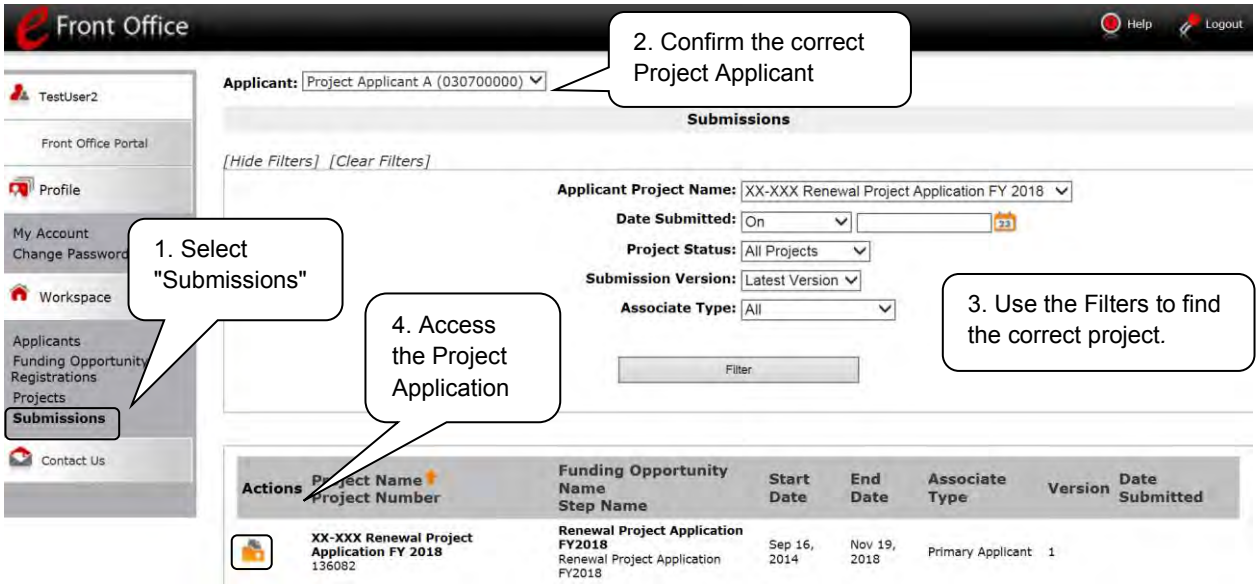
NOTE:

- *Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.*
- *If you are in the Project Application and you need to update the Project Applicant Profile do not use the "View Applicant Profile" link on the left menu bar. Instead:*
  - *Select "Back to Submissions List."*
  - *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
  - *Ensure that the Applicant Profile is in "edit" mode.*
  - *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
  - *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
  - *When you return to the Project Application, the screen will show the corrected information.*
- *If the corrected information does not populate the Project Application, do the following:*
  - *Log out of e-snaps.*
  - *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and Save. If the information is correct, then edit it to something that is incorrect, save it, then change it back, and save it.*
  - *Navigate to the "Submission Summary" and select "Complete.*
  - *Log out of e-snaps.*
  - *Log in again. Navigate to your Project Application. The information should be updated.*
- *Importing: If you chose to import, information in the Project Application from which you imported will pre-populate in e-snaps. You should review and update each screen to ensure that the imported information is current and all fields have been completed.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*
- *Review the instructions in the Submitting the Project Application section in this guide.*

Renewal Project Application

Accessing the Renewal Project Application

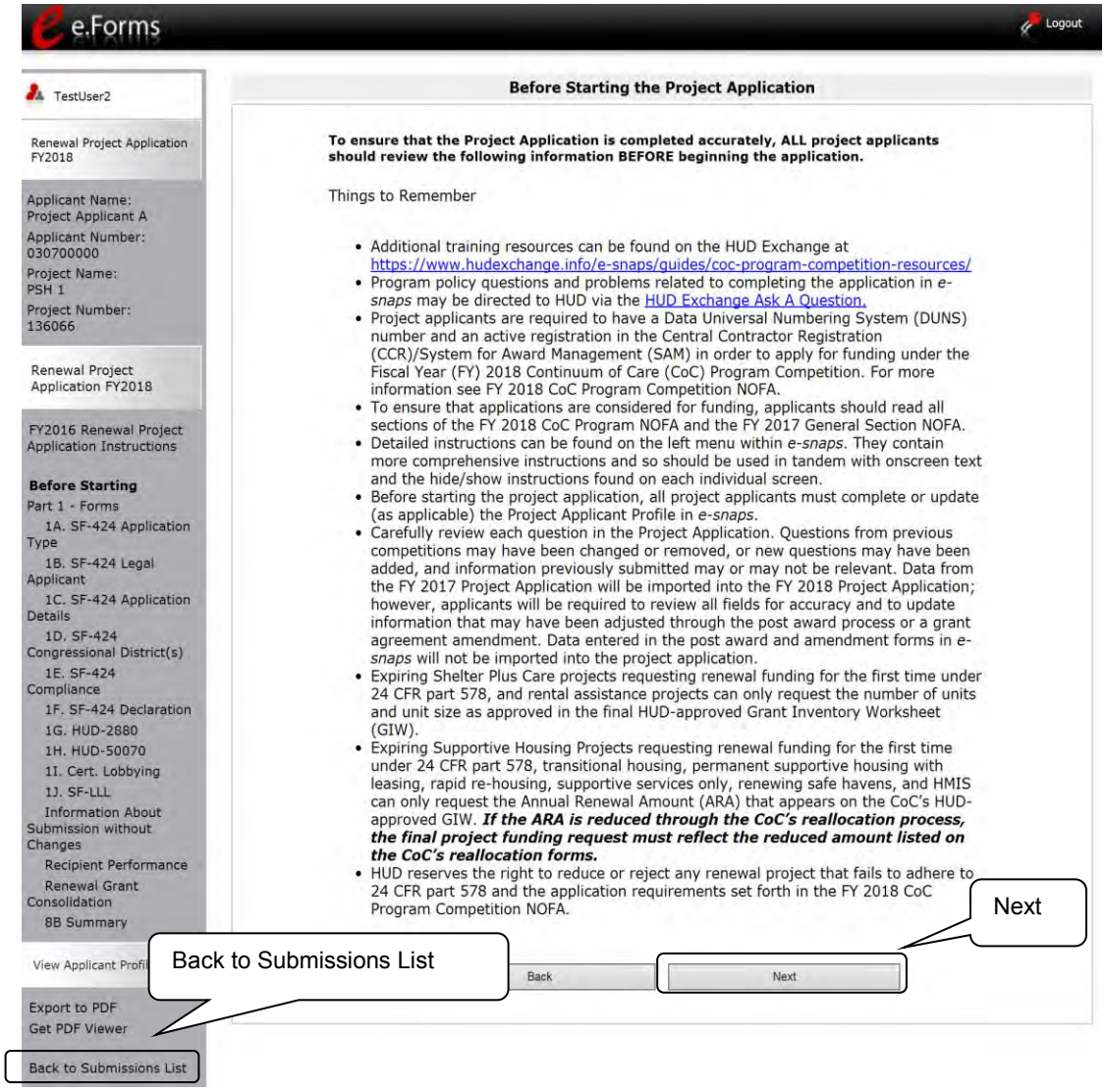
Access the Renewal Project Application through the "Submissions" screen.



Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name “Renewal Project Application FY 2018."
4.	The "Before Starting" screen appears.

Before Starting the Renewal Project Application

Before you begin the FY 2018 Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.



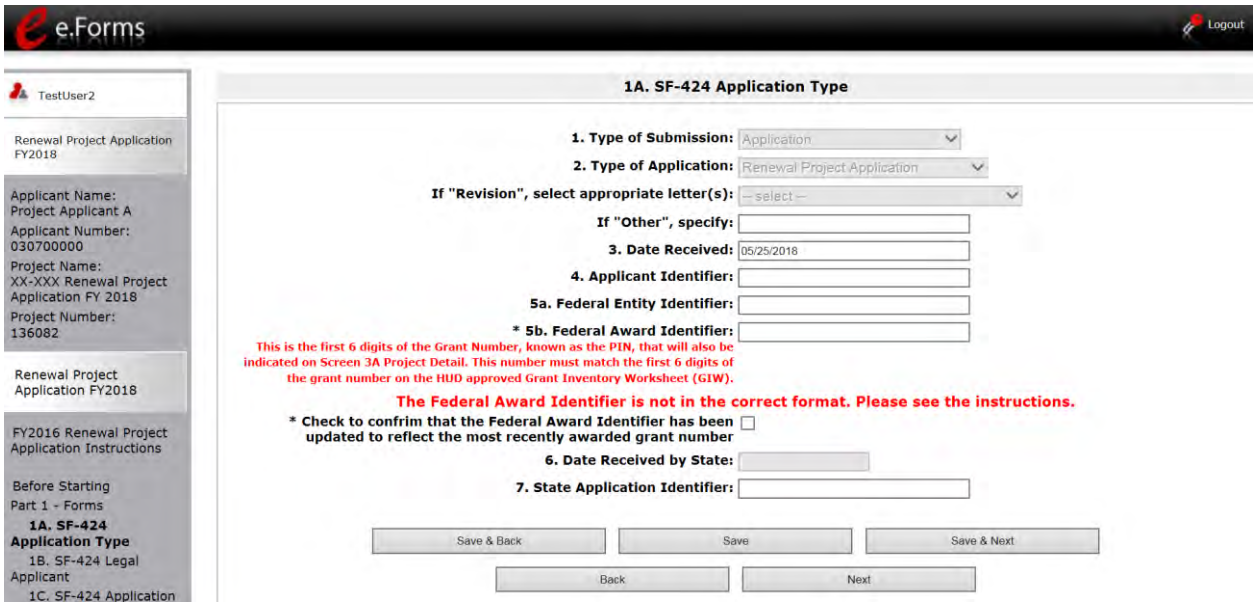
Step	Description
1.	Select "Next."

NOTE: *When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.*

1A. Application Type

Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.

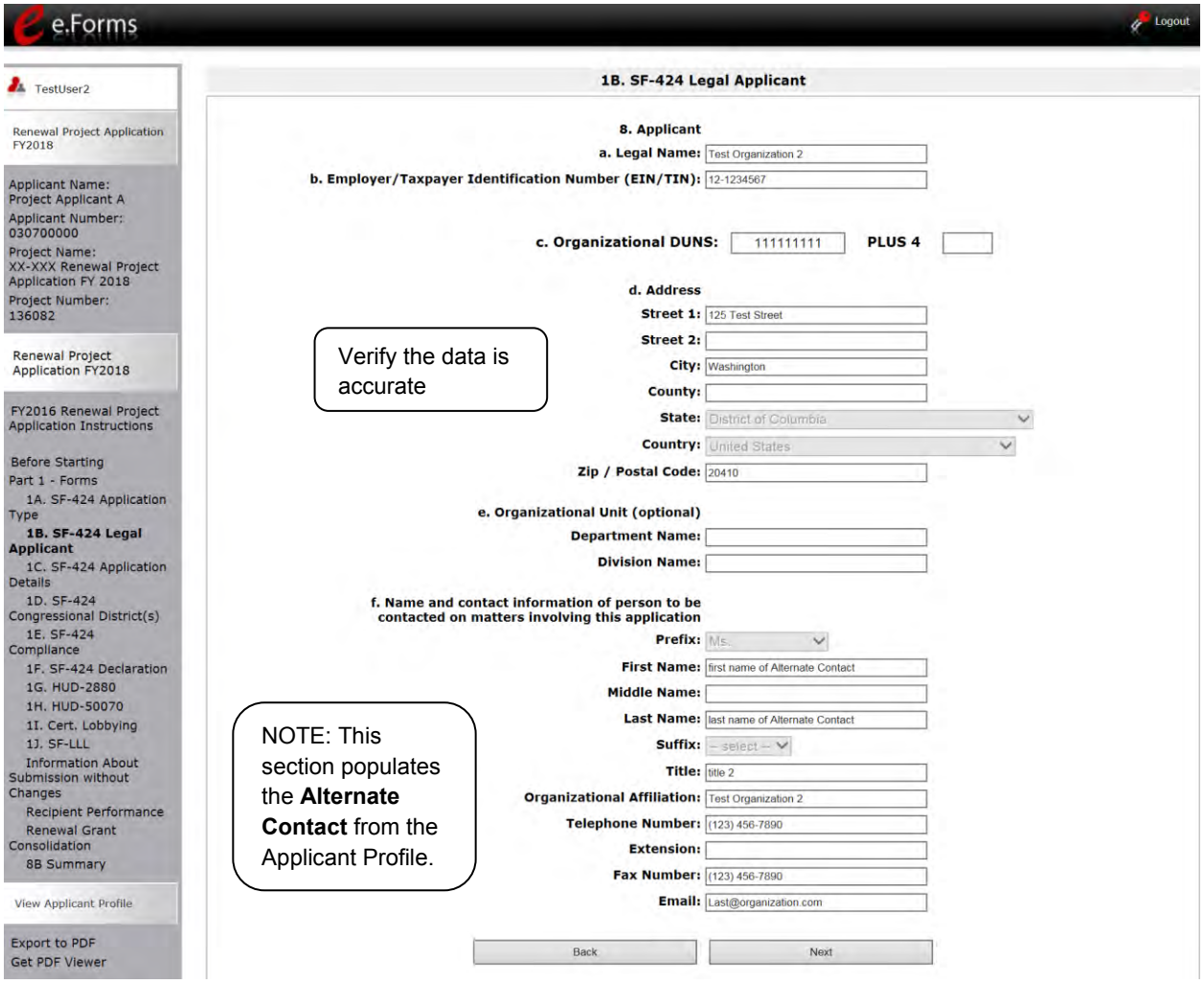
The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2018 Project Application.



Step	Description
1.	Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen. • In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "Renewal Project Application."
2.	Leave fields 4, 5a, 6, and 7 blank.
3.	In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number: • Review the final Grant Inventory Worksheet (GIW). https://www.hudexchange.info/programs/coc/coc-giw-reports/ Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4.	Select "Save and Next" to continue to next screen.

1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2018 Project Application.

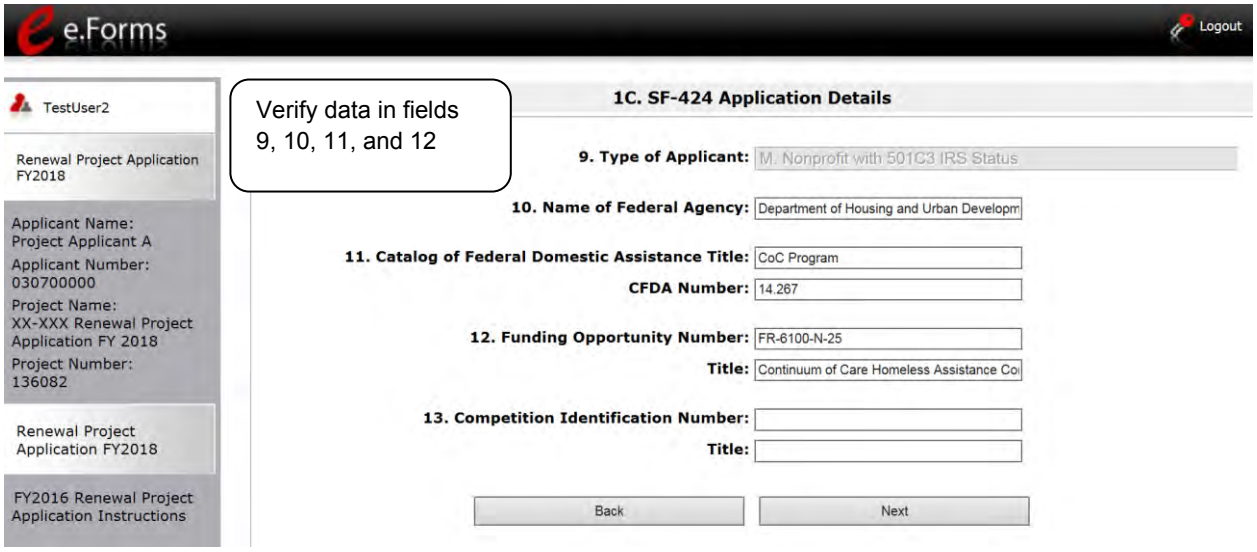


Step	Description
1.	Verify that all the information on this screen is complete and accurate.
2.	Select "Next" at the bottom of the screen to move to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

1C. Application Details

The following steps provide instruction on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2018 Project Application.

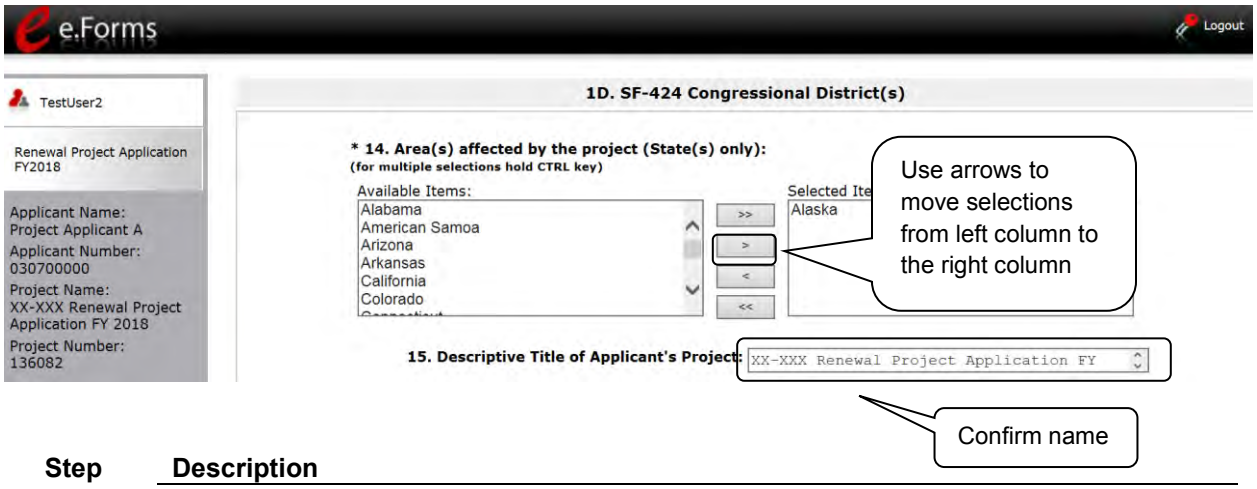


Step	Description
1.	Verify that the information populated in fields 9, 10, 11, and 12 is correct. • Field 9 pre-populates from the Project Applicant Profile. • Fields 10, 11, and 12 pre-populate and cannot be edited.
2.	Leave field 13 blank.
3.	Select "Save & Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.



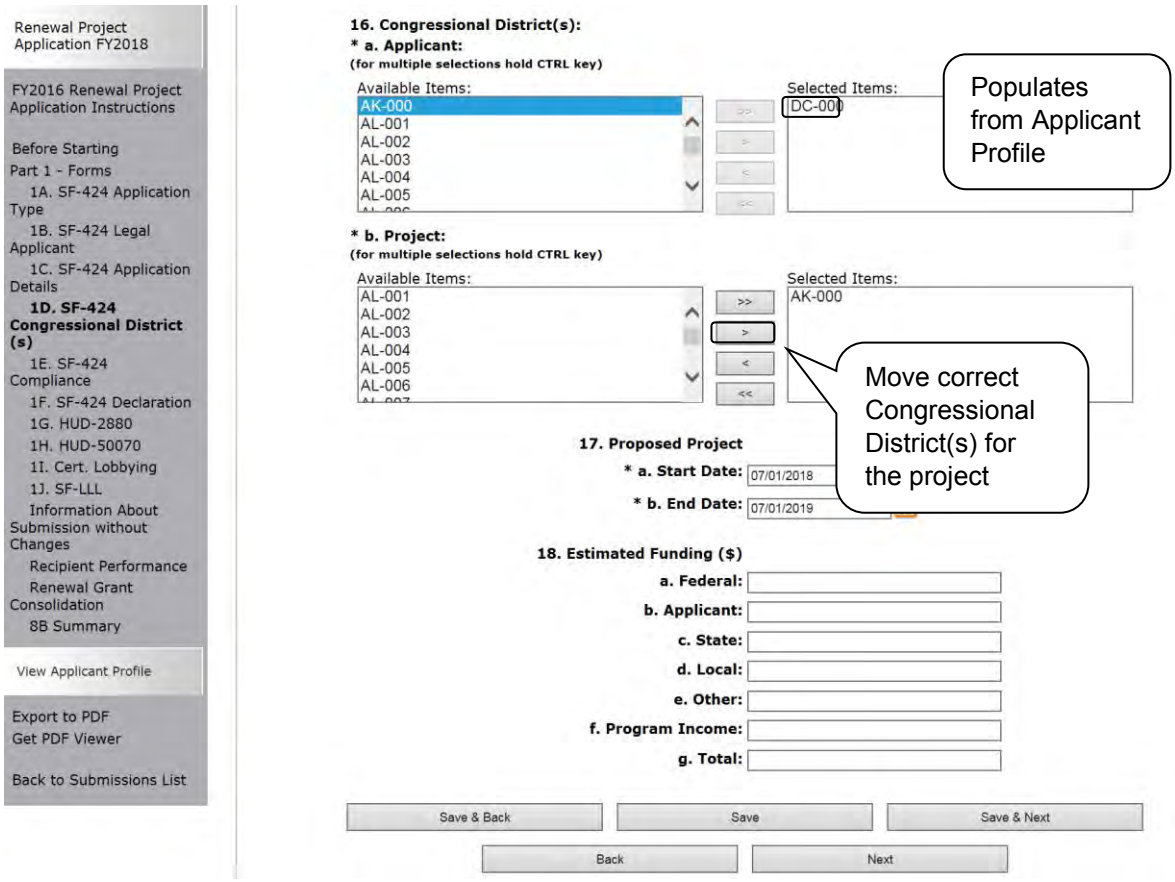
Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. • Highlight one State or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2.	Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated.

Editing the Project Name in Field 15b

To make changes to field 15, return to the "Projects" screen to edit the name:

- From the left menu bar select "Back to Submissions List."
- From the left menu bar select "Projects."
- On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass icon to the left of the project name.
- On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.
- When you re-enter the Renewal Project Application and continue back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.

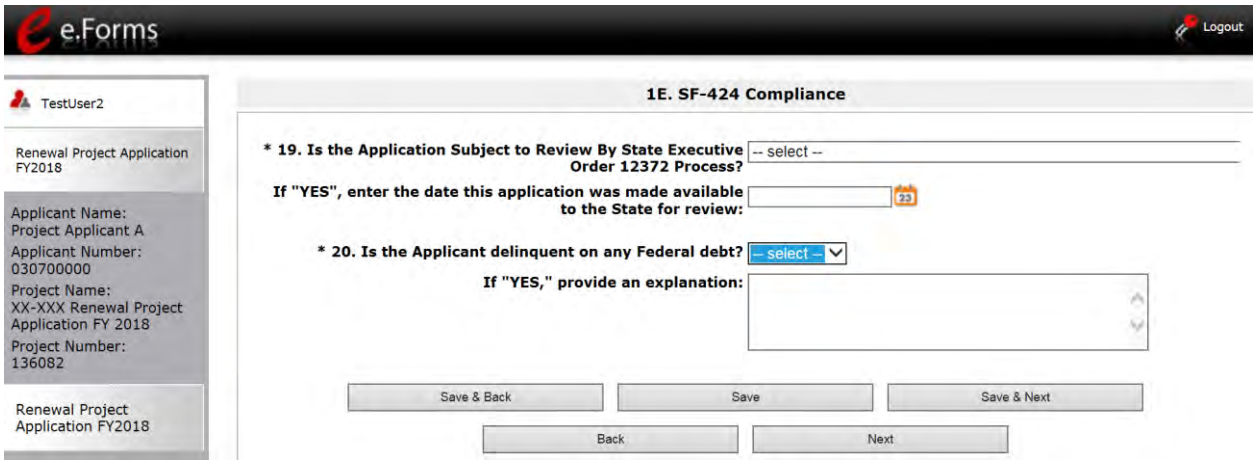
Renewal Project Application



Step	Description
3.	Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. • If the pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.
4.	For field 16b, select the congressional district(s) in which the project operates in the "Projects" field. • Highlight one district, or hold the CTRL+Key to make more than one selection. • Using the single arrow key, move your selection from the left box to the right box.
5.	For field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the calendar icon function. • These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW. • For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.
6.	Field 18 "Estimated Funding" cannot be edited.
7.	Select "Save & Next" to continue to the next screen.

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile."

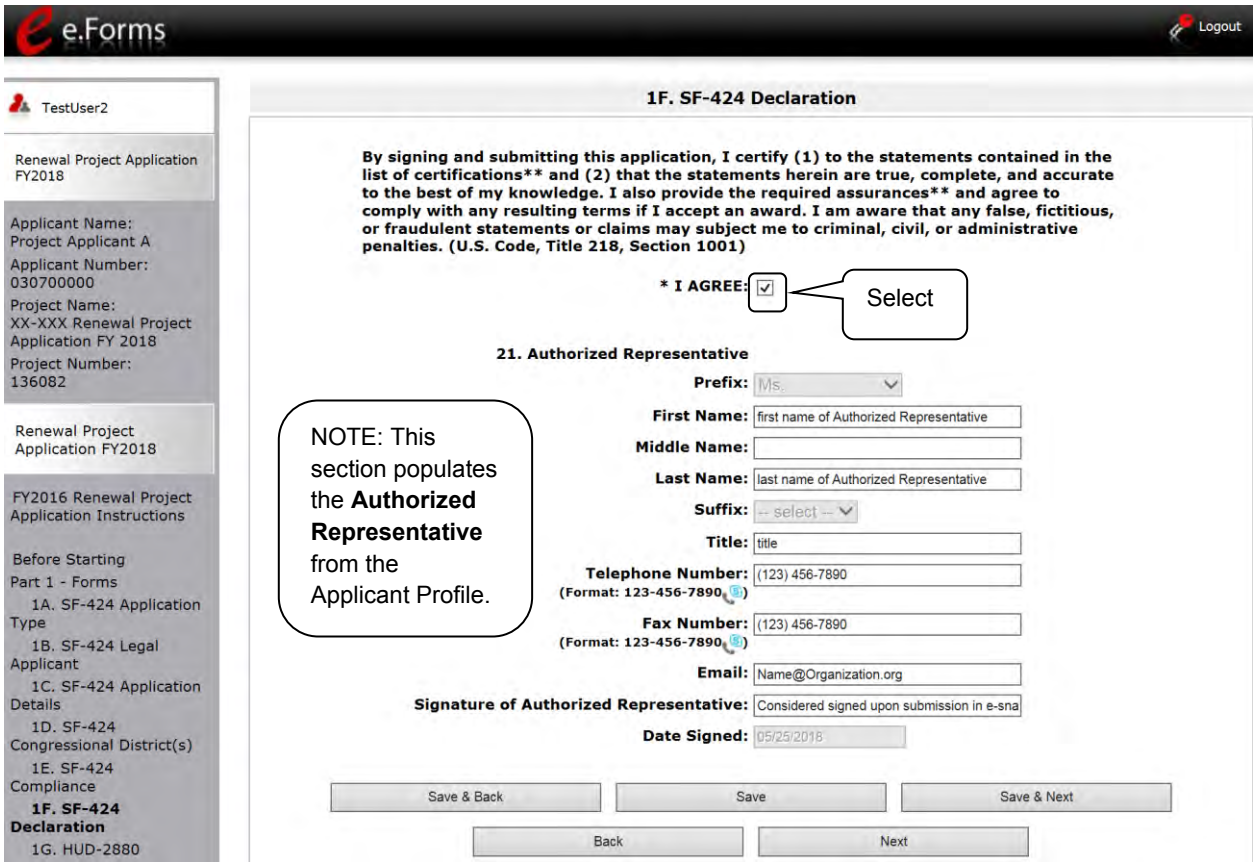


Step	Description
1.	In field 19, “Is the Application Subject to Review By State Executive Order 12372 Process?” field, select the correct option from the dropdown menu. • If the State or U.S. Territory requires review of the application, select ”Yes” and enter the date on which the application was made available to the State, using the calendar icon function. • If the State or U.S. Territory does not require review of the Project Application, select "Program is subject to E.O. 12372 but has not been selected by the State for review." • If "Program is not covered by E.O. 12372" is selected, you will not be able to access the Project Application.
2.	Select “Yes” or “No” to indicate whether the Applicant is delinquent on any Federal debt. • If "Yes," an explanation must be entered in the field provided.
3.	Select "Save & Next" to continue to the next screen.

To access the lists of those states that have chosen to participate in the intergovernmental review process visit https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.



Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2018 Renewal Project Application. **Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal Project Application is selected for conditional award.
3.	Select "Save and Next" to continue to the next screen.

NOTE:	*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (new, renewal, CoC planning, and UFA costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC planning, and UFA costs).

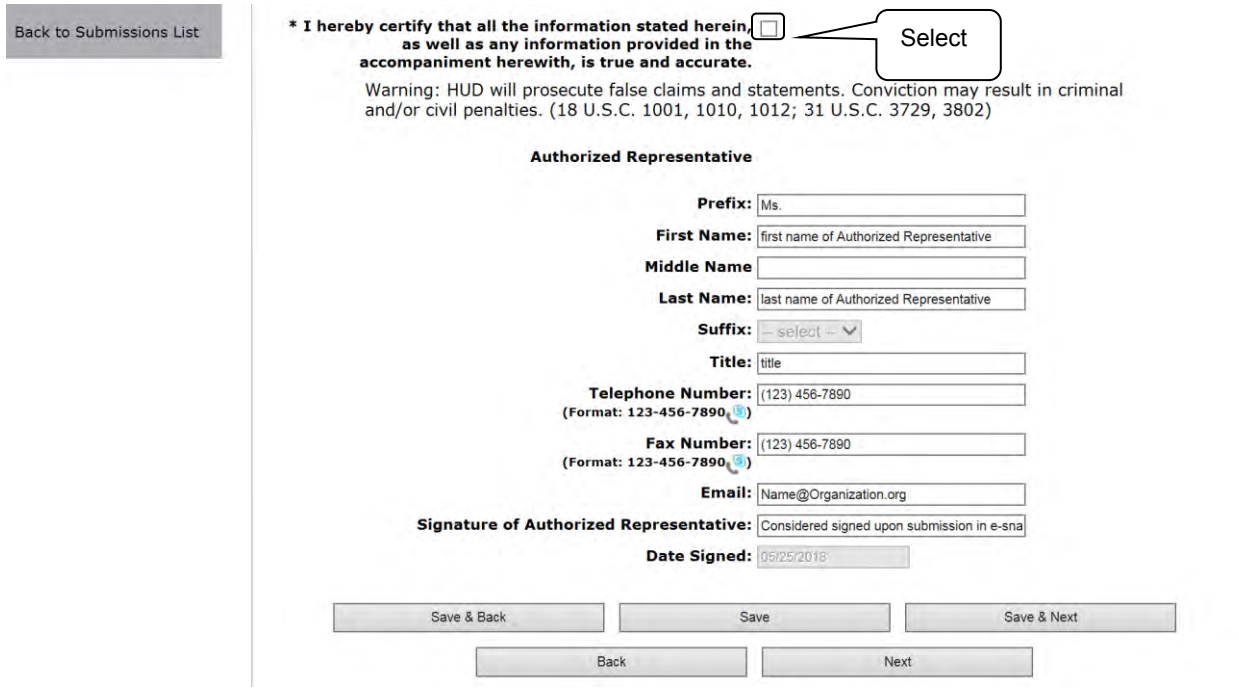
Refer to the following resource: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/.

The 2880 is divided into three parts; therefore, the referenced resource is organized as follows:

- The 2880 in the Project Applicant Profile
  - Part I
  - Part II
  - Part III
- The 2880 in the Project Applications
  - Part I
  - Part II
  - Part III

1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the " HUD 50070 - Drug Free Workplace Certification" screen for Part 1: SF-424 of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

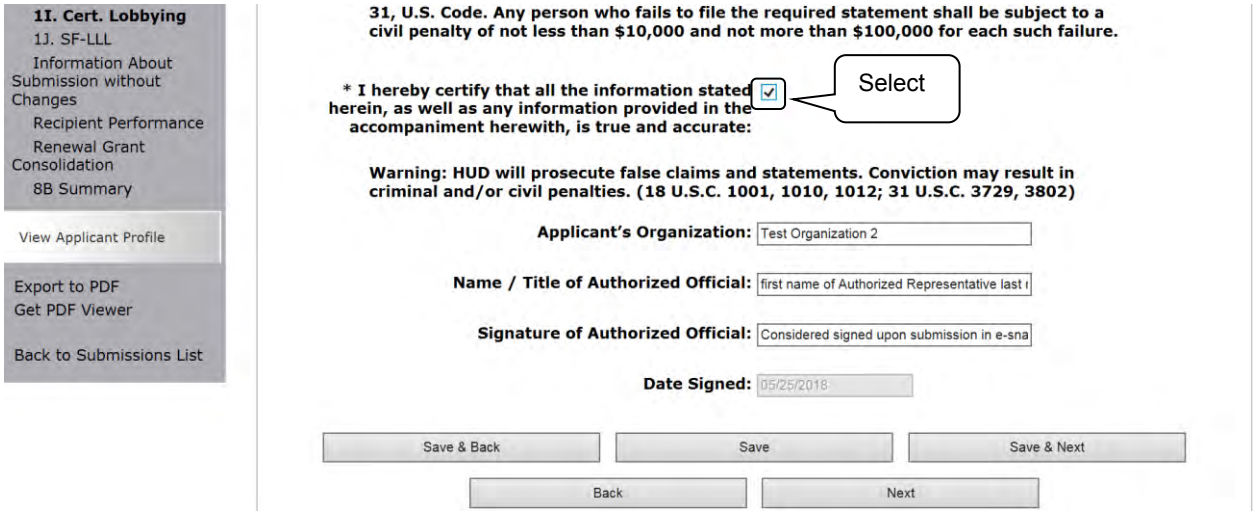


Step	Description
1.	Verify that the pre-populated information is complete and accurate.
2.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2018 New Project Application is correct. **Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

NOTE:	*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

1I. Certification Regarding Lobbying

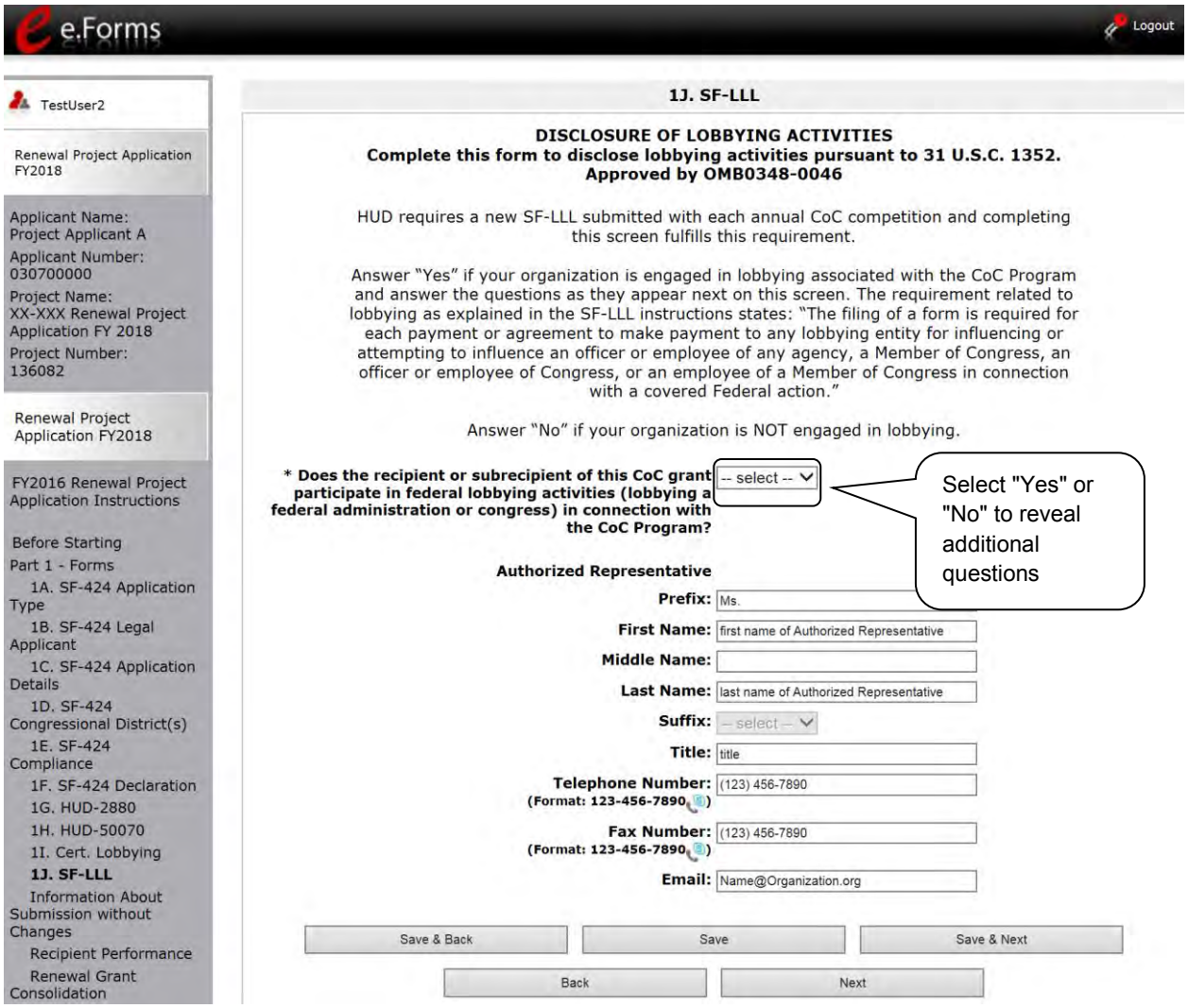
The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2018 Project Application.



Step	Description
1.	Review the information on this screen.
2.	Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3.	Select "Save & Next" to continue to the next screen.

1J. SF-LLL

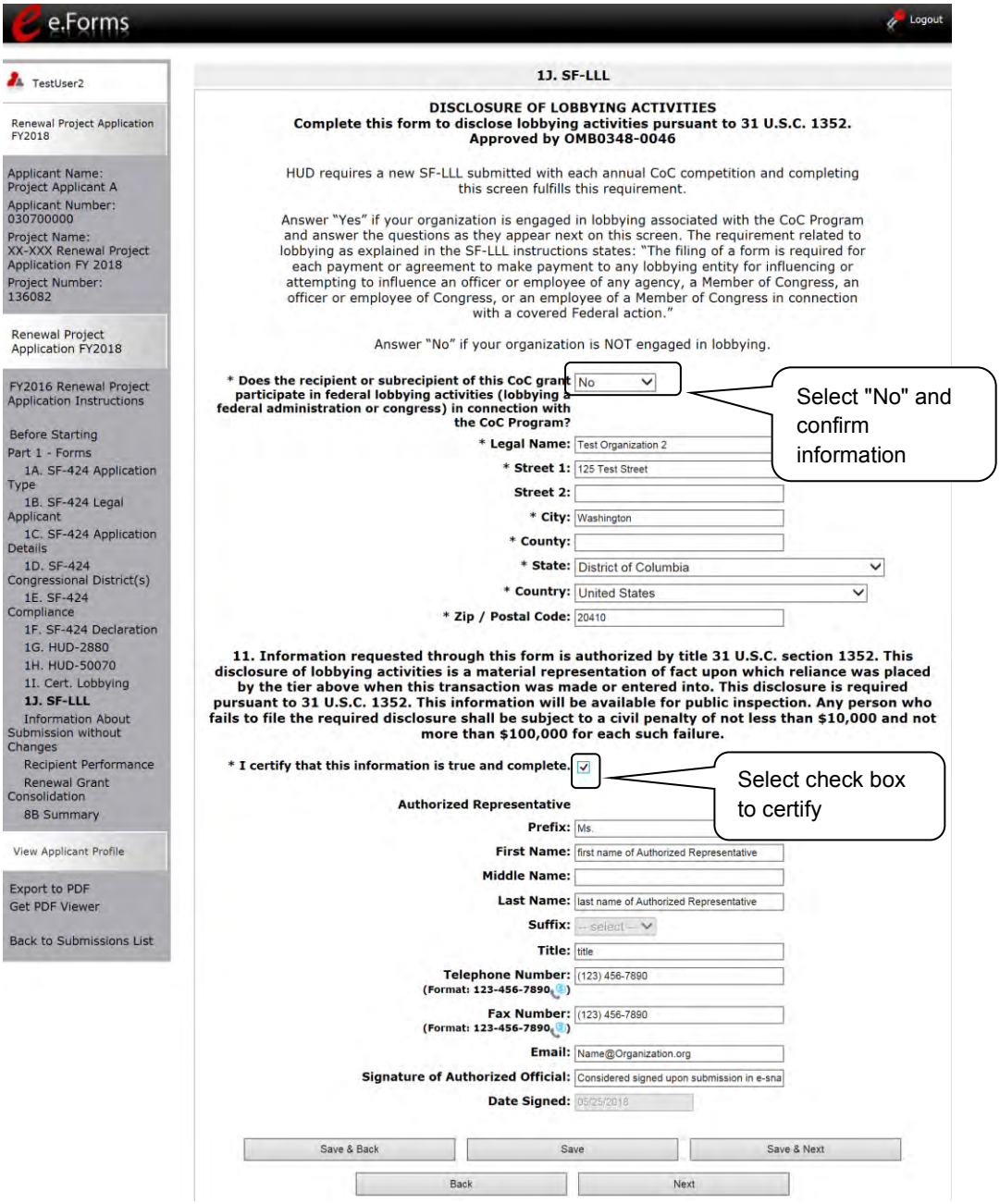
The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the " SF-LLL - Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.



Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select “Yes” or “No” to indicate if your organization participates in federal lobbying activities. Additional questions will appear. (see next pages)

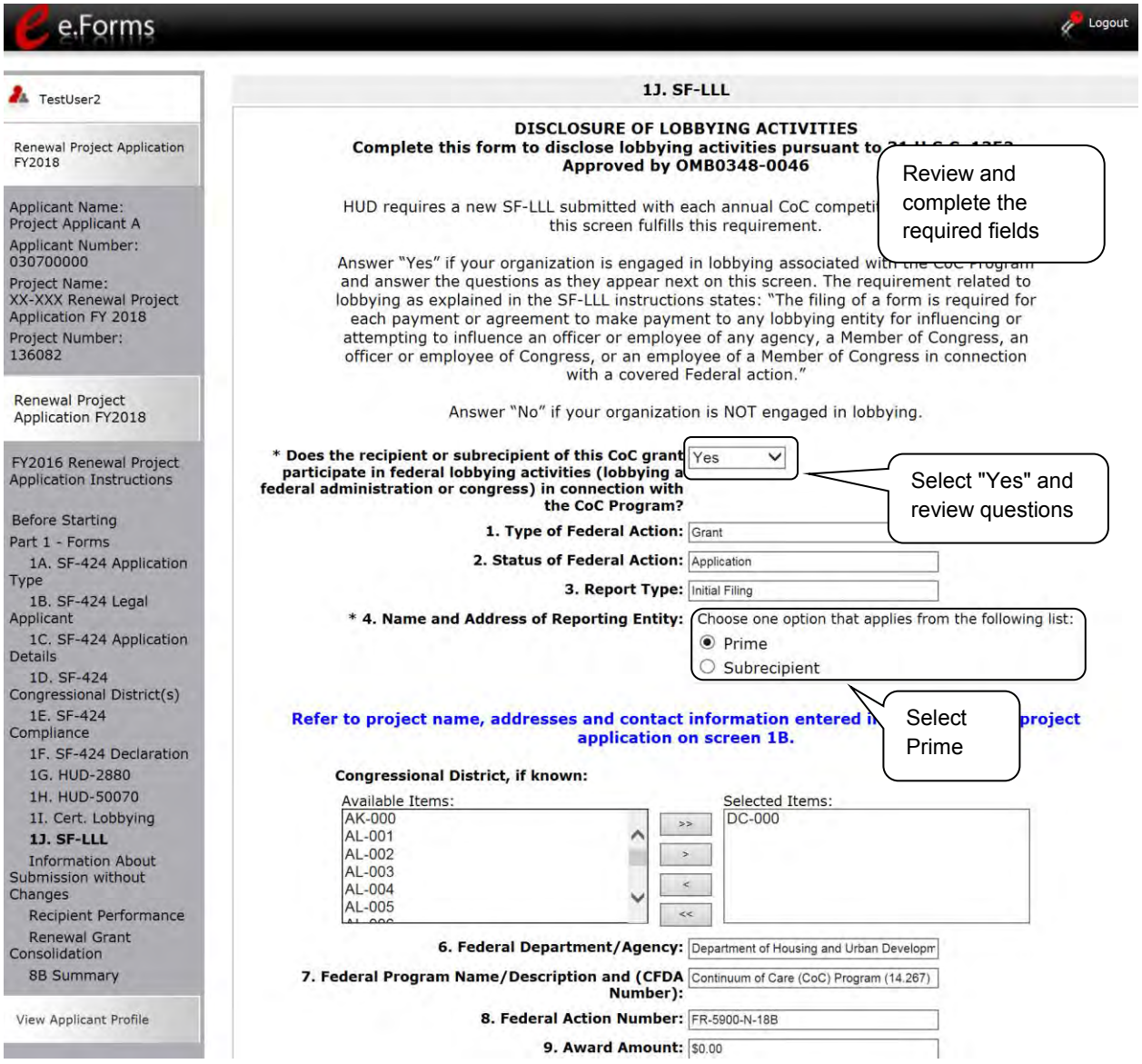
NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

If "No" Lobbying Activities



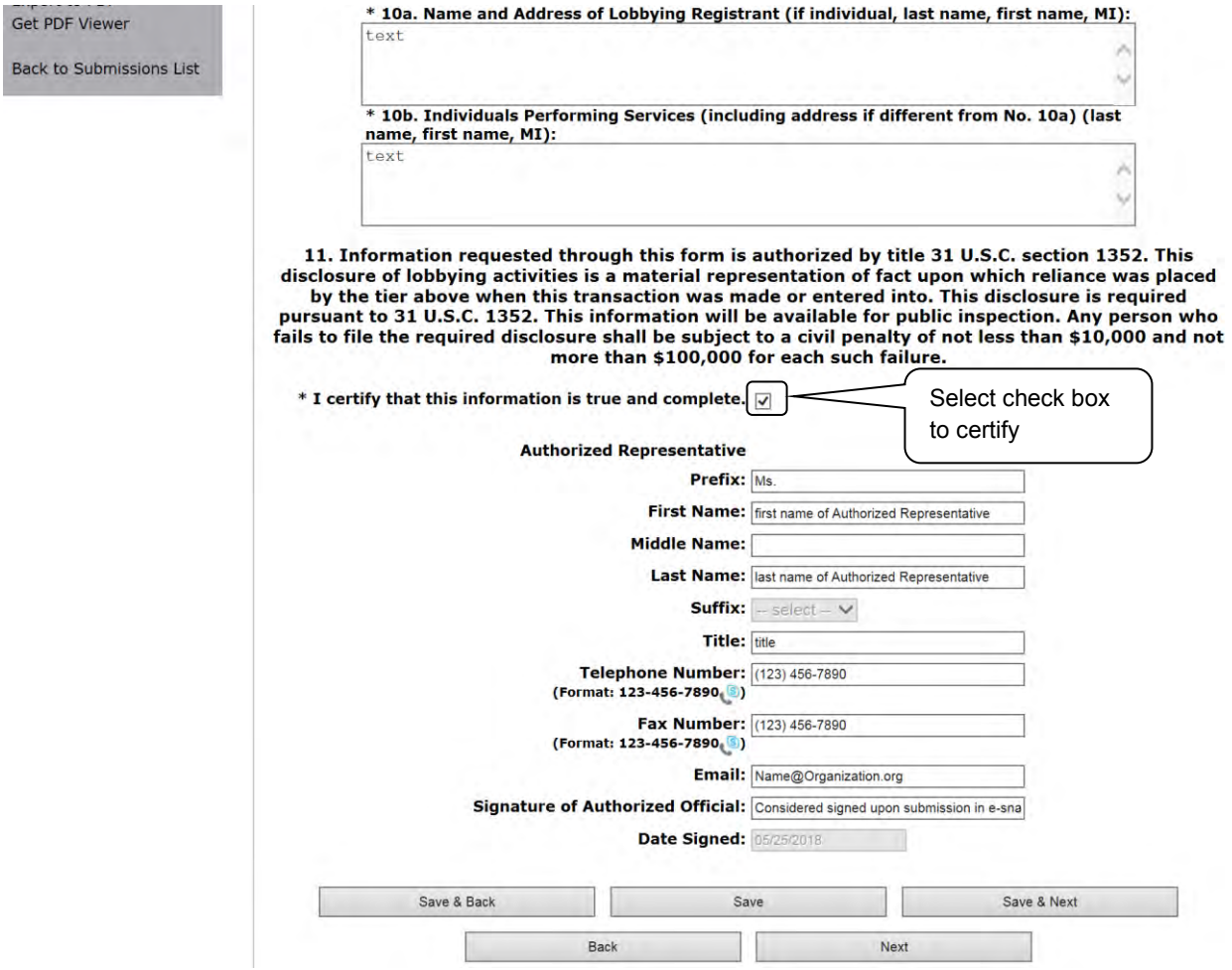
Step	Description
1.	If the answer to the question about lobbying activities is "No," review the pre-populated data.
2.	Select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3.	Select "Save & Next" to continue to the next screen.

If "Yes" Lobbying Activities



Step	Description
1.	If the answer to the question about lobbying activities is "Yes," review the pre-populated data in fields 1, 2, and 3.
2.	In field 4, indicate that the reporting entity is the Prime. The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3.	Confirm the Congressional districts and edit as needed.
4.	Review fields 6, 7, 8, and 9.

Renewal Project Application

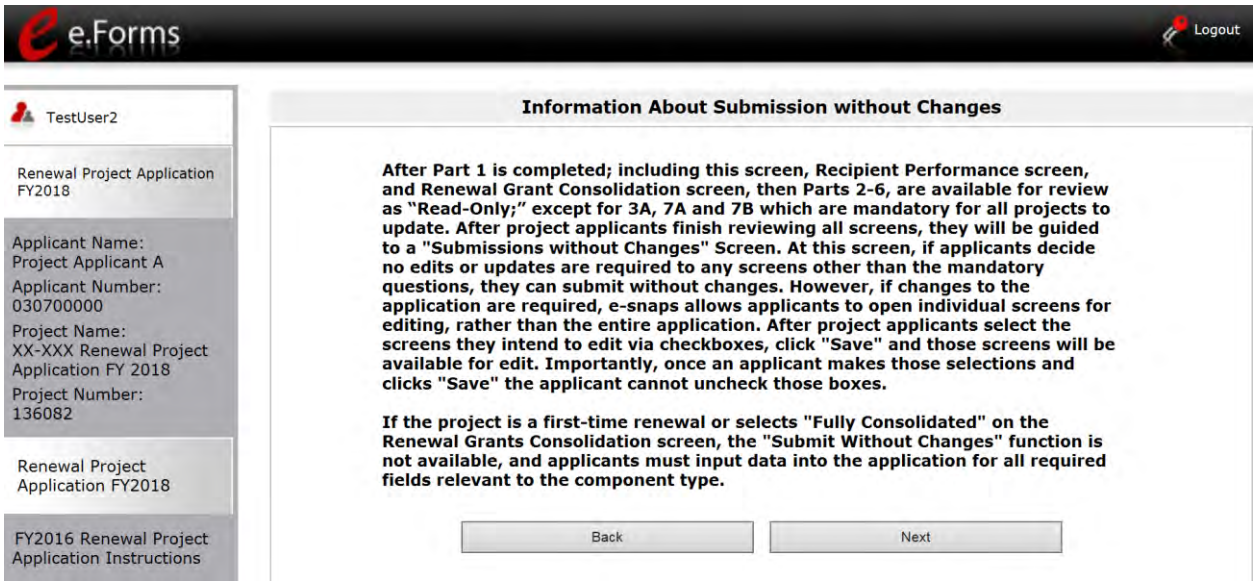


Step	Description
5.	In field 10a, identify the lobbying registrant's name and address.
6.	In field 10b, identify individuals performing services. It is a required field and text must be entered.
7.	After completing the questions, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
8.	Select "Save & Next" to continue to the next screen.

NOTE: *The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.*

The subecipient NEVER submits the Project Application.

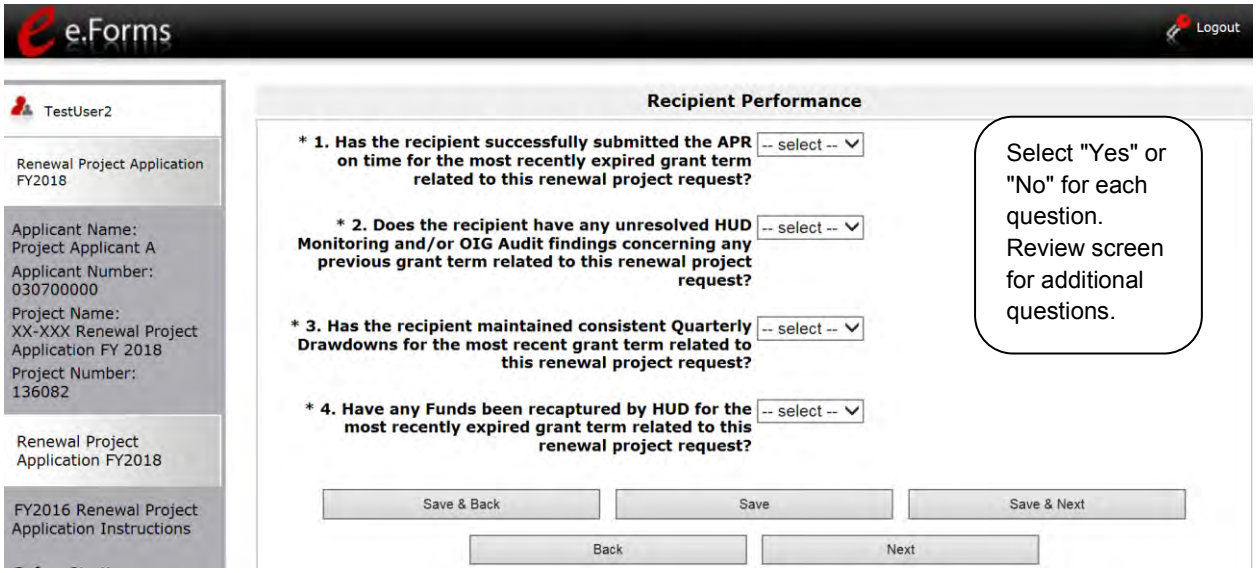
Information About Submission without Changes



Step	Description
1.	Review the instructions on the Information About Submission without Changes screen.
2.	Select the "Next" button.

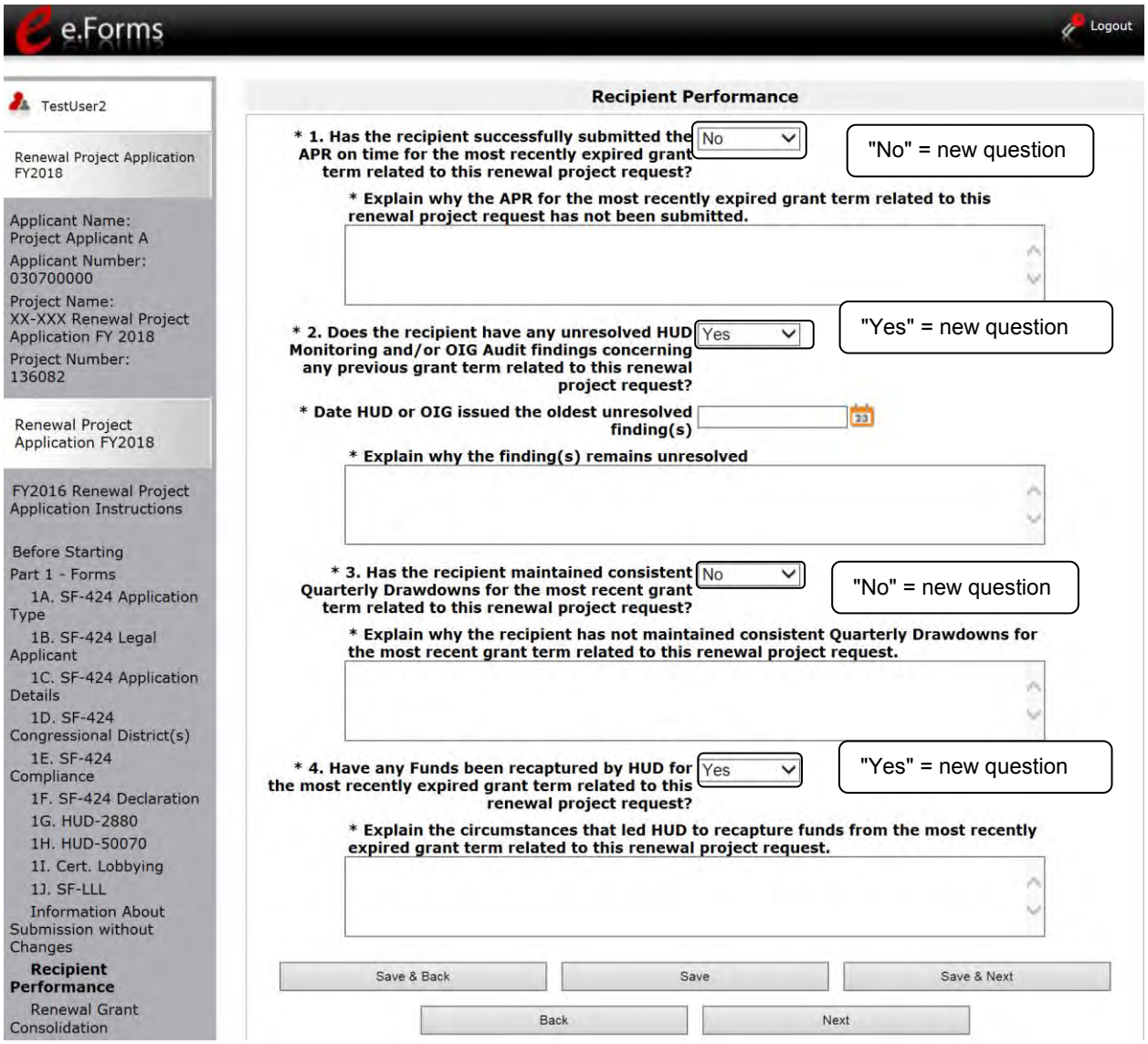
Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc. The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (*) on the “Recipient Performance” screen of the FY 2018 Renewal Project Application. The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project. The information provided on this screen will be verified by HUD.



Step	Description
1.	Select "Yes" or "No" from the dropdown for each of the four questions on the screen. Depending on the selection, additional questions will appear, as identified in the screen capture on the next page.

Renewal Project Application



Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether you have successfully submitted the APR on time for *the most recently expired grant term* related to this renewal project request. • If "No," one new question will appear. o Describe why you have not successfully submitted the APR on time.
2.	Select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning *any previous grant term* related to this renewal project request. • If "Yes," two new questions will appear.

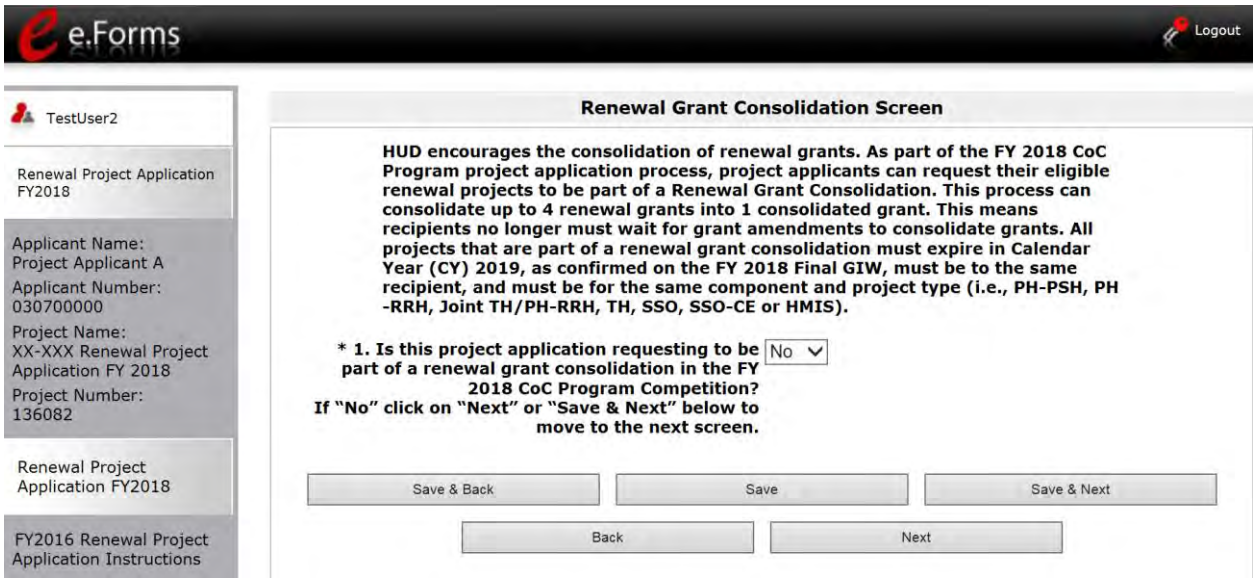
	○ Enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the calendar icon function. ○ Explain why the findings remain unresolved in the text box provided.
3.	Select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project • If "No," one new question will appear. ○ Explain why the recipient has not maintained consistent Quarterly Drawdowns in the text box provided.
4.	Select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for *the most recently expired grant term* related to this renewal project request. • If "Yes," one new question will appear. ○ Explain the circumstances that led HUD to recapture funds in the text box provided.
5.	Select “Save & Next” to move to the next screen.

Renewal Grant Consolidation Screen

New in the FY 2018 CoC Program Project Application process, Project Applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. Through this process, a Project Applicant can consolidate up to four renewal grants into one consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2019 as confirmed on the FY 2018 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE, or HMIS).

You can also refer to the following resources for more information:

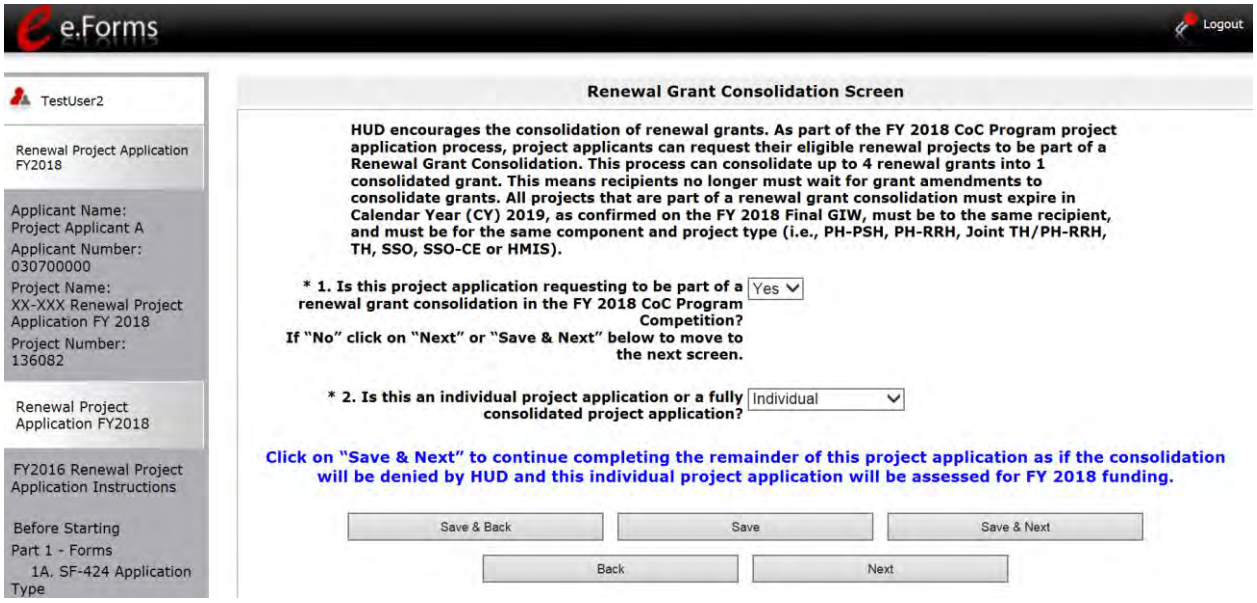
- *Consolidating Eligible Renewals During the FY 2018 CoC Program Competition: https://www.hudexchange.info/resource/5723/consolidating-eligible-renewals-during-the-fy-2018-coc-program-competition/.*
- *e-snaps FAQs, keyword "consolidation:" https://www.hudexchange.info/e-snaps/faqs/*



Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2018 CoC Program Competition. Depending on the selection, additional questions will appear, as identified on the next page. • If "No," select "Save & Next" to continue to the next screen and complete the rest of the Renewal Project Application • If "Yes," additional questions will appear.

Renewal Project Application

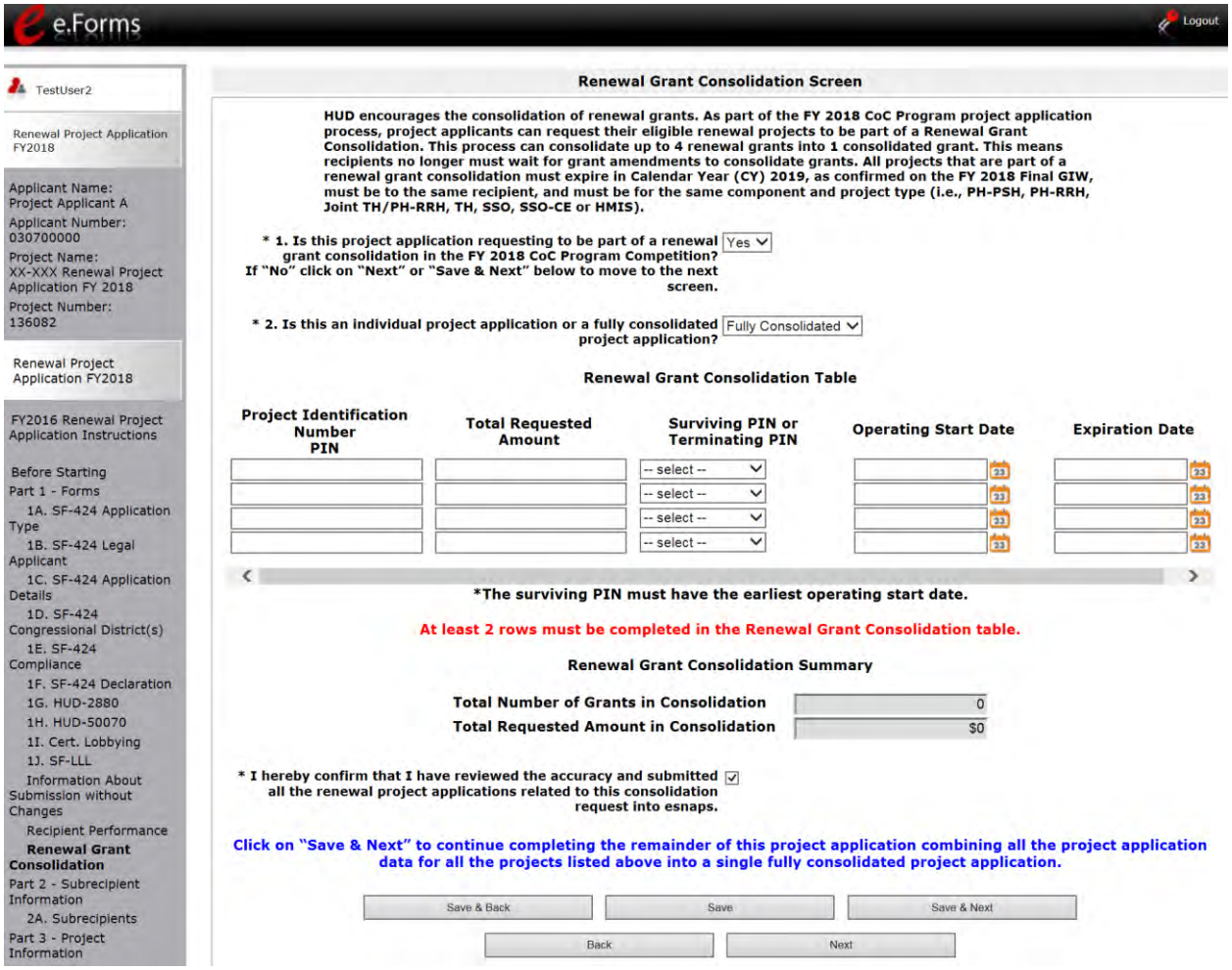
If the Project Application is part of a renewal grant consolidation



Step	Description
1.	If "Yes" is selected to indicate the Project Applicant is part of a renewal grant consolidation request, one new question will appear.
2.	If applicable, in question 2, select "Yes" or "No" from the dropdown menu to indicate whether this is an individual Project Application or a fully consolidated Project Application. • If the renewal project being submitted is one of the individual grants being consolidated, select "Individual" from the dropdown menu, and then select "Save & Next" to continue completing the remainder of this Project Application. o Complete the remainder of the Project Application for the individual renewal project. In the event HUD rejects the consolidation request, HUD will still be able to assess each project's individual project application for FY 2018 funding. • If the renewal project being submitted is the fully consolidated application that combines all the information in the grants being consolidated, select "Fully Consolidated" from the dropdown menu, then select "Save." o Additional questions will appear, as identified on the next page.

Renewal Project Application

If the Application is the "Fully Consolidated" Project Application



Step	Description
1.	If "Fully Consolidated" is selected, in question 1, you must complete the "Renewal Grant Consolidation Table" by identifying the requested information for each individual grant being consolidated. • Under the "Project Identification Number PIN" section, enter the PIN of each project/grant being consolidated. • Under the "Total Request Amount" section, enter the funding amount being requested for each individual project/grant. • Select "Surviving PIN" or "Terminating PIN" from the dropdown menu to indicate whether the project/grant identified in that row is the surviving grant or the terminated grant.

- Under the "Operating Start Date" section, indicate the operating start date of the grant using the calendar icon. Note: The surviving PIN must have the earliest operating start date.
- Under the "Expiration Date" section, indicate the expiration date of the grant using the calendar icon.

Note: At least 2 rows must be completed in the Renewal Grant Consolidation table.

2. Select “Save” after each row is completed and the system will populate the "Renewal Grant Consolidation Summary" table.

3. Select the box stating that you reviewed the accuracy and submitted all of the renewal Project Applications related to the consolidation have been submitted.

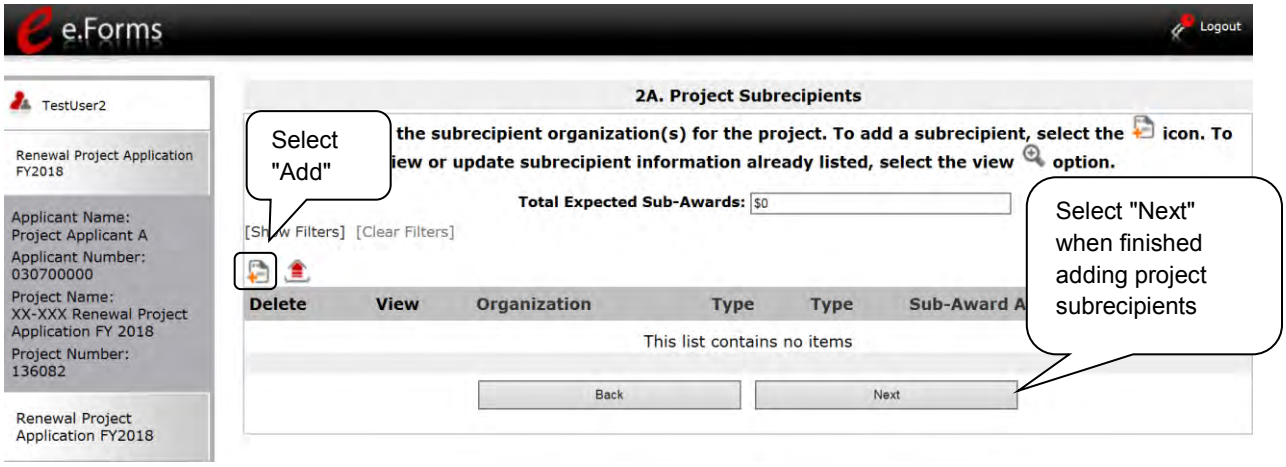
4. Select "Save & Next" to continue to completing the remainder of this Project Application.

If the Project Application is the Fully Consolidated application, complete the remainder of the Project Application combining all the Project Application data for all the projects listed above into a single fully consolidated Project Application.

2A. Project Subrecipients

Remember, applicants must complete Part 1: SF-424, including the Recipient Performance screen and the Renewal Grant Consolidation screen, before Parts 2 through 7 appear.

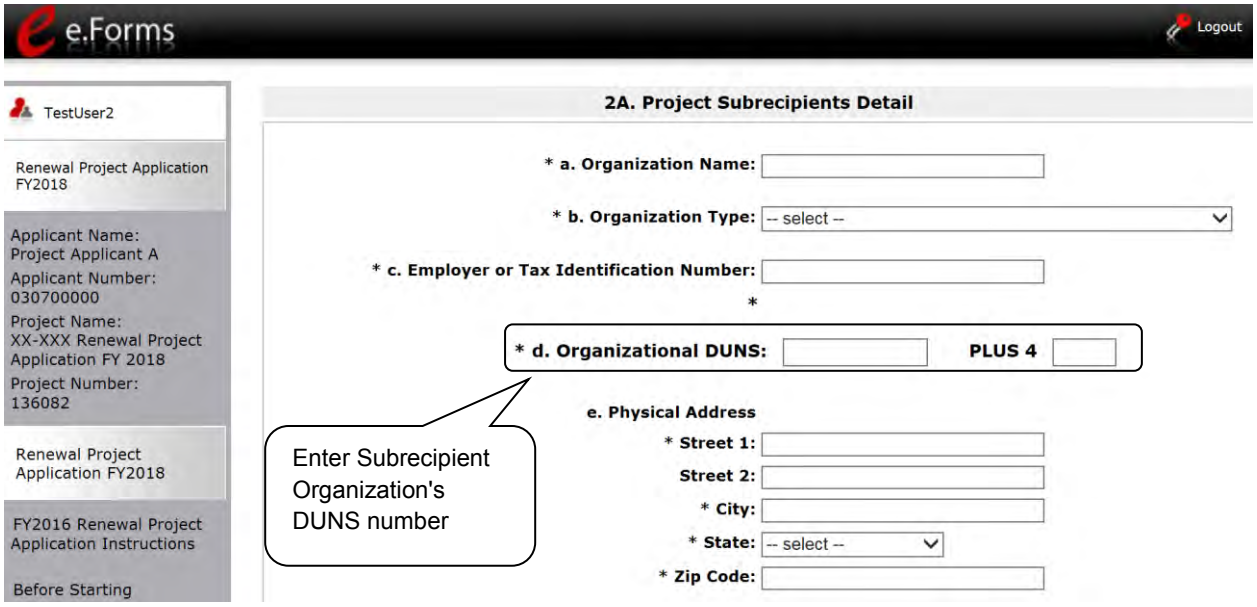
This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2018 Project Application.



Step	Description
1.	To begin adding subrecipient organization(s) to this list, select the “Add” icon to add a subrecipient.
2.	The “Project Subrecipients” screen will appear.

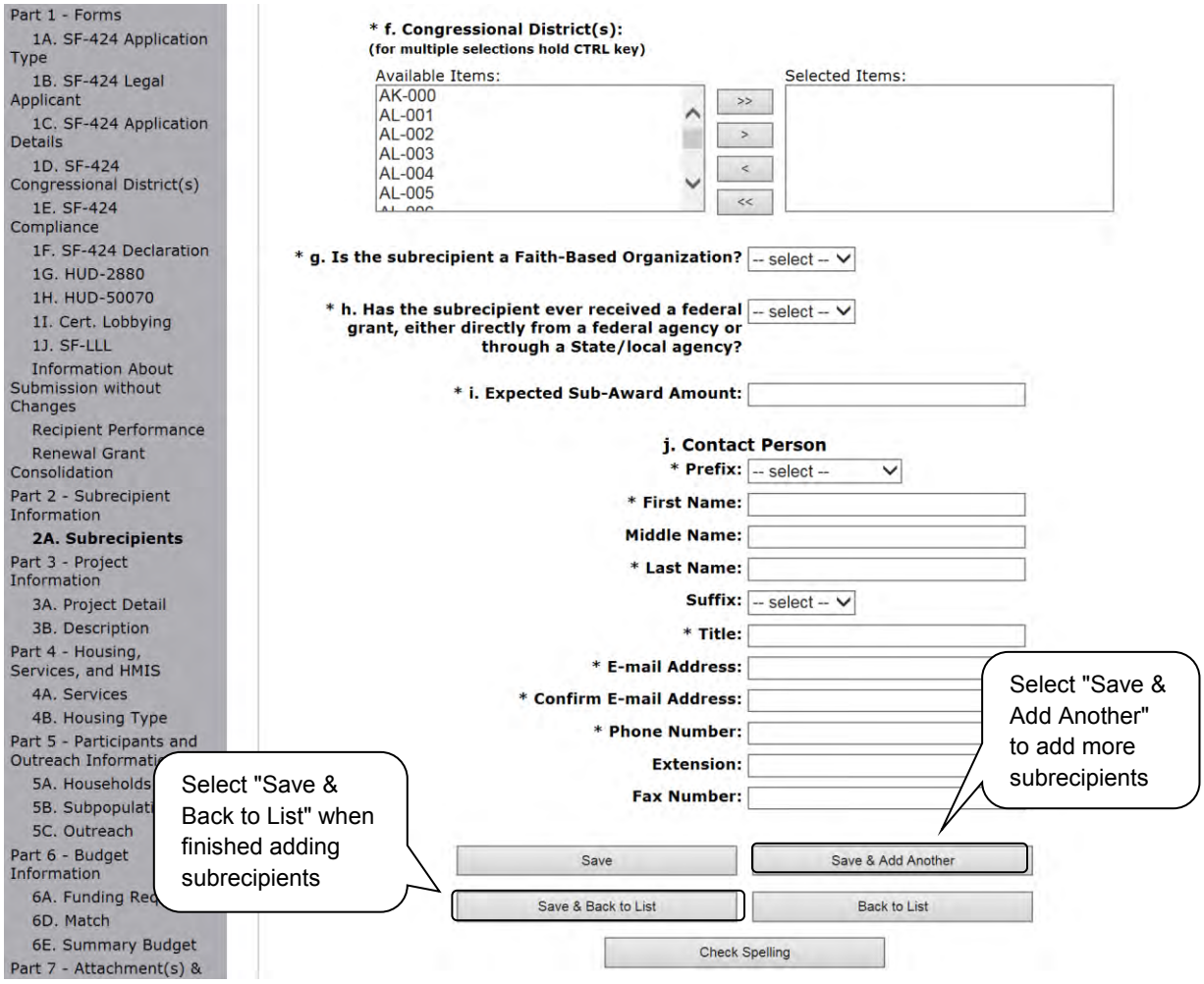
NOTE: *Data from the FY 2017 Project Application will populate this screen if you used the import feature noted previously. Returning Project Applicants will not have to re-enter the information for all subrecipients, unless information has changed and needs to be updated.*

2A. Subrecipients (continued)



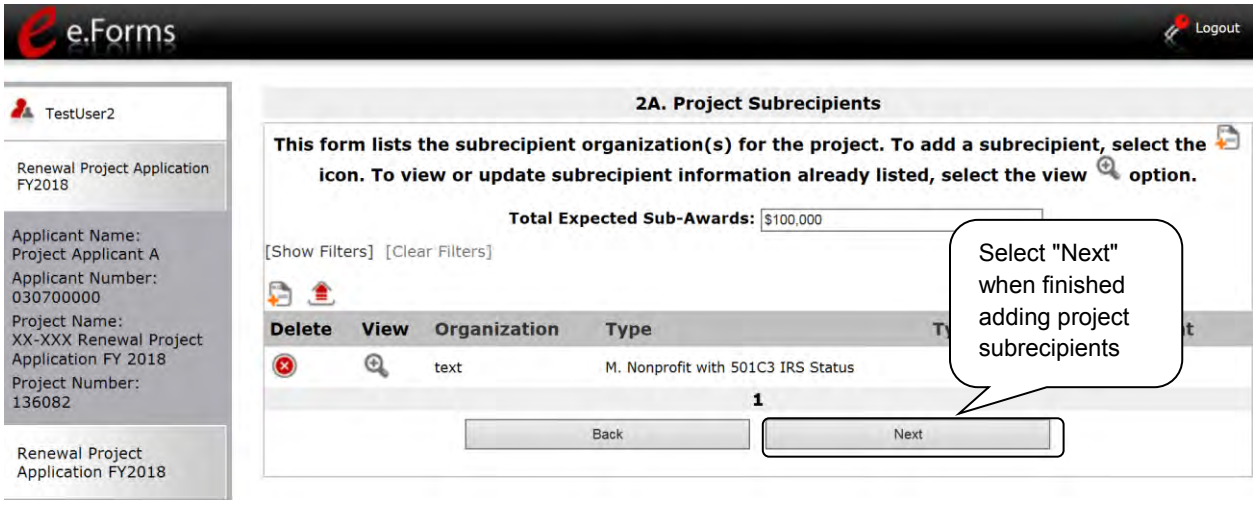
Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu. • Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; or Nonprofit without 501C3 IRS Status. If the organization type does not appear on the list, it is not an eligible subrecipient. • Nonprofit subrecipients (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *e-snaps* using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.

2A. Subrecipients (continued)



Step	Description
6.	Under “Congressional Districts,” select the Congressional district(s) in which the subrecipient is located. • Highlight one district, or hold the CTRL+Key to make more than one selection. • Using the single arrow key, move your selection from the left box to the right box.
7.	Select “Yes” or “No” to indicate if the subrecipient is a faith-based organization.
8.	Select “Yes” or “No” to indicate if the subrecipient has ever received a federal grant.
9.	Enter the total amount of funds that the Project Applicant expects to award to this subrecipient. • The amount must be in whole dollars (i.e. no decimals). • This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person’s first, middle (optional), last name, suffix (optional), and title.

12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number (optional), starting with the area code.
16.	To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15. • Repeat these steps for each subrecipient you need to add. • When you are finished, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.



Step	Description
17.	After you return to the "2A. Project Subrecipients" screen, review the list. • To edit the information you entered, select the "View" icon to the left of the entry. To delete an entry from the list, select the red "Delete" icon.
18.	Select "Next" when you have completed reviewing the list.

NOTE:

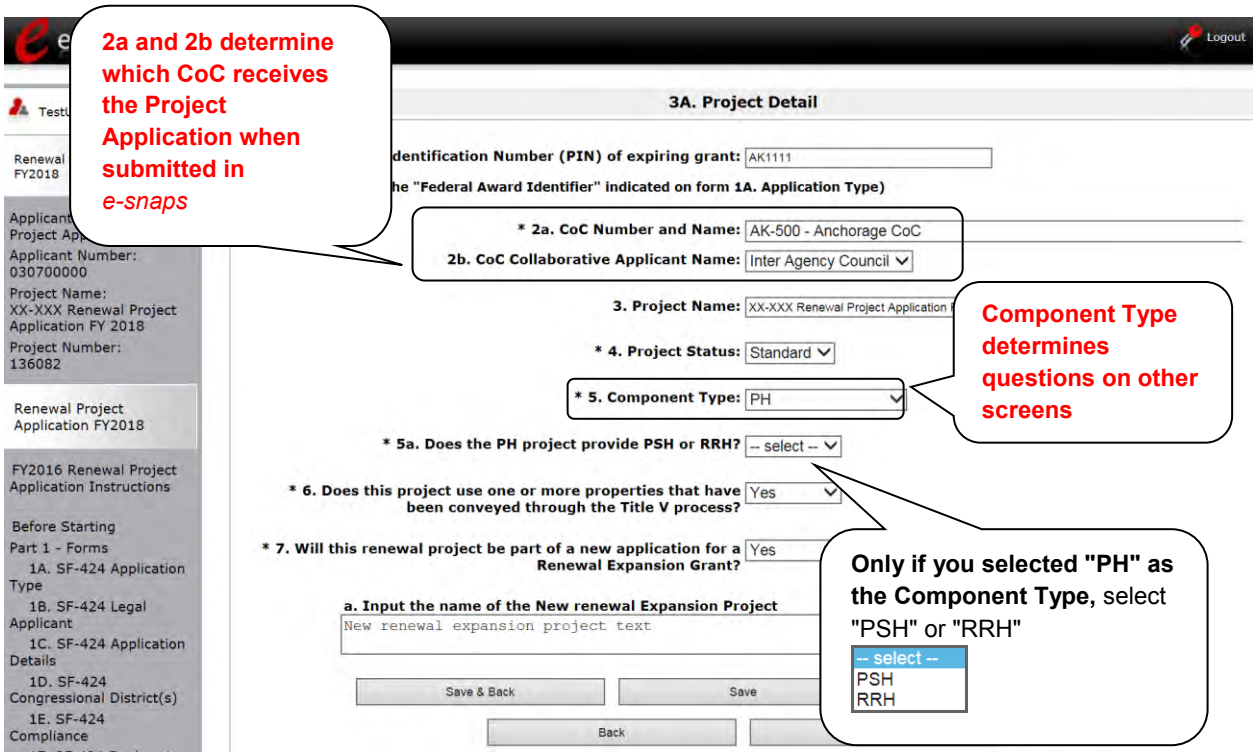
Someone whose contact information is entered in e-snaps on the "Project Subrecipient" screen does not automatically have access to e-snaps.

Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization's application, may enter information in the Project Applicant Profile and all Project Applications associated with this Project Applicant Profile. ***Under no circumstances should a subrecipient complete the Project Application on the Project Applicant's behalf.***

Refer to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type" and “Projects” screens in **Part 3: Project Information** of the FY 2018 Project Applicants - Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.



Step	Description
1.	Verify that the “Expiring Grant Number” field populated with information from the “Federal Award Identifier” field on the “Applicant Type” screen.
2.	Select your “CoC Number and Name” from the dropdown menu.
3.	Select your "CoC Applicant Name" from the dropdown menu.

CoC Name and Number	*You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your Renewal Project Application will be submitted. If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.*

"No CoC"	*"No CoC" can only be selected if your CoC did not register for the FY 2018 CoC Competition or your project is located in a geographic area that is unclaimed. If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area. See the About Grantees page: https://www.hudexchange.info/grantees/*

Step	Description
4.	Verify the name of your project populated with the project name listed on your "Projects" screen. If the project name is incorrect, follow the instructions in the note box on the preceding page.

Incorrect Project Name	*If the project name is incorrect:* • *Select the "Save" button to save responses on this screen.* • *Select "Back to Submissions List" on the left menu bar.* • *Select "Projects" on the left menu bar.* • *Select the "View" icon to the left of your project to open the "Project Details" screen.* • *In the "Project Name" field, type in the correct name of the project, and select the "Save" button.* *Return to the Renewal Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.*

Step	Description
5.	Select your "Project Status" from the dropdown menu. • Project Applicants typically select "Standard." • See the NOTE below for more information about the "Appeal" option.

Renewal Project Application

Standard v. Appeal

If you select "Appeal," this note will appear on the screen:

- *You have selected "Appeal" and therefore are designating this application as an appeal due to the CoC's decision to not approve and rank this project on the CoC Priority Listing (the Project Application was rejected by the CoC in the local competition). To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and submit the details of your appeal to be considered as a Solo Applicant as outlined in Section X.C. of the FY 2018 CoC Program Competition NOFA. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard."*

The selection of "Appeal" should only be used by the Project Applicant if it attempted to participate in the CoC planning process in the geographic area in which it operates and believes it was denied the right to participate in a reasonable manner. In this case, the Project Applicant may appeal the rejection directly to HUD by selecting "Appeal" and submitting a Solo Application prior to the application deadline.

Refer to the Appeal Project Application navigational guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Step	Description
6.	Select the correct “Component Type” from the dropdown menu. • **Component types include PH, TH, SH, SSO, HMIS, and Joint TH & PH-RRH.** **Note: The component type determines what questions appear on other forms throughout the Project Application.** • If you selected, "PH" from the "Component Type" dropdown menu, an additional question will appear. Select "PSH" or "RRH" from the dropdown menu to identify if the project will provide PSH or RRH.
7.	Select “Yes” or “No” to indicate if the project includes one or more of the project properties conveyed under Title V.
8.	Select “Yes” or “No” to indicate if the renewal project will be part of a new application for a Renewal Expansion Grant. • If yes, in 7a, input the name of the New Renewal Expansion Project.
9.	Select “Save & Next” to move to the next screen.

Expansion Projects

Expansion is the process by which a renewal Project Applicant submits a new Project Application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area.

For more information about the project expansion process, refer to the FY 2018 CoC Program NOFA: https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/.

3B. Project Description

The following pages provide instruction on completing mandatory fields marked with an asterisk (*) on the "Project Description" screen for **Part 3: Project Information** of the FY 2018 Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term. Visibility of the project description questions will be based on the applicable component type.

Follow-up question and dropdown menu visibility for the default question on screen 3B will vary depending on your selections. Therefore, not all of the questions in the image below may appear to every Project Applicant. Review the instructions that follow.

Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.

See the following pages for instructions:

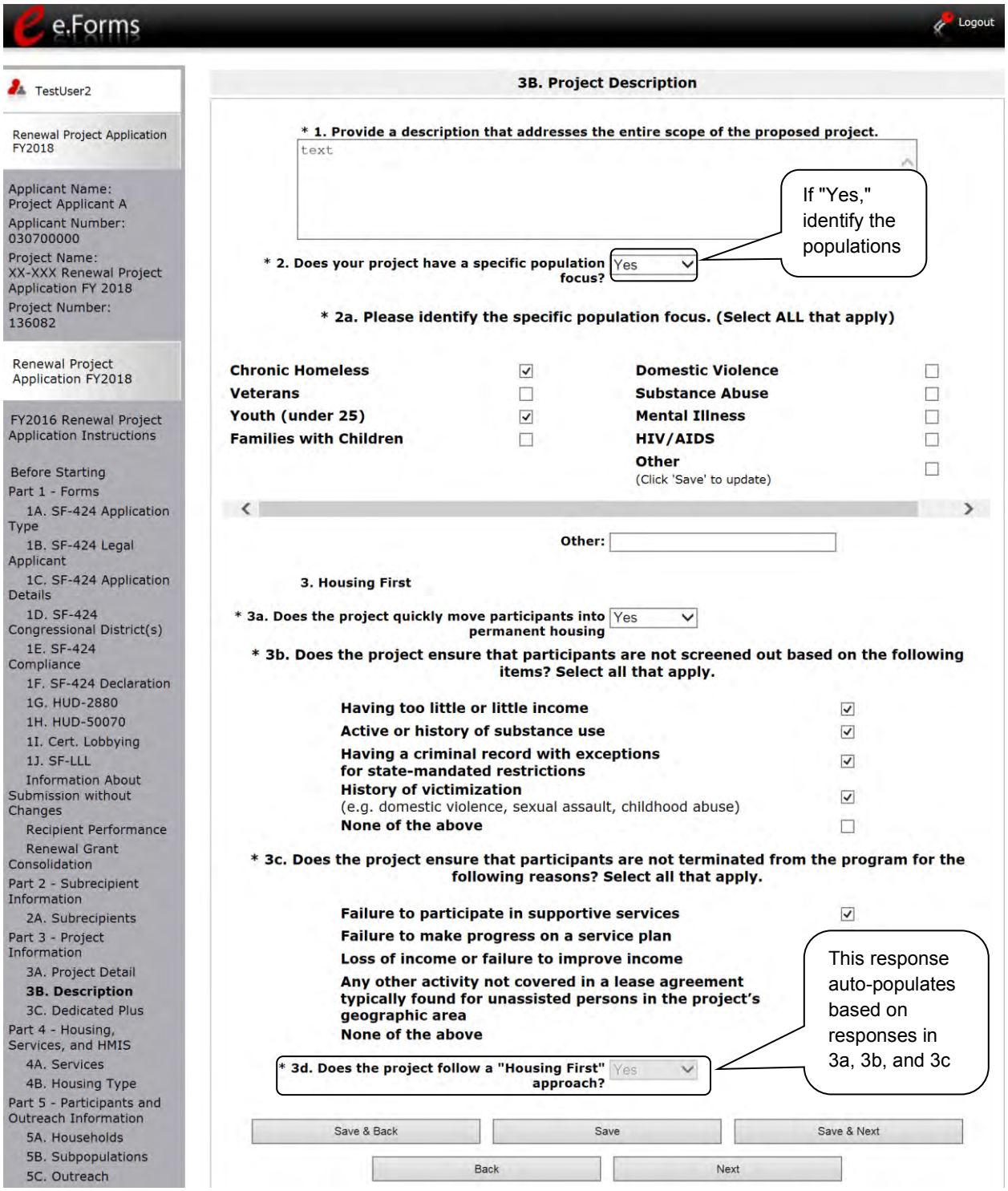
- *3B. Permanent Housing - PSH and RRH projects*
- *3B. Safe Haven projects*
- *3B. Transitional Housing projects*
- *3B. Supportive Services Only projects*
- *3B. HMIS projects*
- *3B. Joint TH and PH-RRH projects*

NOTE: *When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

Renewal Project Application

3B. PH Projects

The following instructions apply to screen 3B. Project Description for PH projects.

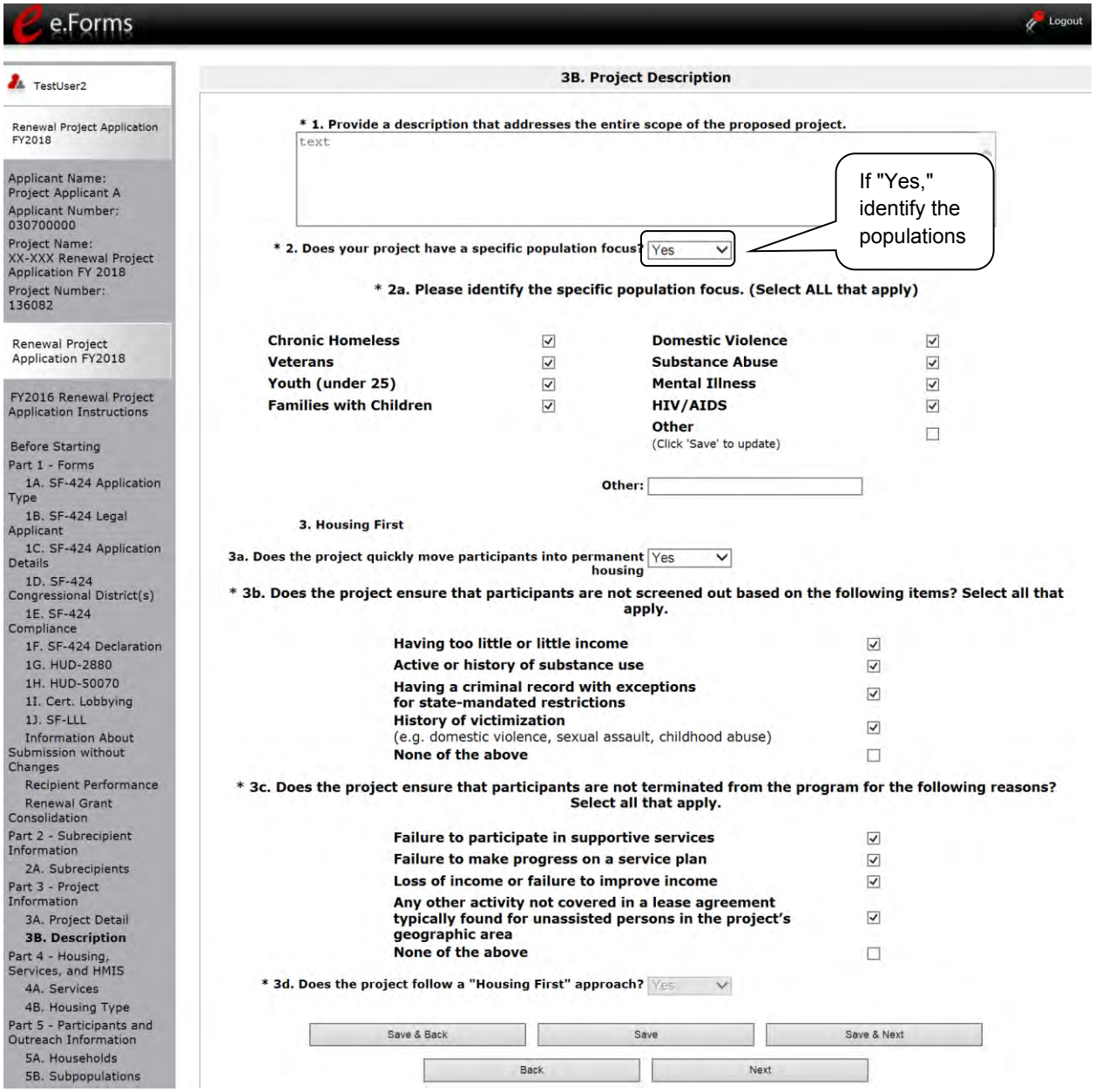


Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. • If "Yes," one new question will appear. o Select all of the boxes that apply. o If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. • If you check the first four boxes, this project will be considered low barrier. • If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. • If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/
7.	Select “Save & Next” to continue to the next screen.

Renewal Project Application

3B. SH Projects

The following instructions are for screen 3B. Project Description when the SH component is selected on screen 3A. Project Detail.

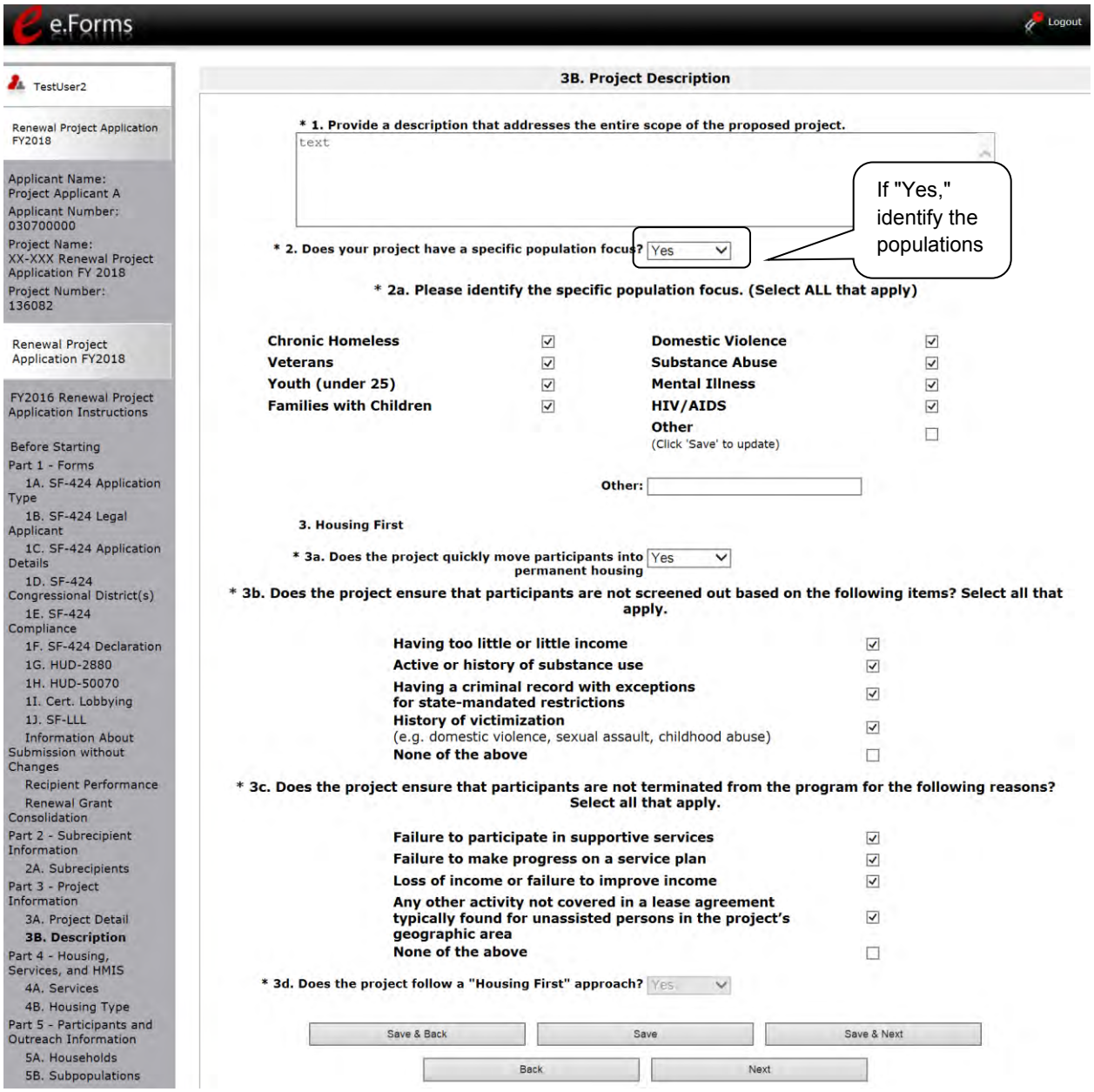


Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. • If "Yes," one new question will appear. o Select all of the boxes that apply. o If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. • If you check the first four boxes, this project will be considered low barrier. • If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. • If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/
7.	Select “Save & Next” to continue to the next screen.

Renewal Project Application

3B. TH Projects

The following instructions apply to screen 3B. Project Description for TH projects.

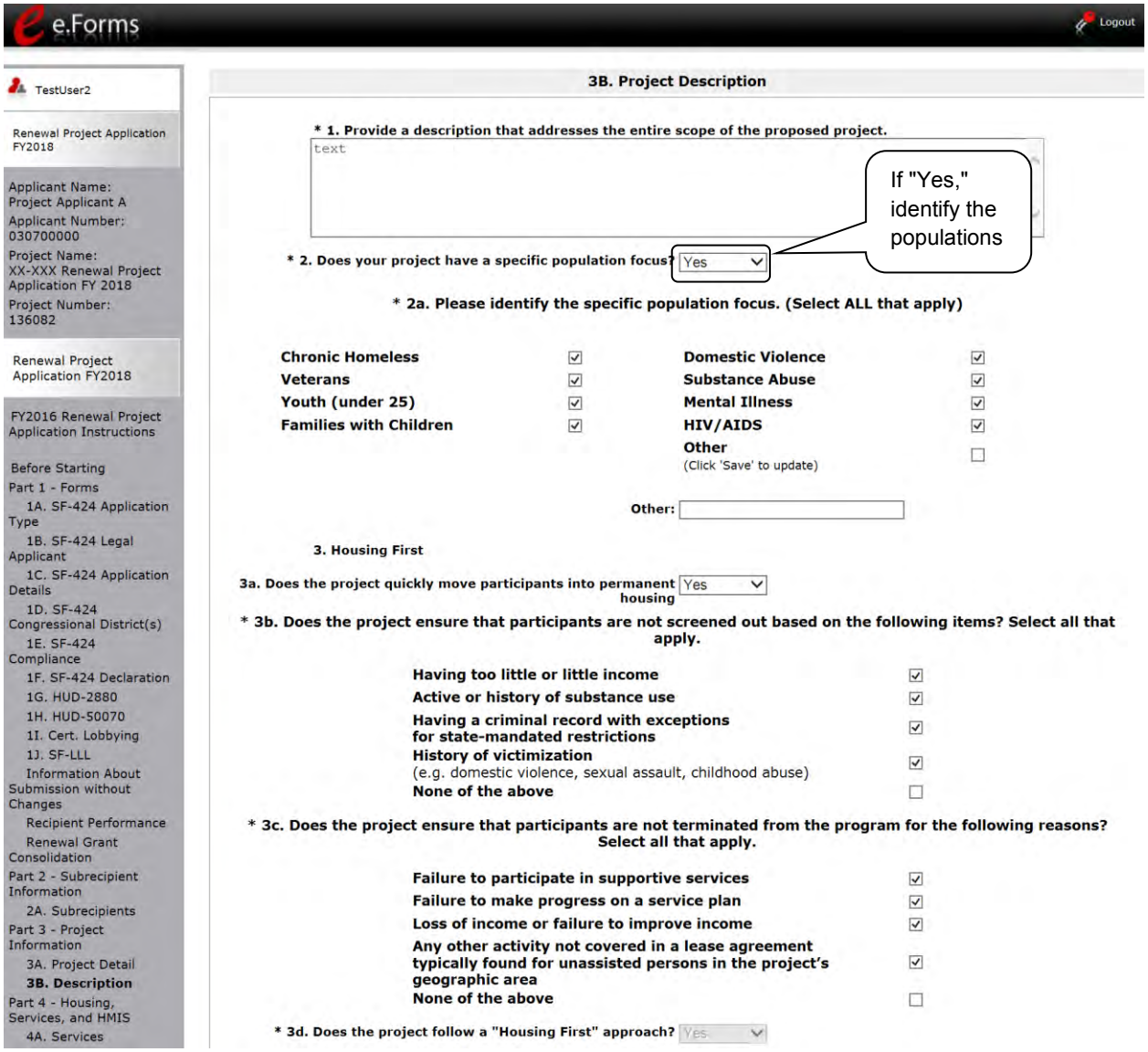


Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. • If "Yes," one new question will appear. o Select all of the boxes that apply. o If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. Select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. • If you check the first four boxes, this project will be considered low barrier. • If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. • If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/
7.	Select “Save & Next” to continue to the next screen.

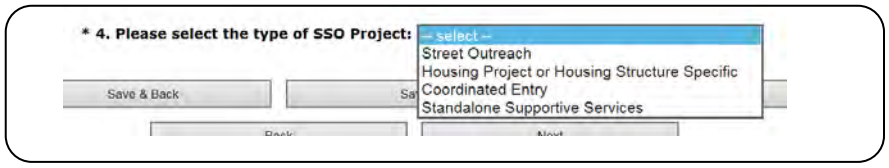
Renewal Project Application

3B. SSO Projects

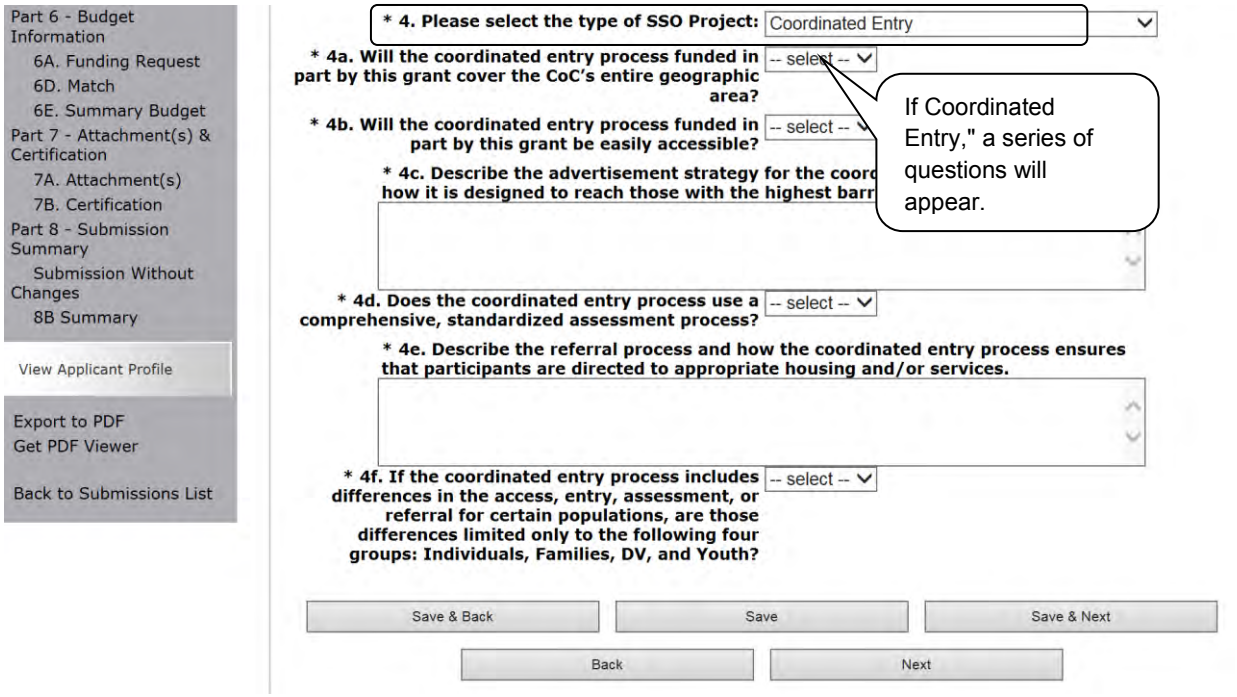
The following instructions are for screen 3B. Project Description when the SSO component is selected on screen 3A. Project Detail.



Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. • If "Yes," one new question will appear. o Select all of the boxes that apply. o If you select "Other," please provide a description of the specific type of population in the text box provided.
3.	Select “Yes” or “No” to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. • If you check the first four boxes, this project will be considered low barrier. • If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. • If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/



Step	Description
8.	In question 4, from the dropdown menu provided, select the type of SSO project that best characterizes the project: "Street Outreach," "Housing Project or Housing Structure Specific," "Coordinated Entry," or "Standalone Supportive Services." • If the selection is "Street Outreach," "Housing Project or Housing Structure Specific," or "Standalone Supportive Services," select “Save & Next” to continue to the next screen. • If the selection is "Coordinated Entry," select "Save" and six new questions will appear as discussed below.

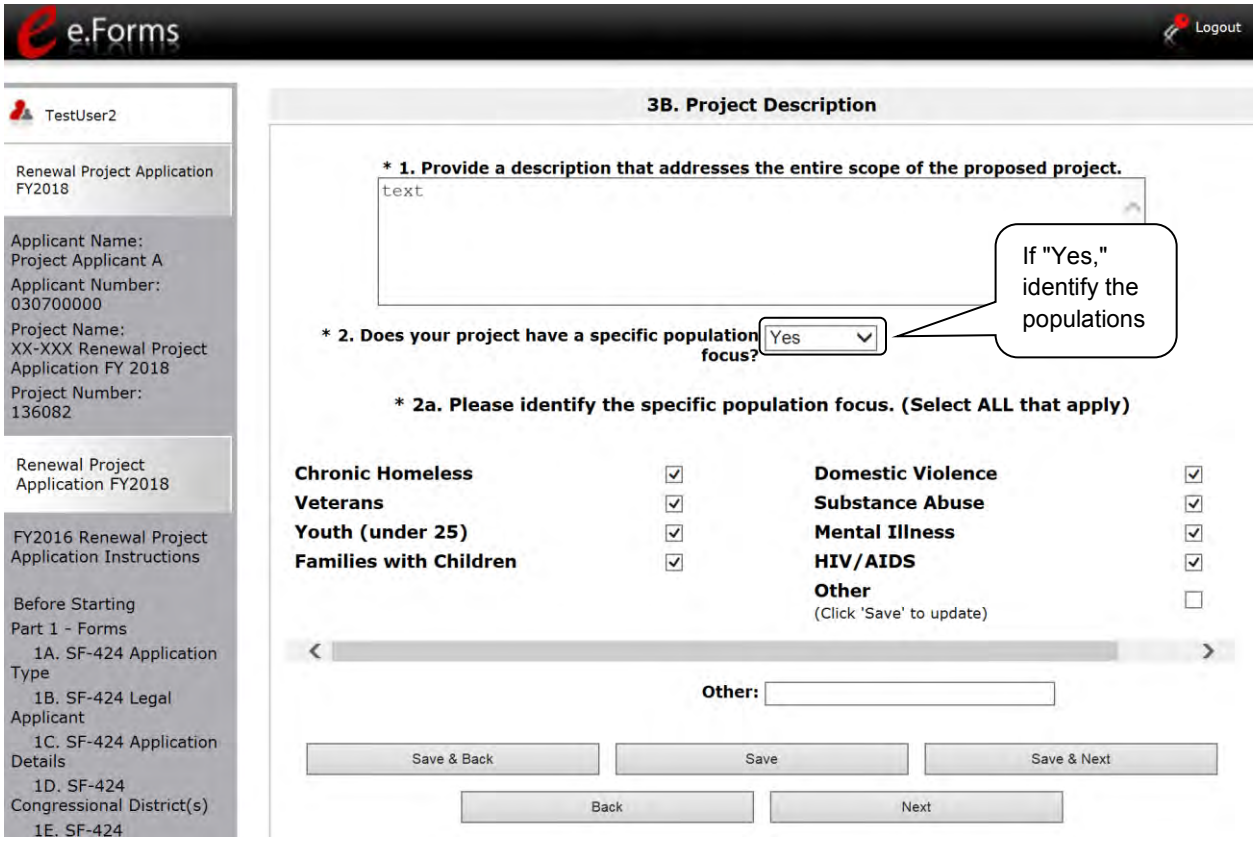


Step	Description
9.	If you select "Coordinated Entry," select "Save." Six new questions will appear. o In 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC’s entire geographic area. o In 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible. o In 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance in the text box provided.

	o In 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process. o In 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided. o In 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth in the text box provided.
10.	Select “Save & Next” to continue to the next screen.

3B. HMIS Projects

The following instructions are for screen 3B. Project Description when the HMIS component is selected on screen 3A. Project Detail.

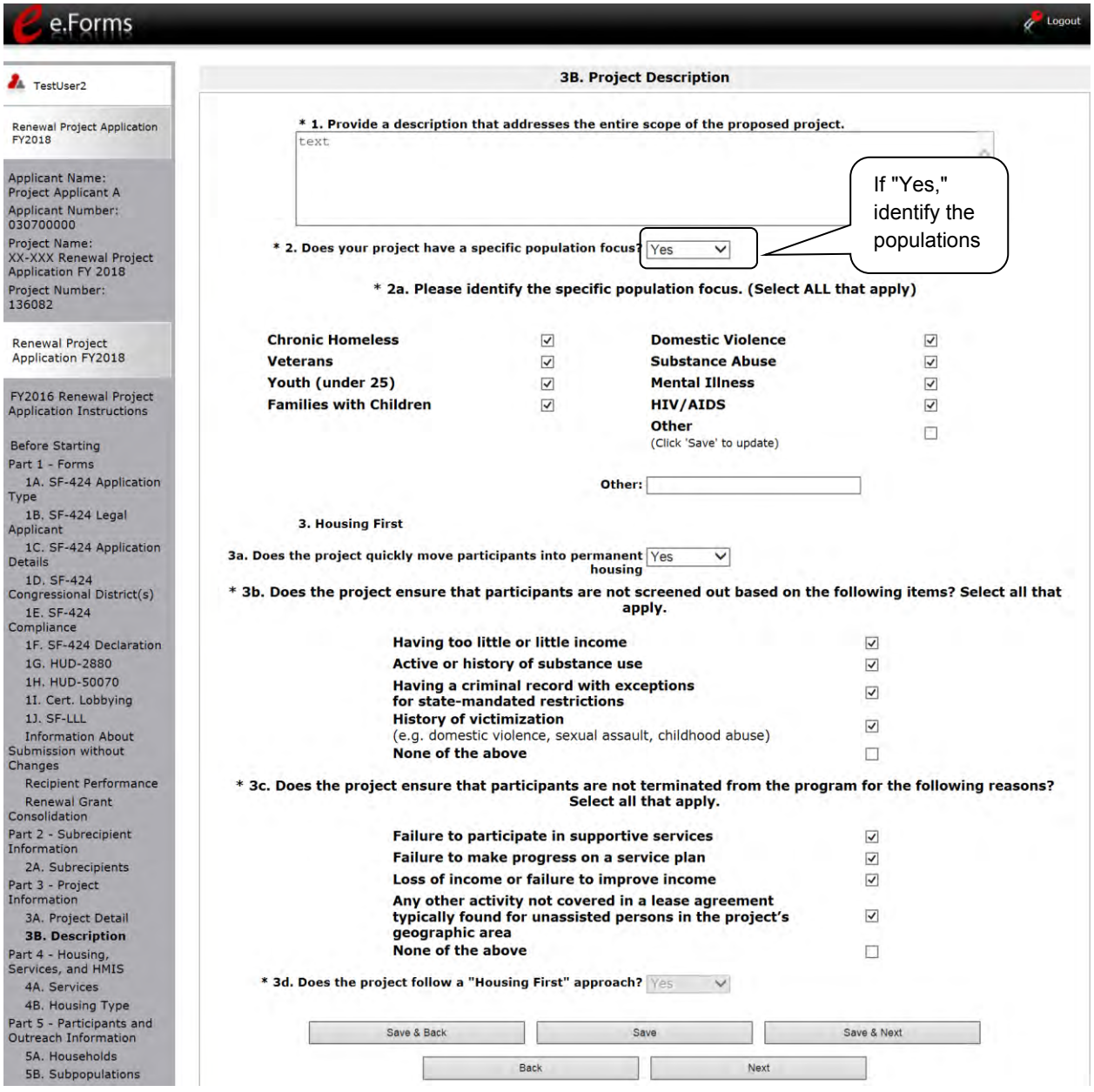


Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. Select all of the boxes that apply. Multiple selections are permissible. • If "No," select "Save & Next" to continue to the next screen. • If "Yes," one new question will appear. o Select all of the boxes that apply. Multiple selections are permissible. o If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided. o Select “Save & Next” to continue to the next screen

Renewal Project Application

3B. Joint TH & PH-RRH

The following instructions are for screen 3B. Project Description when the Joint TH & PH-RRH component is selected on screen 3A. Project Detail.

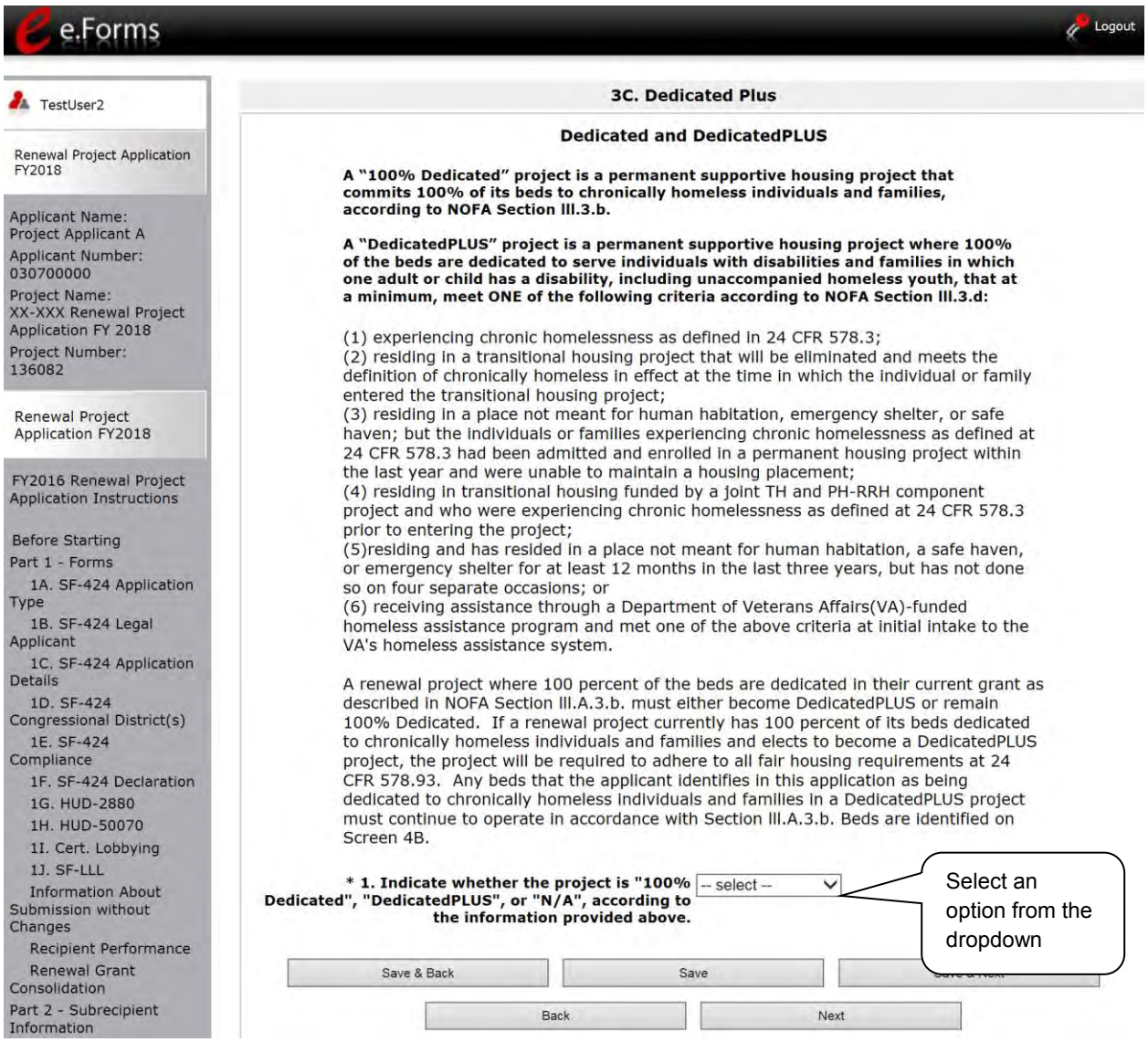


Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. • If "Yes," one new question will appear. o Select all of the boxes that apply. o If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. Select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. • If you check the first four boxes, this project will be considered low barrier. • If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. • If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/
7.	Select “Save & Next” to continue to the next screen.

3C. Dedicated Plus (PH-PSH projects only)

The following instructions apply to screen 3C. Dedicated Plus for PH-PSH projects. There is only one question on this screen. The selection from the dropdown menu does not result in any additional questions.

As noted on the screen, a “100% Dedicated” project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.



Step	Description
1.	Using the dropdown menu, indicate whether the renewal project is 100% Dedicated or Dedicated PLUS. If it is neither, select "N/A."
2.	Select "Save & Next" to continue to the next screen.

4A. Supportive Services and HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

Screen 4A has different versions, depending on which component type was selected on screen 3A. Project Detail.

See the following pages for instructions:

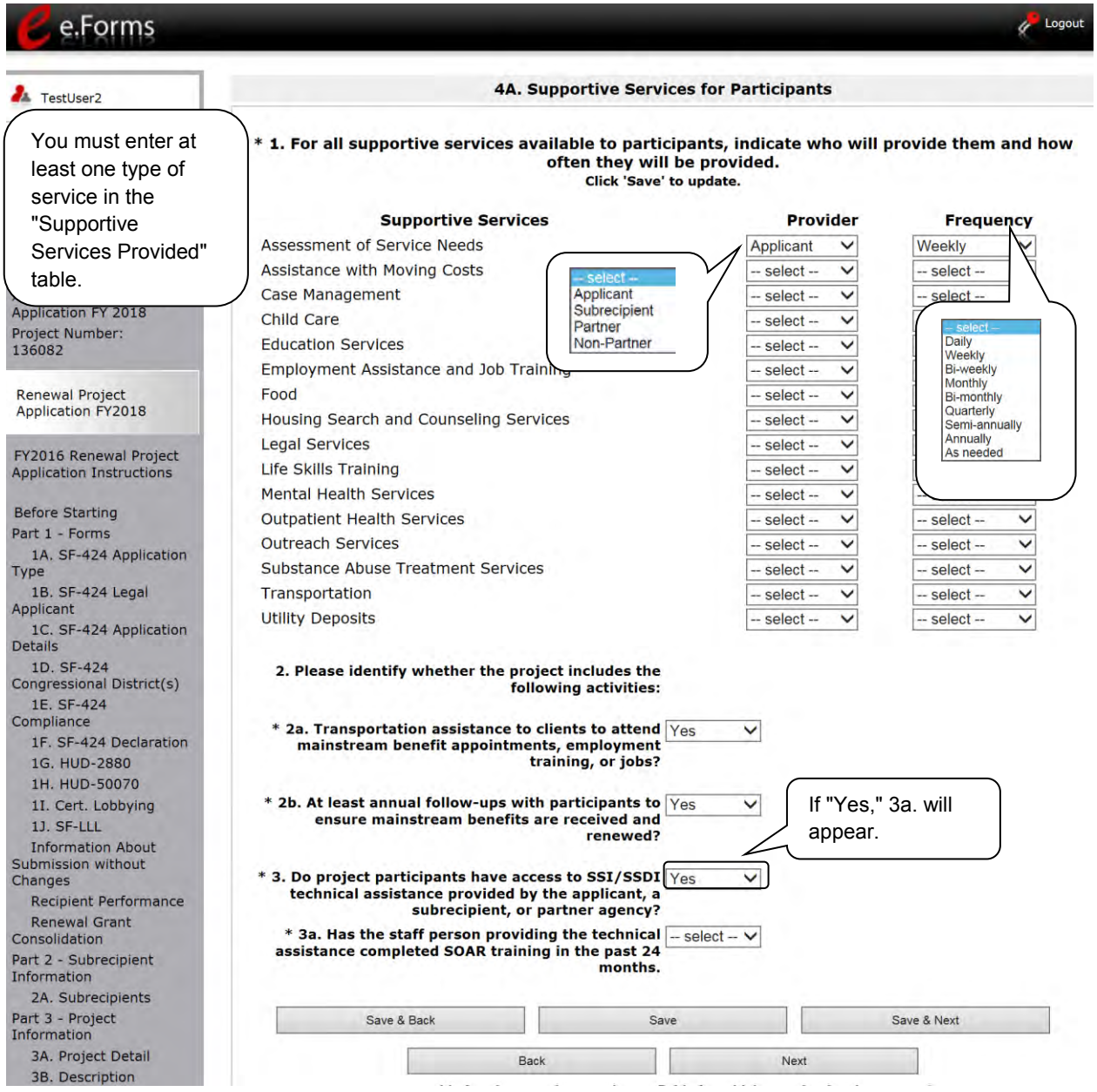
- *4A. Supportive Services for Participants (PH, TH, SH, SSO, Joint TH & PH-RRH).*
- *4A. HMIS Standard (HMIS)*

Renewal Project Application

4A. Supportive Services for Participants (PH, TH, SH, SSO, and Joint TH & PH-RRH)

The following screen, 4A. Supportive Services for Participants, applies to PH, TH, SH, SSO, and Joint TH & PH-RRH projects (the component selected on screen 3A. Project Detail).

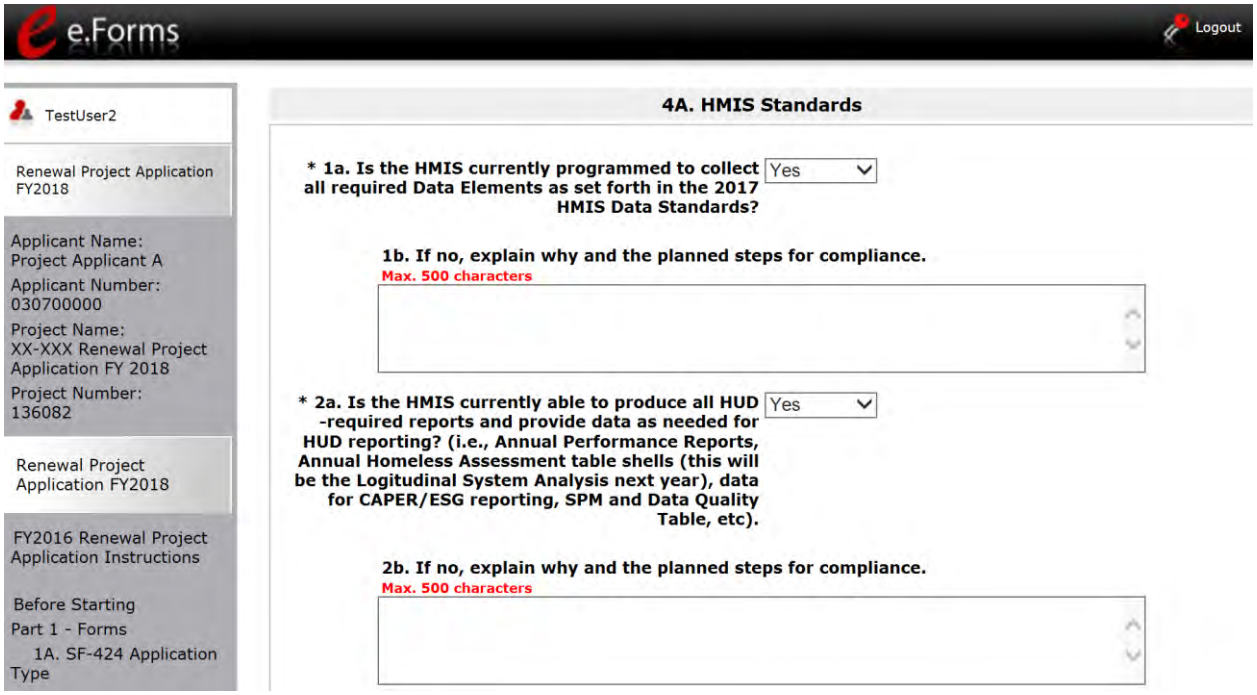
The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application should capture the capacity of the project to efficiently provide supportive services to project participants. The information provided must be accurate and complete.



Step	Description
1.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.
2.	Under question 2, using the dropdowns provided, select "Yes" or "No" to indicate whether the project: • Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs. • Follows up at least annually with participants to ensure mainstream benefits are received and renewed.
3.	Select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency. • If "Yes," an additional question will appear. Select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance completed SOAR training in the last 24 months.
4.	Select "Save & Next" to continue to the next screen.

4A. HMIS Standards (HMIS)

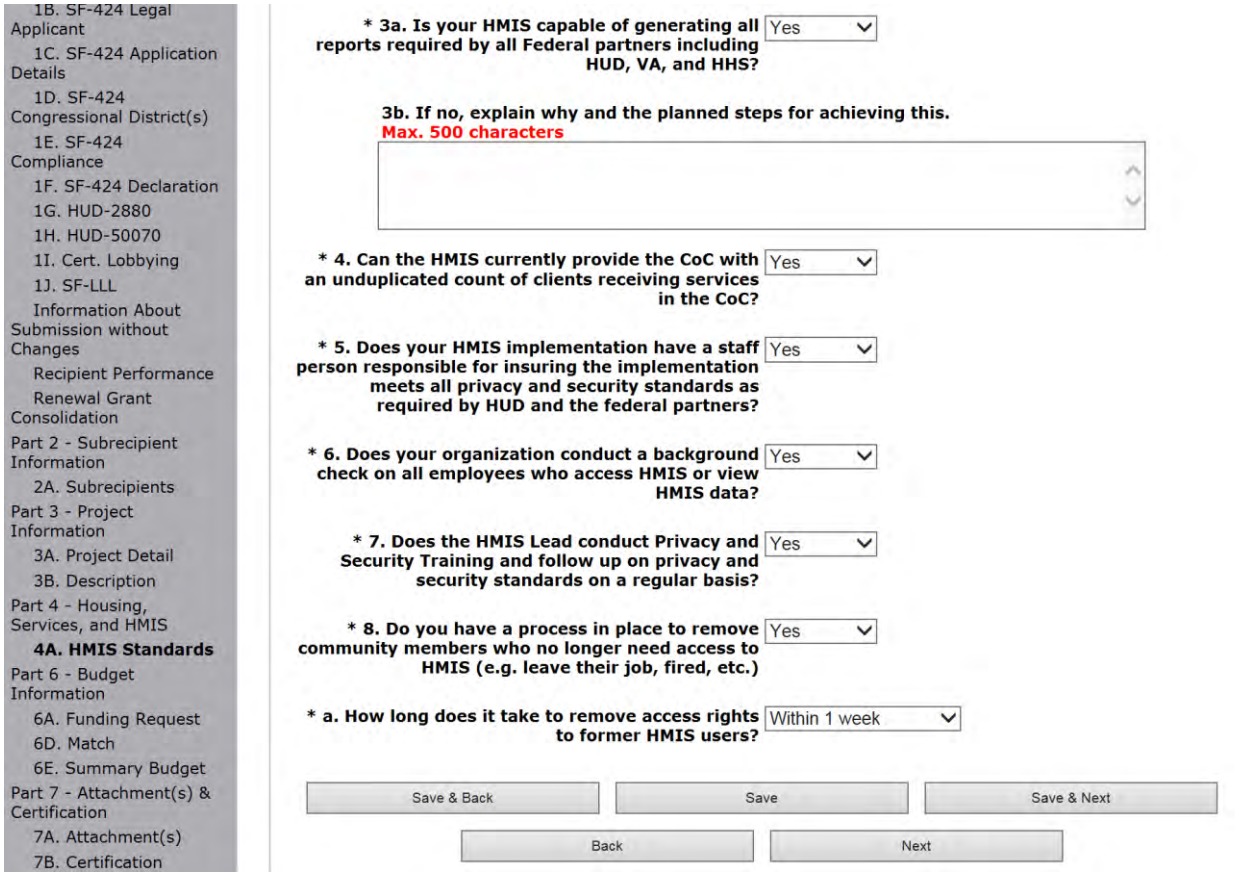
The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on screen 3A. Project Detail).



Step	Description
1.	In 1a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice. • If you answered "No" to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.
2.	In 2a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting. • If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.

NOTE: *When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

4A. HMIS Standards (HMIS) (continued)



Step	Description
	In 3a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all the Federal partners including HUD, VA, and HHS. • If you answered "No" to Question 3a, you are required to explain why and discuss the planned steps for compliance in Question 3b.
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all security standards as required by HUD and the federal partners.
7.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
8.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
9.	Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.).

	• If "Yes," one new question will appear. Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month, and longer than 1 month.
10.	Select "Save & Next" to continue to the next screen.

4B. Housing Type and Location

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.

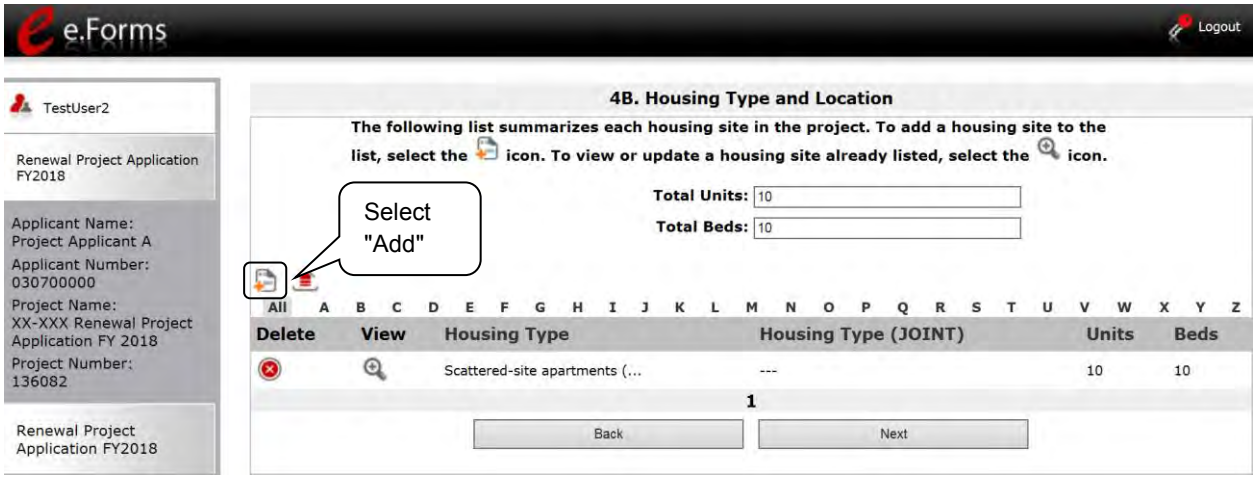
See the following pages for instructions:

- *4B. Housing Type and Location (PH: PSH)*
- *4B. Housing Type and Location (PH: RRH)*
- *4B. Housing Type and Location (TH)*
- *4B. Housing Type and Location (SH)*
- *4b. Housing Type and Location (Joint TH & PH-RRH)*

4B. Housing Type and Location (PH: PSH)

The following screen, 4B. Housing Type and Location, applies to PH: PSH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

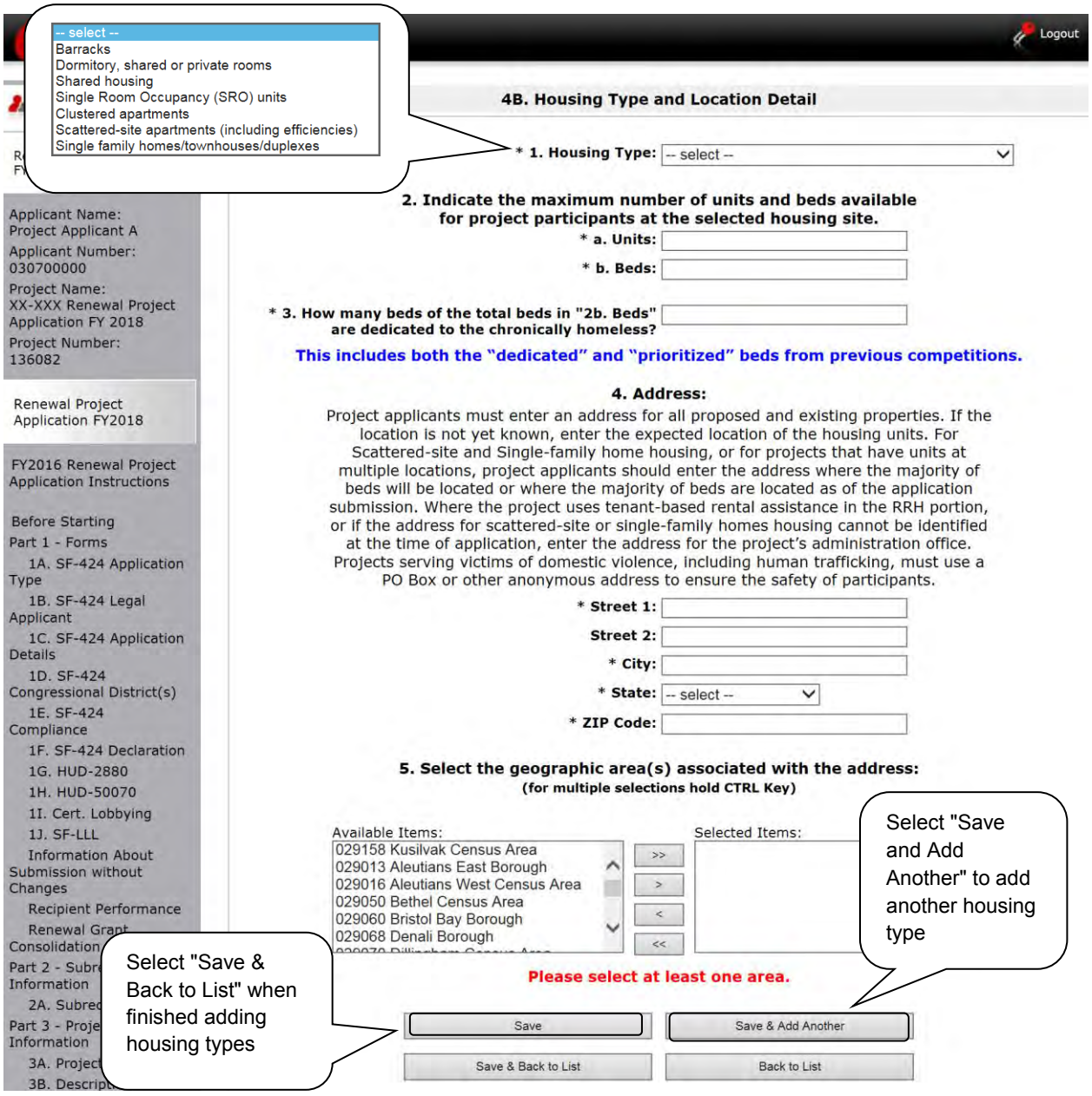


Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon.
2.	The "4B. Housing Type and Location Detail" screen appears.

Renewal Project Application

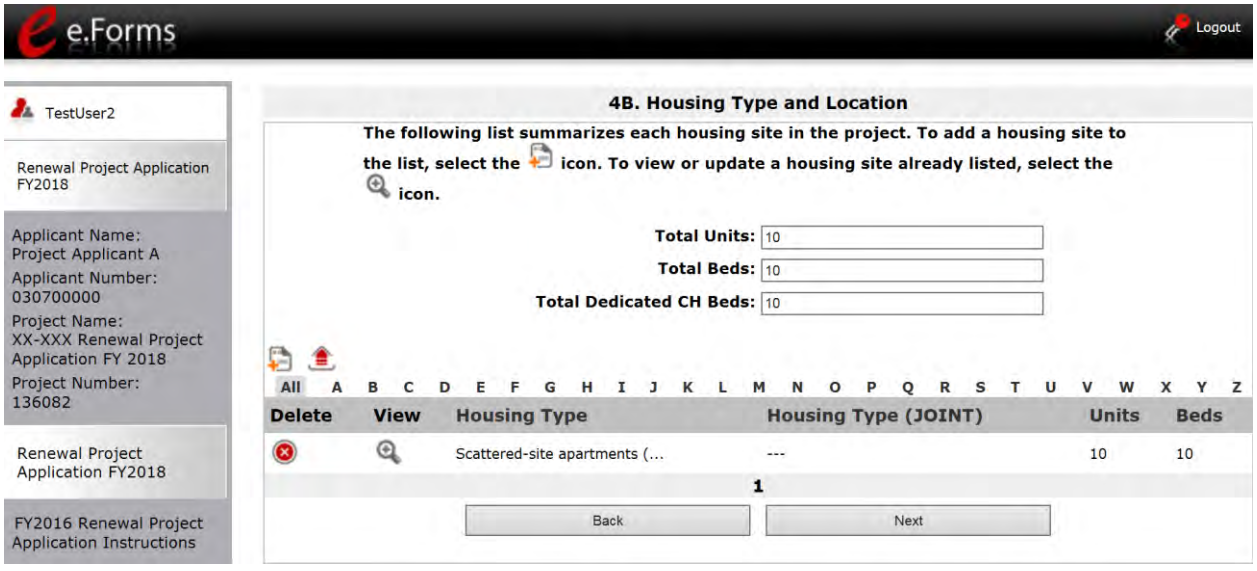
4B. Housing Type and Location Detail (PH: PSH)

On this screen, you will enter information about an individual housing site.



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. • Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments

	• Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.
2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to the chronically homeless. As stated on the screen, this number should include both the "dedicated" and "prioritized" beds from previous competitions.
4.	Enter the physical address for this proposed project. • For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
5.	Select the geographic area(s) in which the project is located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
6.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 5.
7.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
8.	When your list is complete, select “Next” to continue to the next screen.



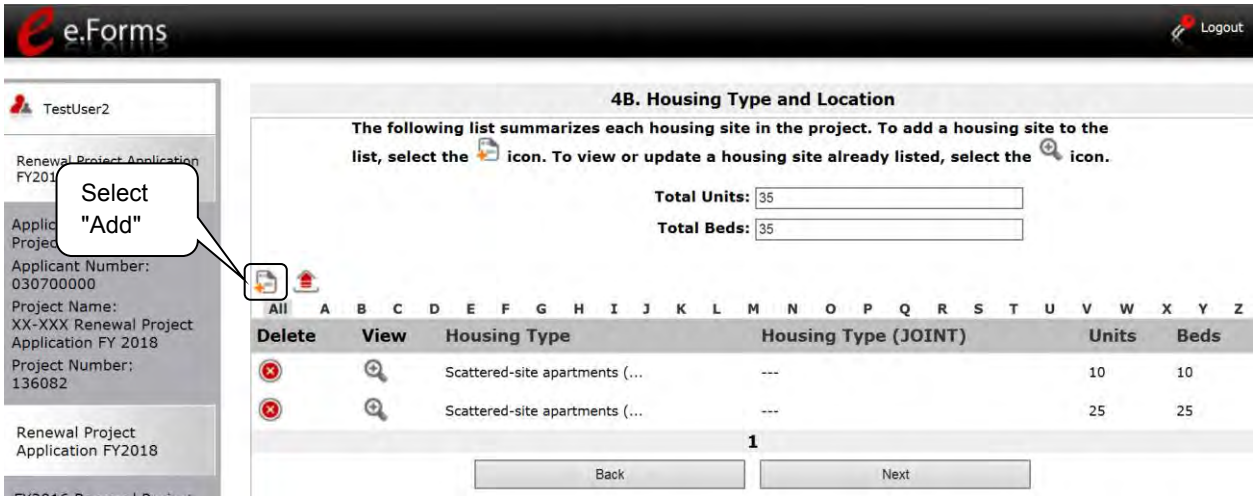
NOTE: *On the "4B. Housing Type and Location" screen, review the information you entered for each housing type.*

- *To edit the information on the "Housing Type and Location": screen, select the "View" icon* *to the left of the housing type. Make any necessary changes, and select "Save & Back to List."*
- *To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon* *to the left of the housing type.*

4B. Housing Type and Location (PH: RRH)

The following screen, 4B. Housing Type and Location, applies to PH: RRH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

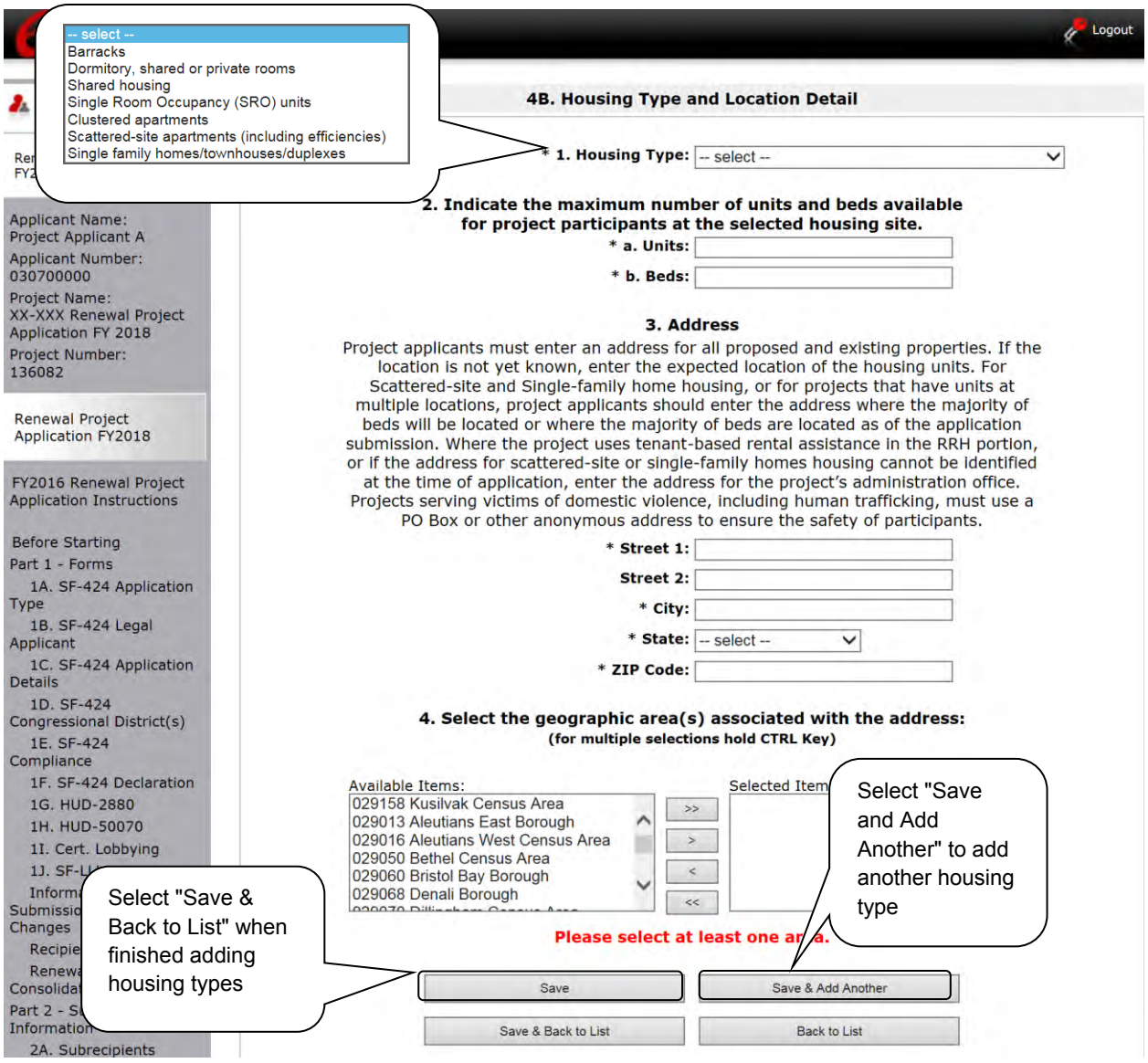


Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon .
2.	The "4B. Housing Type and Location Detail" screen appears.

Renewal Project Application

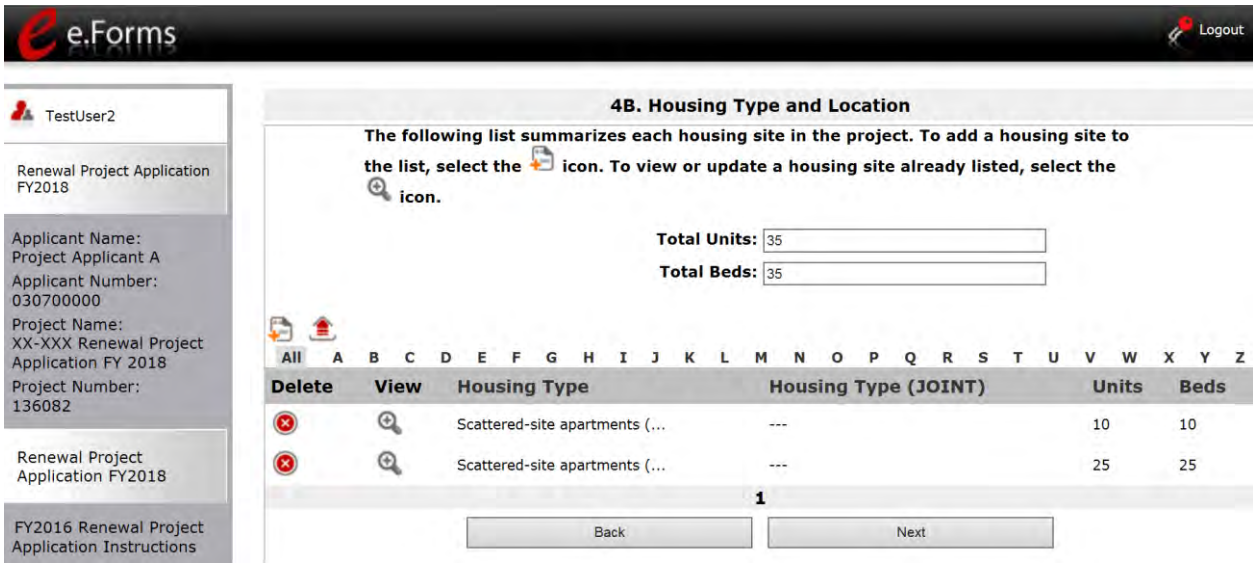
4B. Housing Type and Location Detail (PH: RRH)

On this screen, you will enter information about an individual housing site.



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. • Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments • Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.

2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
4.	Select the geographic area(s) in which the project is located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
5.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 4.
6.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7.	When your list is complete, select “Next” to continue to the next screen.



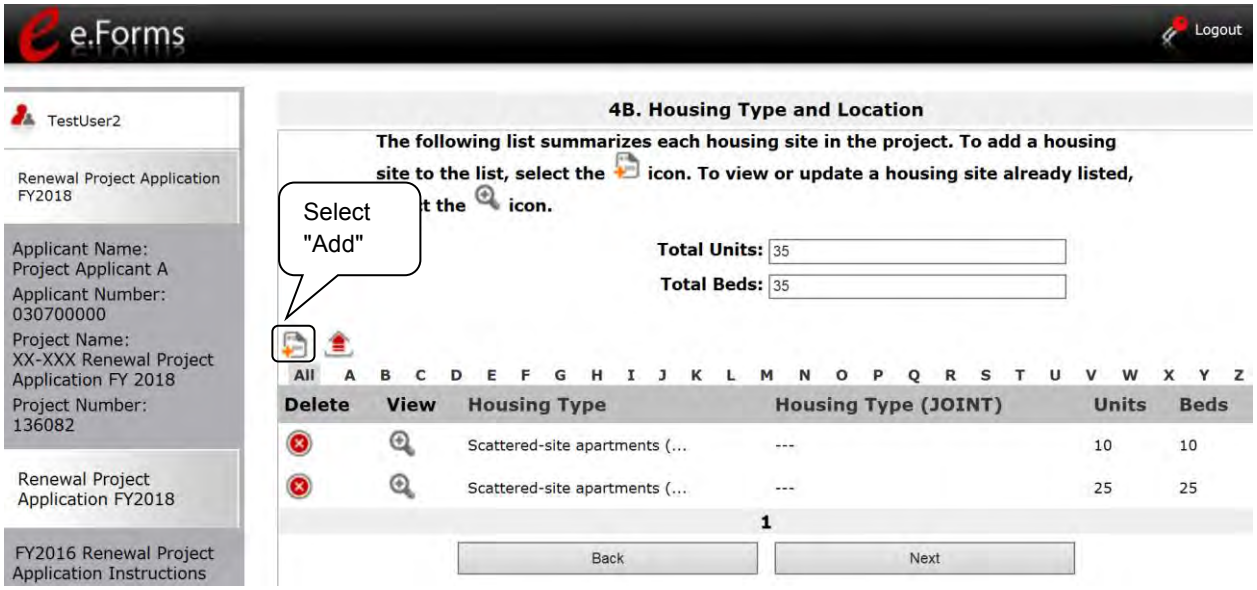
NOTE: *On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.*

- *To edit the information on the “Housing Type and Location”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”*
- *To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon to the left of the housing type.*

4B. Housing Type and Location (TH)

The following screen, 4B. Housing Type and Location, applies to TH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

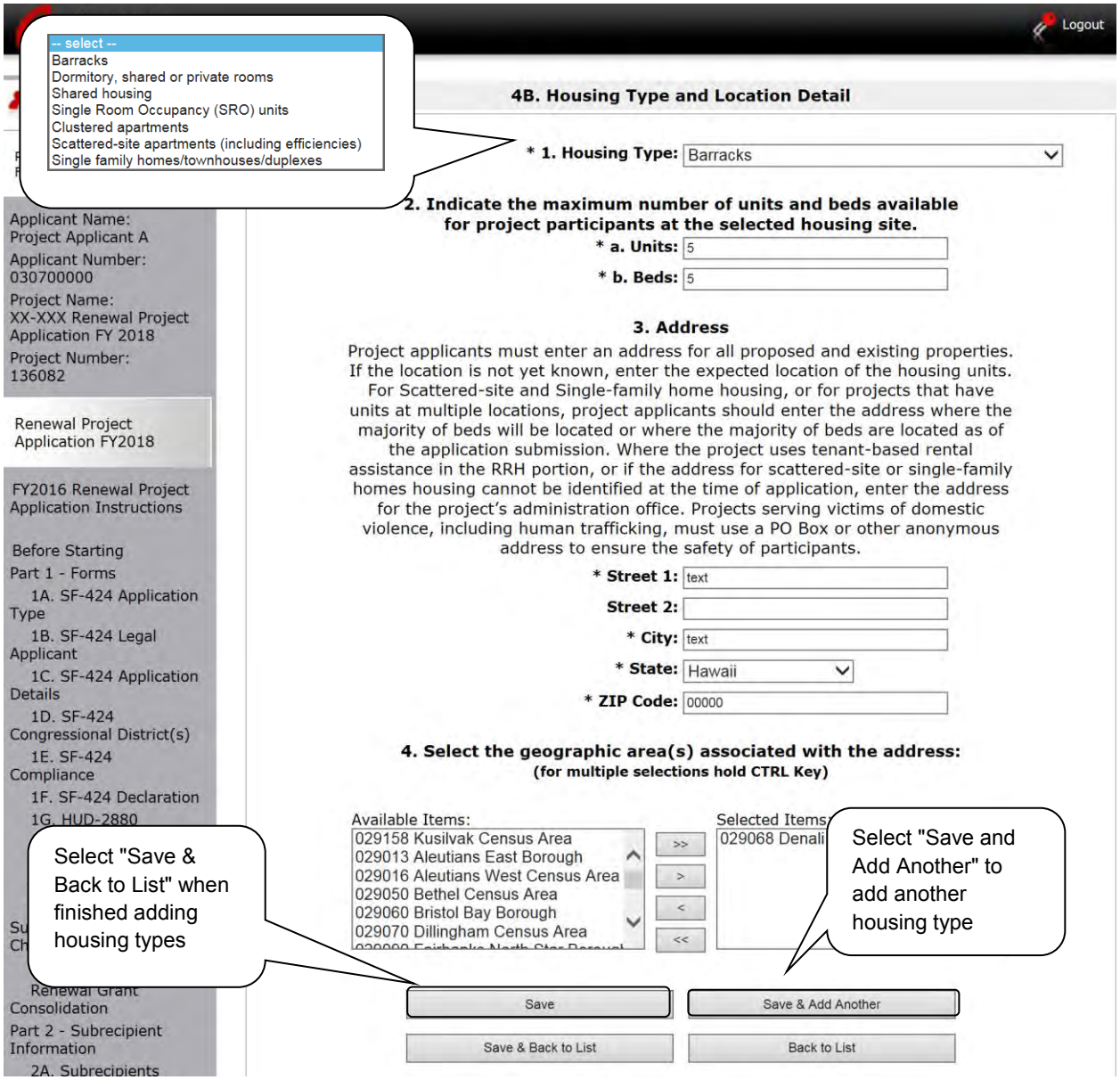


Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon .
2.	The "4B. Housing Type and Location Detail" screen appears.

Renewal Project Application

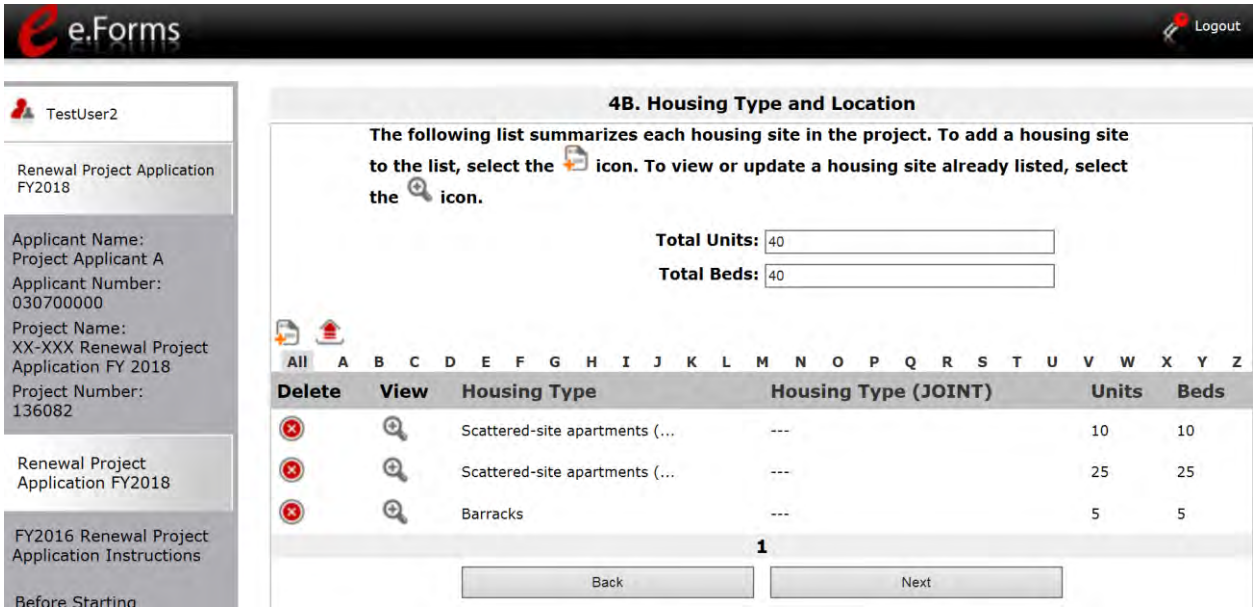
4B. Housing Type and Location Detail (TH)

On this screen, you will enter information about an individual housing site.



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. • Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments

	• Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.
2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
4.	Select the geographic area(s) in which the project is located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
5.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 5.
6.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7.	When your list is complete, select “Next” to continue to the next screen.



NOTE: *On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.*

- *To edit the information on the “Housing Type and Location”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”*
- *To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon to the left of the housing type.*

4B. Housing Type and Location (SH)

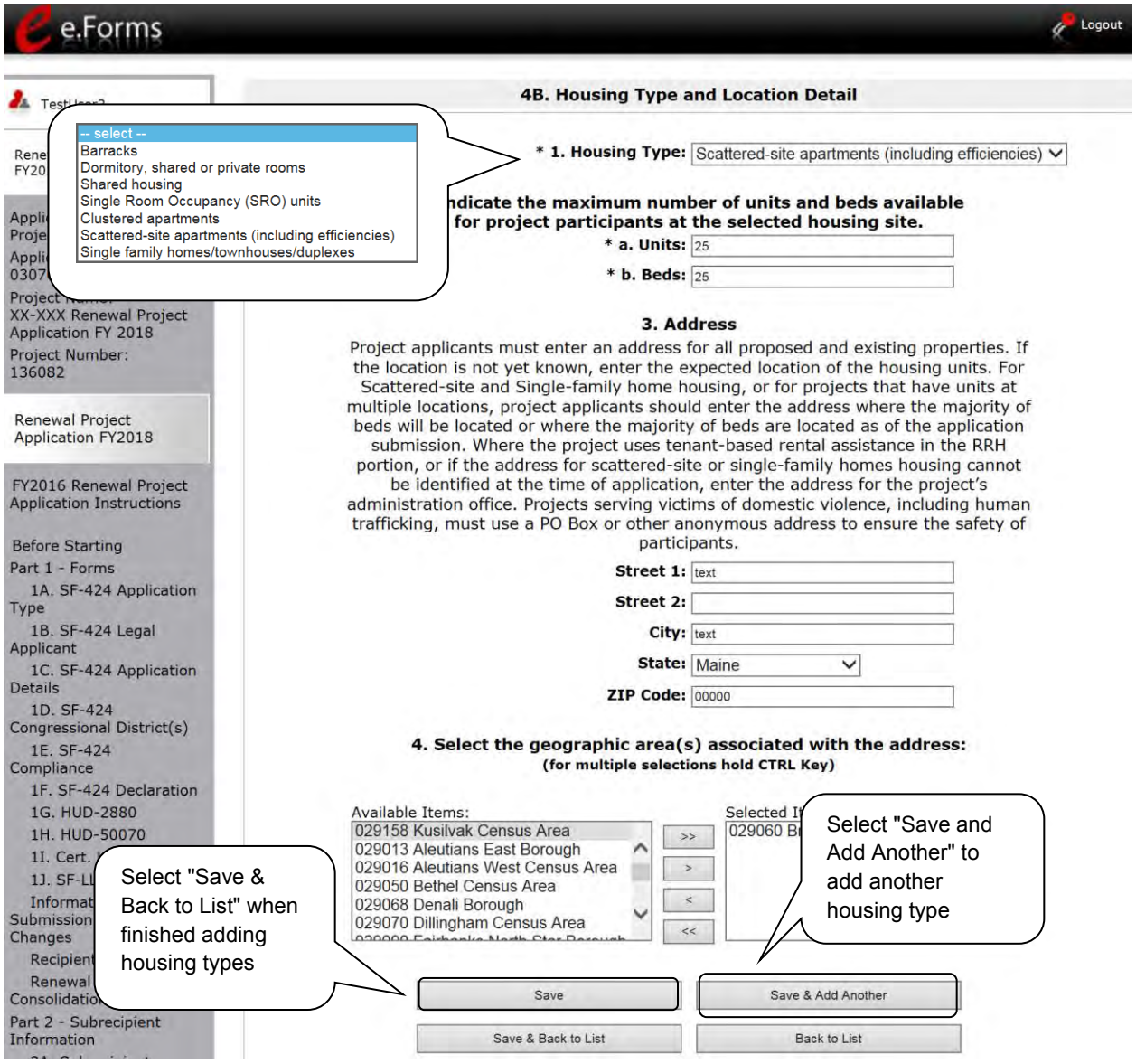
The following screen, 4B. Housing Type and Location, applies to SH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon .
2.	The "4B. Housing Type and Location Detail" screen appears.

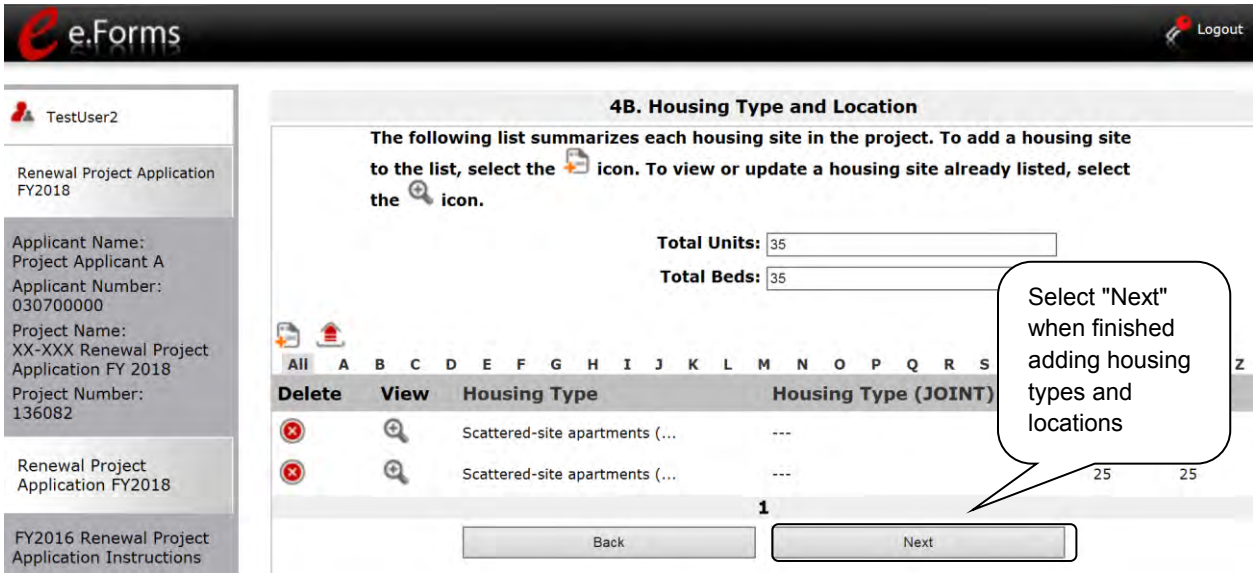
4B. Housing Type and Location Detail (SH)

On this screen, you will enter information about an individual housing site.



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. • Barracks • Dormitory, shared or private rooms • Shared housing Single Room Occupancy (SRO) units • Clustered apartments • Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.

2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
4.	Select the geographic area(s) in which the project is located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
5.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 7.
6.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7.	When your list is complete, select “Next” to continue to the next screen.



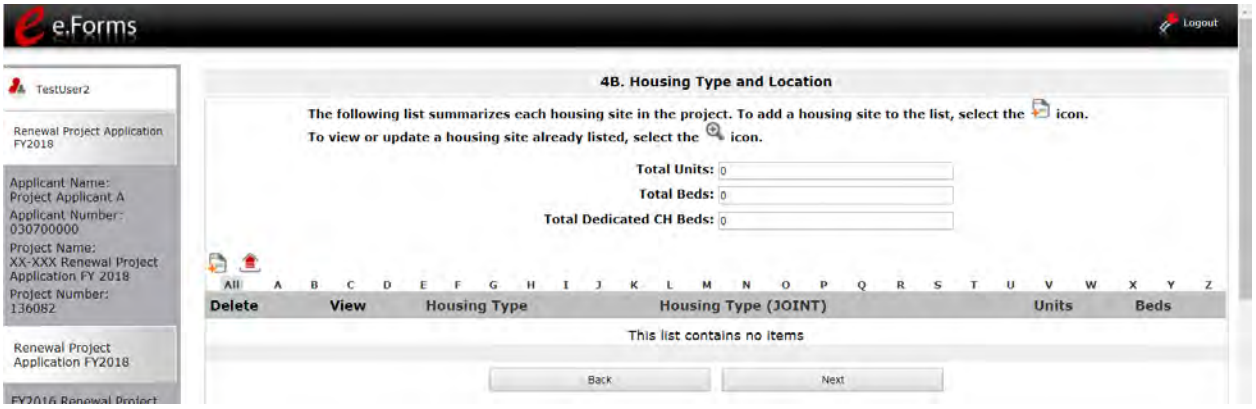
NOTE: *On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.*

- *To edit the information on the “Housing Type and Location”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”*
- *To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon to the left of the housing type.*

4B. Housing Type and Location (Joint TH & PH-RRH)

The following screen, 4B. Housing Type and Location, applies to Joint TH and PH-RRH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

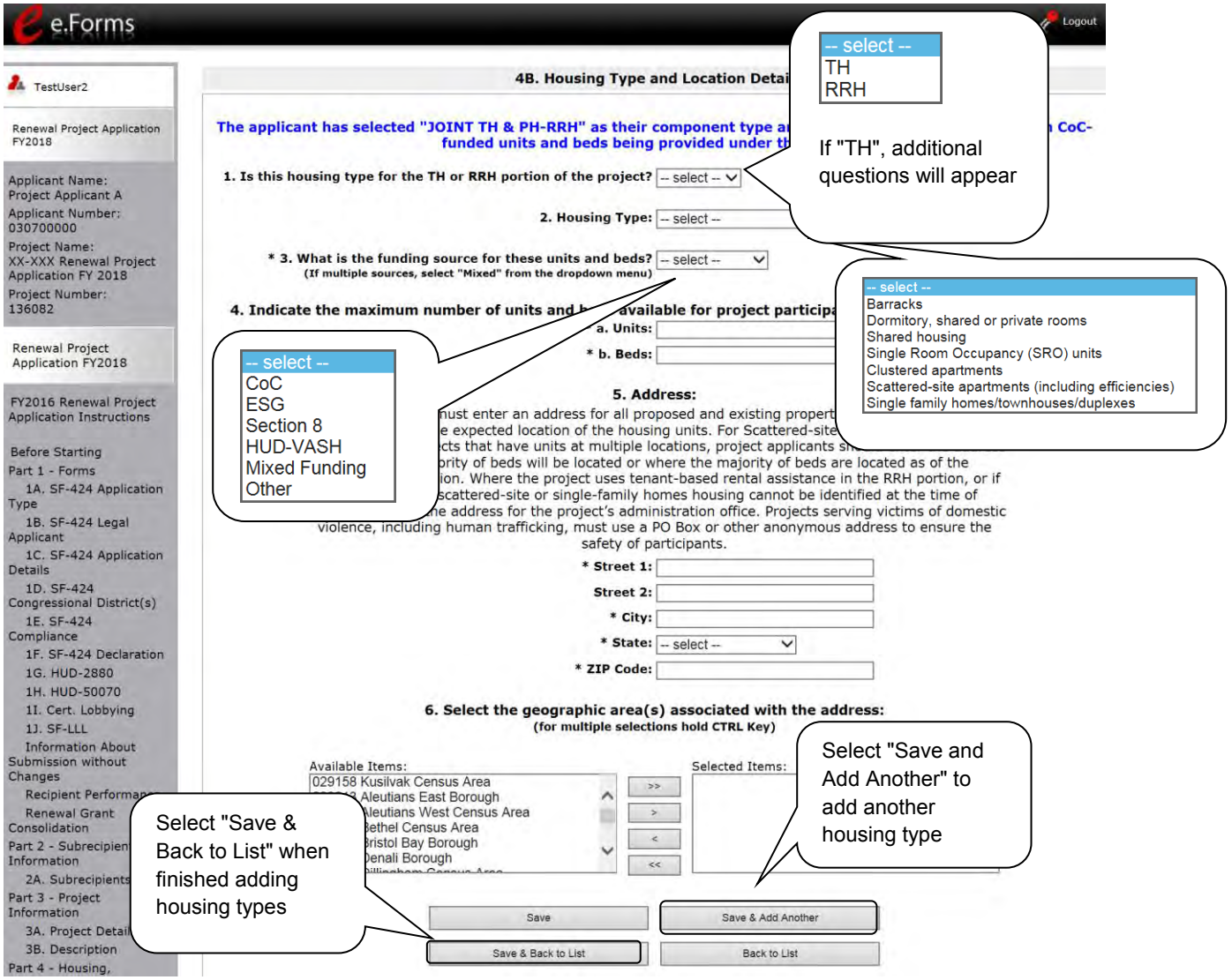


Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon.
2.	The "4B. Housing Type and Location Detail" screen appears.

Renewal Project Application

4B. Housing Type and Location Detail (Joint TH & PH-RRH)

On this screen, you will enter information about an individual housing site.



Step	Description
1.	Select "TH" or "RRH" from the dropdown menu to indicate the portion of the project the housing type is for. If "TH" is selected, additional questions will appear. (See next steps)
	If "TH" is selected from question 1, in 1a, select "Yes" or "No" from the dropdown menu to indicate if this TH portion of the project has private rooms for each household. If yes, in 1b, select "Yes" or "No" from the dropdown menu to indicate if they are private or semi-private rooms.
2.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.

	• Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments • Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.
3.	Identify the funding source for the unit and beds from the dropdown menu: • CoC • ESG • Section 8 • HUD-VASH • Mixed Funding - *select this option if the funds are from multiple sources* • Other - If other, identify the funding source in the text box
2.	Enter the number of units and beds available for project participants at the selected housing site.
6.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
7.	Select the geographic area(s) in which the project is located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
8.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 7.
9.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
10.	When your list is complete, select “Next” to continue to the next screen.

Preface to Part 5: Participant Screens

The upcoming pages contain instructions for the two “Project Participants” screens—one for “Households” and the other for “Subpopulations."

NOTE: *The questions related to project participants are applicable to all projects, except HMIS-dedicated projects.*

If you selected "HMIS" as the component on screen 3A, you will not see the Part 5 screens, as these screens do not apply to HMIS projects.

Before continuing to the instructions, please review the following notes, which provide information regarding gathering and entering data for these two populations.

NOTE: *(1)* *The data gathered on these “Project Participants“ screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*

NOTE: *(2)* *Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*

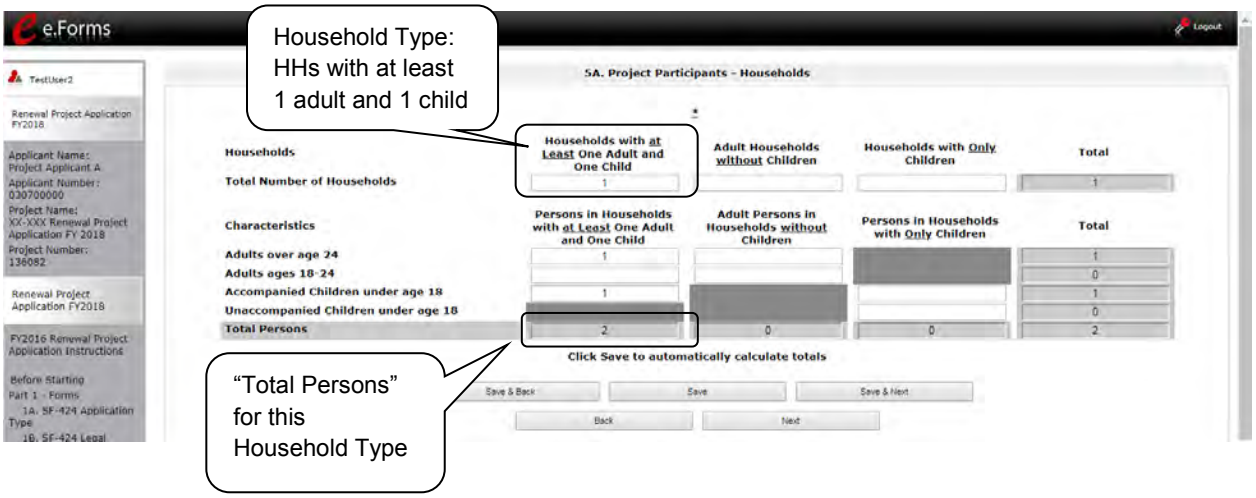
NOTE: *(3)* *For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*

NOTE: *See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection on the next page.*

Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations

This section provides some guidelines to clarify the way in which the fields on 5A. Project Participants – Households and 5B. Project Participants - Subpopulations work together. The example applies to the Household Type: Households with at least one adult and one child, which is the first fillable column on screen 5A and the first chart at the top of screen 5B.

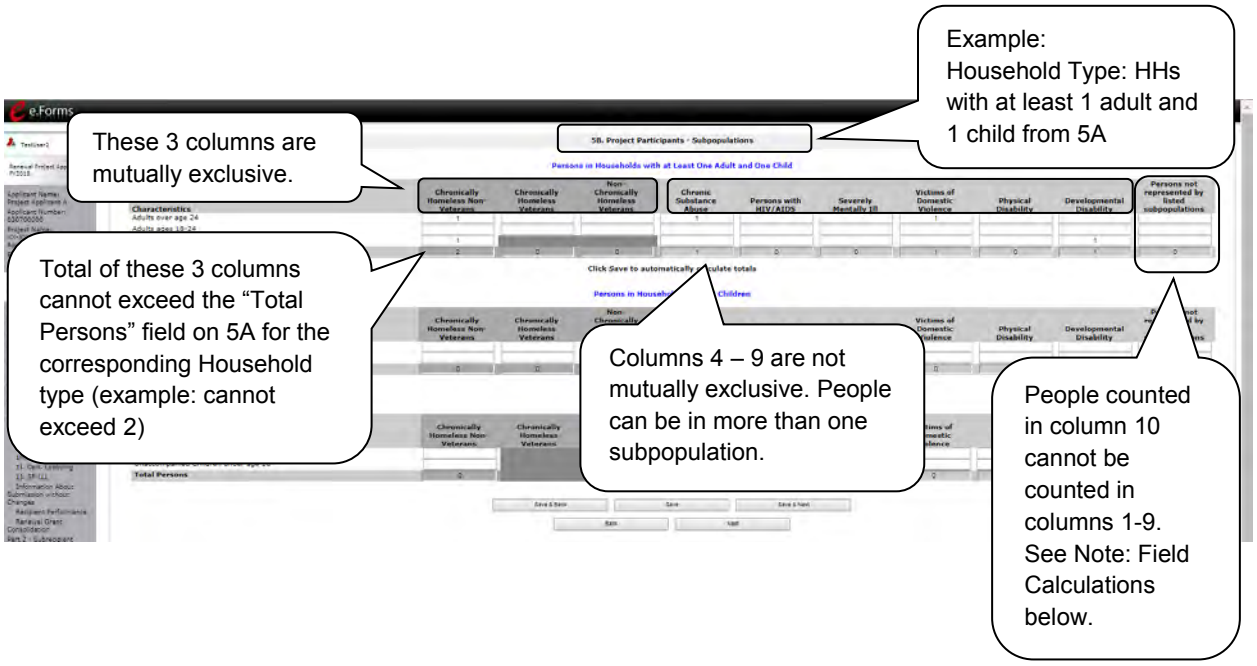
These guidelines also apply to the other two Household Types—Adult Households without children and Households with Only Children.



The “Total Persons” field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B.

While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-CH veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually diagnosed, fitting into more than one subpopulation. Therefore, an HIV positive and chronic substance abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

The total number of persons in a particular subpopulation column (e.g., non-CH veterans, chronic substance abuse, etc.) on screen 5B cannot exceed the total number entered in the “Total Persons” column on screen 5A.



Field Calculations

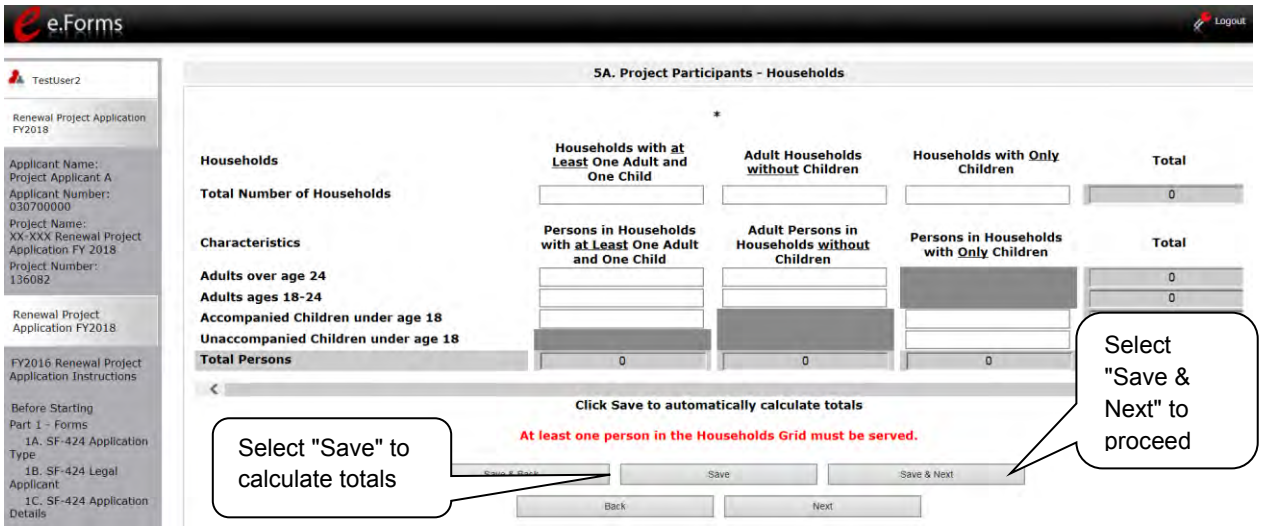
Refer to the following guidance about the calculations in the rows and columns:

- *While individuals may be shown under more than one sub-population—in addition to being either a chronically homeless non-veteran, a chronically homeless veteran, or a non-chronically homeless veteran—column 10, "Persons not represented by listed sub-populations, is mutually exclusive. If someone is listed in column 10, the person cannot be listed in any of columns 1 through 9.*

  For example, in a project with 15 adults, if one adult is listed under column 10, the column total for each individual column (for columns 1 through 9) cannot exceed 14 individuals.

5A. Project Participants - Households

The following steps provide instructions on completing the" Project Participants – Households" screen for **Part 5: Participants and Outreach Information** to indicate the total number of households and number of persons by demographic served at maximum program capacity at a single point in time by household type.



Step	Description
1.	Under the "Households" section, enter the total number of households for each household type.
2.	Select “Save” and the system will calculate the total for the "Total Number of Households" field.
3.	Under the "Characteristics" section, enter the number of persons by household type for each demographic row.
4.	Select “Save” and the system will calculate the remaining fields in the columns and totals for each demographic based on the values you entered.
5.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

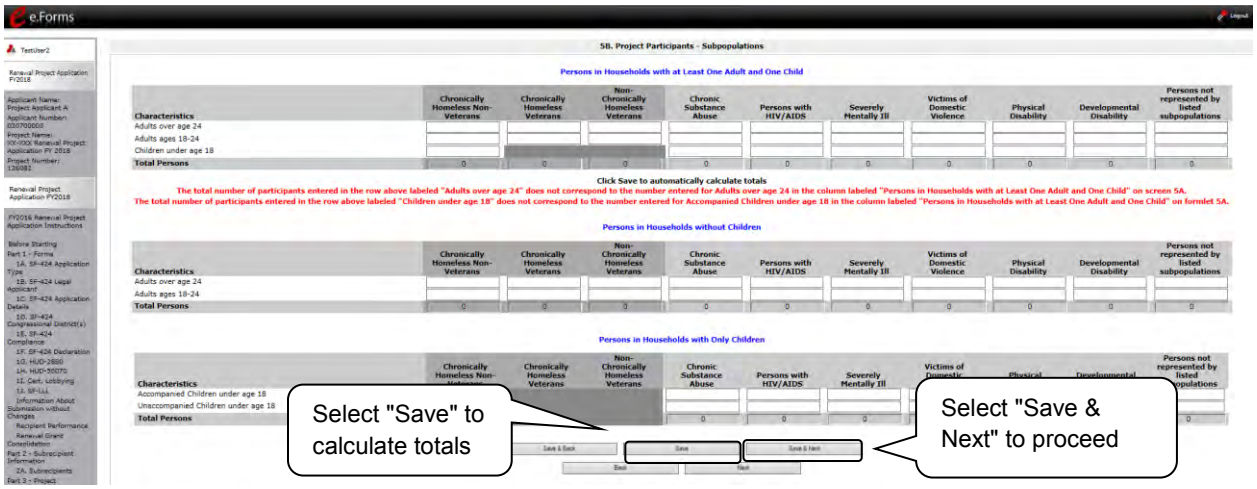
5B. Project Participants - Subpopulations

The following steps provide instructions on completing the “Project Participants – Subpopulations” screen for **Part 5: Participants and Outreach Information** to indicate the number of persons served at maximum program capacity at a single point in time, as well as the characteristics/status, according to their respective household types.

When filling out this table, applicants should think of it as follows:

- The first three columns that are in dark gray, along with column 10 "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 4 through 9.

For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart on for screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.



Step	Description
1.	For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics for each person in the project on any given day.
2.	Select “Save” and the system will calculate all totals based on the values you entered for each subpopulation.
3.	Select “Save & Next” once all information is complete on this screen.

NOTE: Subpopulations

- *Chronically Homeless includes disabled adults in households with or without children.*
- *Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the “Chronically Homeless Veterans” column.*

5C. Participants and Outreach Information

The following steps provide instruction on completing screen 5C in **Part 5: Participants and Outreach Information** of the FY 2018 Project Application.

The screens that appear under Part 5 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

Screen 5C has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.

See the *following pages for instructions:*

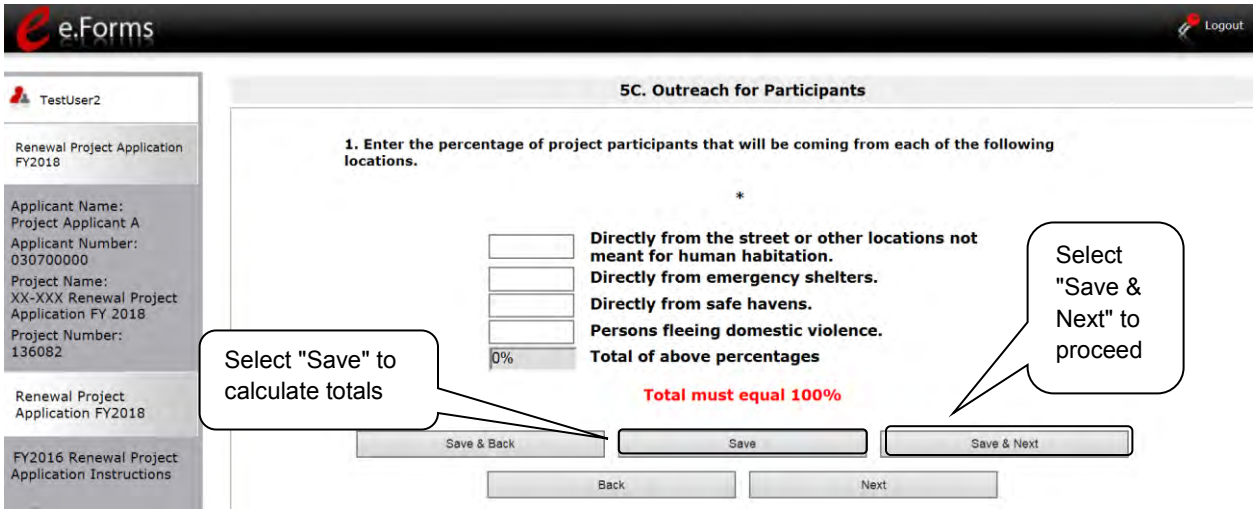
- *5C. Outreach for Participants (PH: PSH)*
- *5C. Outreach for Participants (PH: RRH)*
- *5C. Outreach for Participants (TH)*
- *5C. Outreach for Participants (SH)*
- *5C Outreach for Participants (Joint TH & PH-RRH)*

The following chart identifies which categories of participants are eligible for different types of projects.

	PH-PSH	PH-RRH	TH	SH	SSO	Joint TH & PH-RRH
Directly from the street or other locations not meant for human habitation	X	X	X	X	X	X
Directly from emergency shelters	X	X	X	X	X	X
Directly from safe havens	X	X	X	X	X	X
Persons fleeing domestic violence	X	X	X	X	X	X
Directly from the TH Portion of a Joint TH and PH-RRH Component project		X	X			
Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program		X	X			X
Directly from transitional housing eliminated in the FY 2018 CoC Program Competition		X			X	
Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)			X		X	X
Directly from transitional housing			X		X	X

5C. Outreach for Participants (PH-PSH)

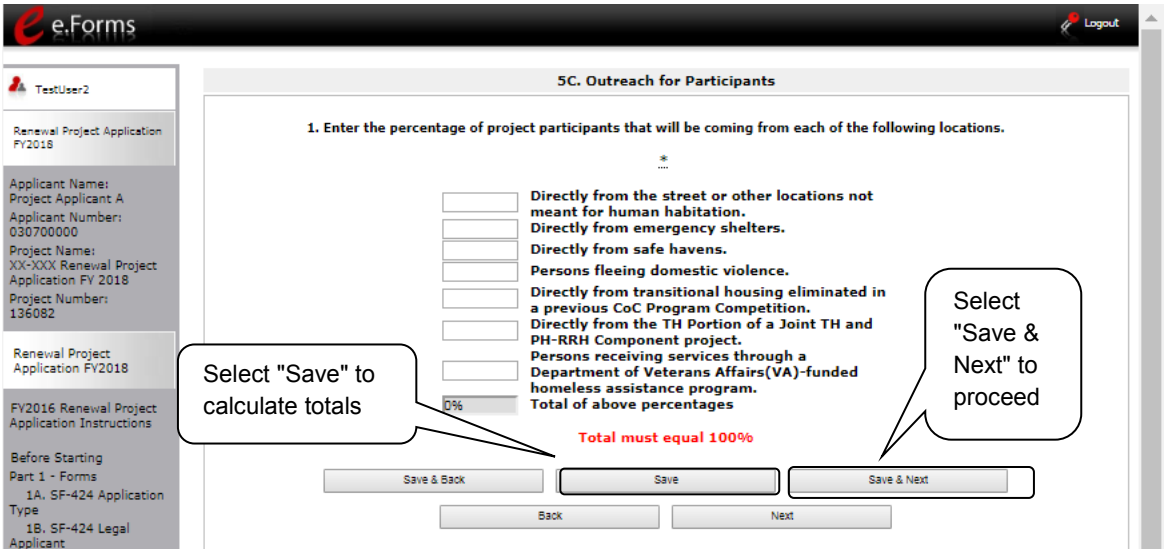
The following steps provide instructions on completing the “Outreach to Participants” screen for Permanent Housing - Permanent Supportive Housing projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Directly from safe havens • Persons fleeing domestic violence
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

5C. Outreach for Participants (PH-RRH)

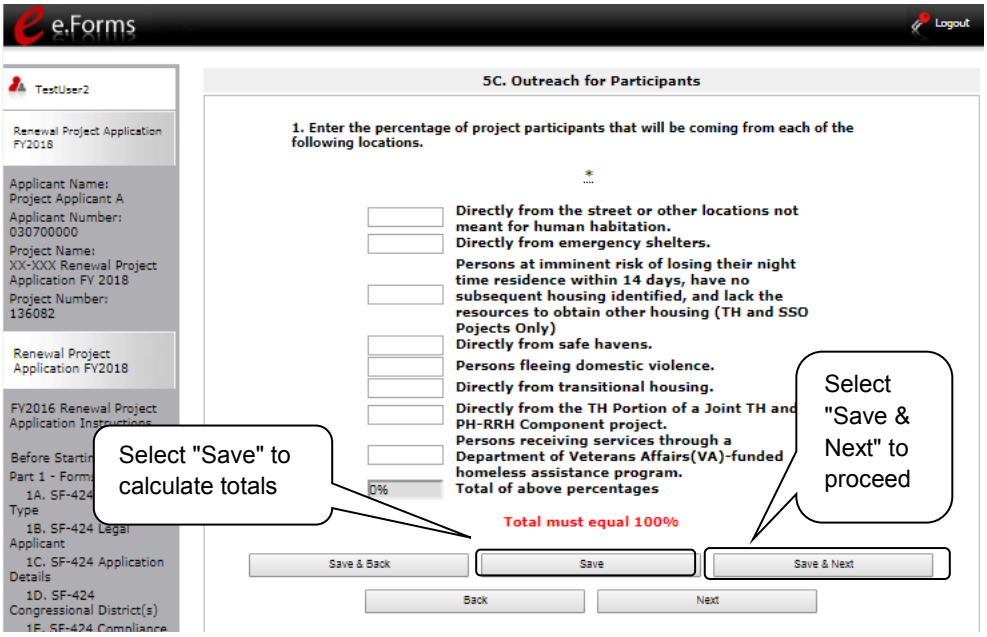
The following steps provide instructions on completing the “Outreach to Participants” screen for Permanent Housing - Rapid Rehousing projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Directly from safe havens • Persons fleeing domestic violence • Directly from transitional housing eliminated in a previous CoC Program Competition • Directly from the TH Portion of a Joint TH and PH-RRH Component project • Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

5C. Outreach for Participants (TH)

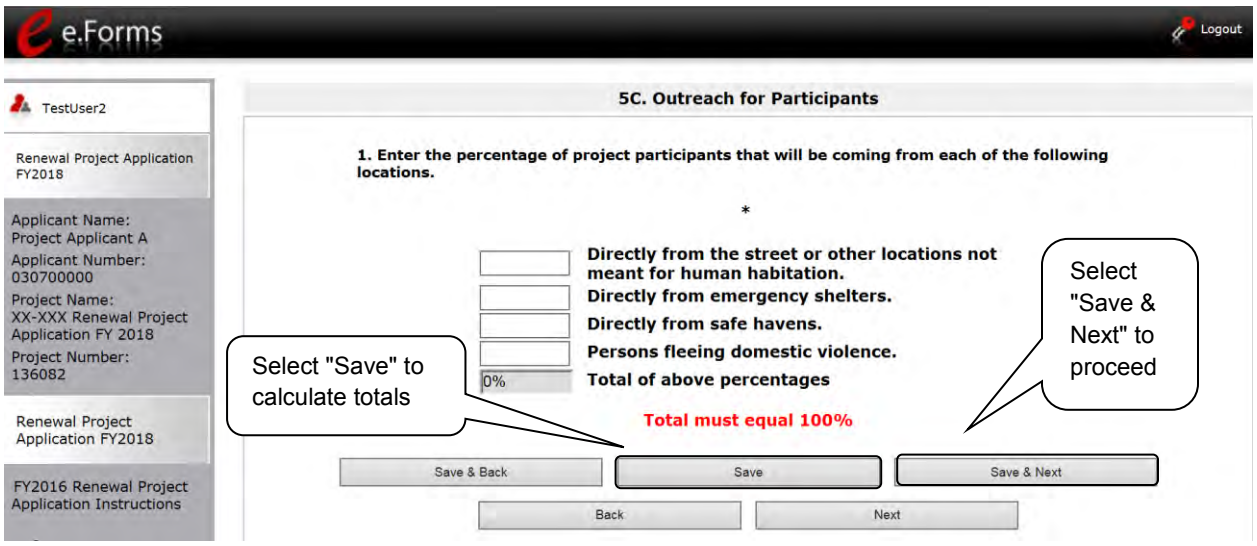
The following steps provide instructions on completing the "Outreach to Participants" screen for Transitional Housing projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only) • Directly from safe havens • Persons fleeing domestic violence • Directly from transitional housing • Directly from the TH Portion of a Joint TH and PH-RRH Component project • Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select "Save" and the system will calculate the total based on the values you entered.
3.	Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

5C. Outreach for Participants (SH)

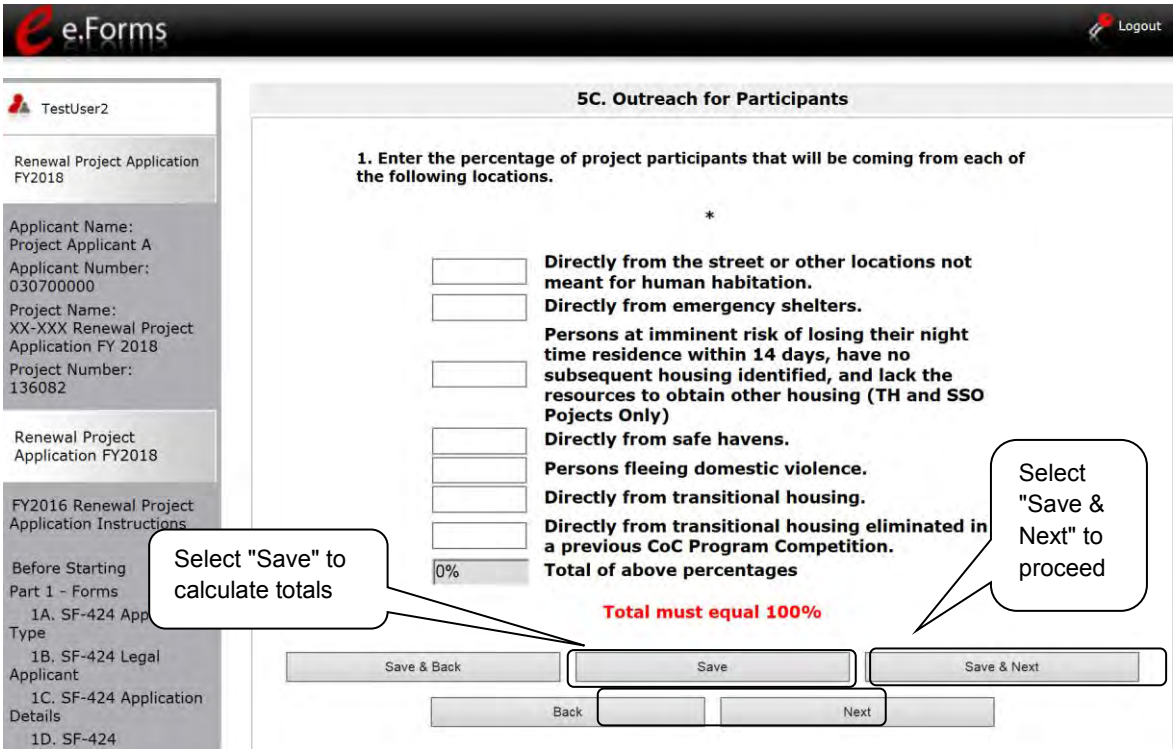
The following steps provide instructions on completing the “Outreach to Participants” screen for Safe Have projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Directly from safe havens • Persons fleeing domestic violence
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

5C. Outreach for Participants (SSO)

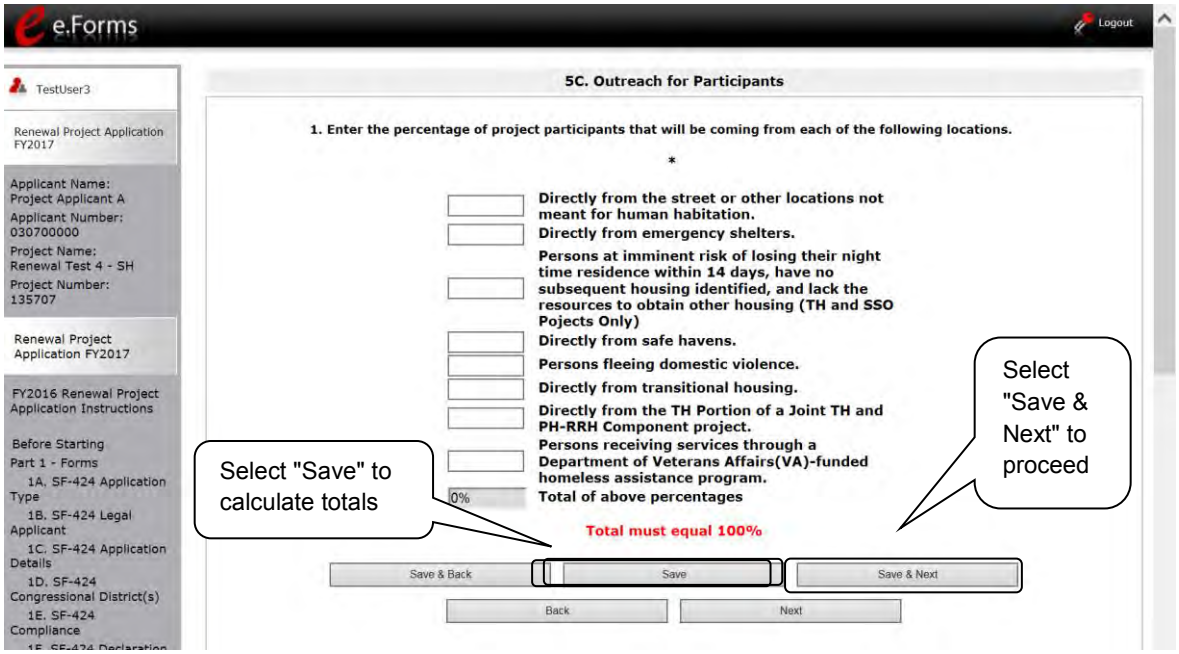
The following steps provide instructions on completing the “Outreach to Participants” screen for Supportive Services Only projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only) • Directly from safe havens • Persons fleeing domestic violence • Directly from transitional housing • Directly from transitional housing eliminated in a previous CoC Program Competition.
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

5C. Outreach for Participants (Joint TH & PH-RRH)

The following steps provide instructions on completing the "Outreach to Participants" screen for Joint TH and PH-RRH projects for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.



Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: • Directly from the street or other locations not meant for human habitation • Directly from emergency shelters • Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only) • Directly from safe havens • Persons fleeing domestic violence • Directly from transitional housing • Directly from the TH portion of a Joint TH and PH-RRH Component project • Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select "Save" and the system will calculate the total based on the values you entered.
3.	Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

Preface to Part 6: Budget Information

The upcoming pages contain instructions for completing budgets for the Renewal project component types and activities. Before continuing to the instructions, please review the following information:

- **Removal of Budget Detail Screens for Renewal Project Applications.** Project applicants will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Rental Assistance**. There is only one rental assistance screen to use for short/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.
- **Reallocation**. For renewal project budgets that are being reduced through the CoC's Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.
- **FMRs.** Project Applicants will apply for projects in the FY 2018 CoC Program Competition using the FY 2017 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2018 application process, GIWs will also use FY 2017 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline.

  24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects, "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following:

- "Part 1 – SF-424
- "Part 3 - Project Information, 3A. Project Detail" screen
- "Part 6 – Budget Information, 6A. Funding Request" screen

Throughout the *e-snaps* budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within *e-snaps* when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by *e-snaps*. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

Part 6: Budget Information

In *e-snaps*, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by all of the following:

- Whether your project is a new or renewal project, as reflected on screen **1A. Application Type**.
- The component type selected on screen **3A. Project Detail.**
    - If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.
- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

For Renewal Project Applications, you will need to complete the relevant budget screens, making sure the amounts match the most recent Grant Agreement or Grant Agreement Amendment or the reduced amount identified by the CoC through the Reallocation process. For renewal projects, if you are missing a budget, please refer back to the "6A. Funding Request" screen and ensure that you have selected all applicable budget activities.

Below is a table that shows the eligible activities for Renewal Projects by Component Type.

Renewal Projects:
Possible Component Types and Eligible Activities

PH (PSH)	PH (RRH)	SH	TH	SSO	HMIS	Joint TH/PH-RRH
Leased Units		Leased Units	Leased Units			Leased Units
Leased Structures		Leased Structures	Leased Structures	Leased Structures		Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance		Short-term/Medium-term Rental Assistance			Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services		Supportive Services
Operations		Operations	Operations			Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

6A. Funding Request

The activities you select on this screen will determine the budget screens that *e-snaps* will require you to access and complete. This screen shows only the eligible costs applicable to renewal projects.

NOTE:

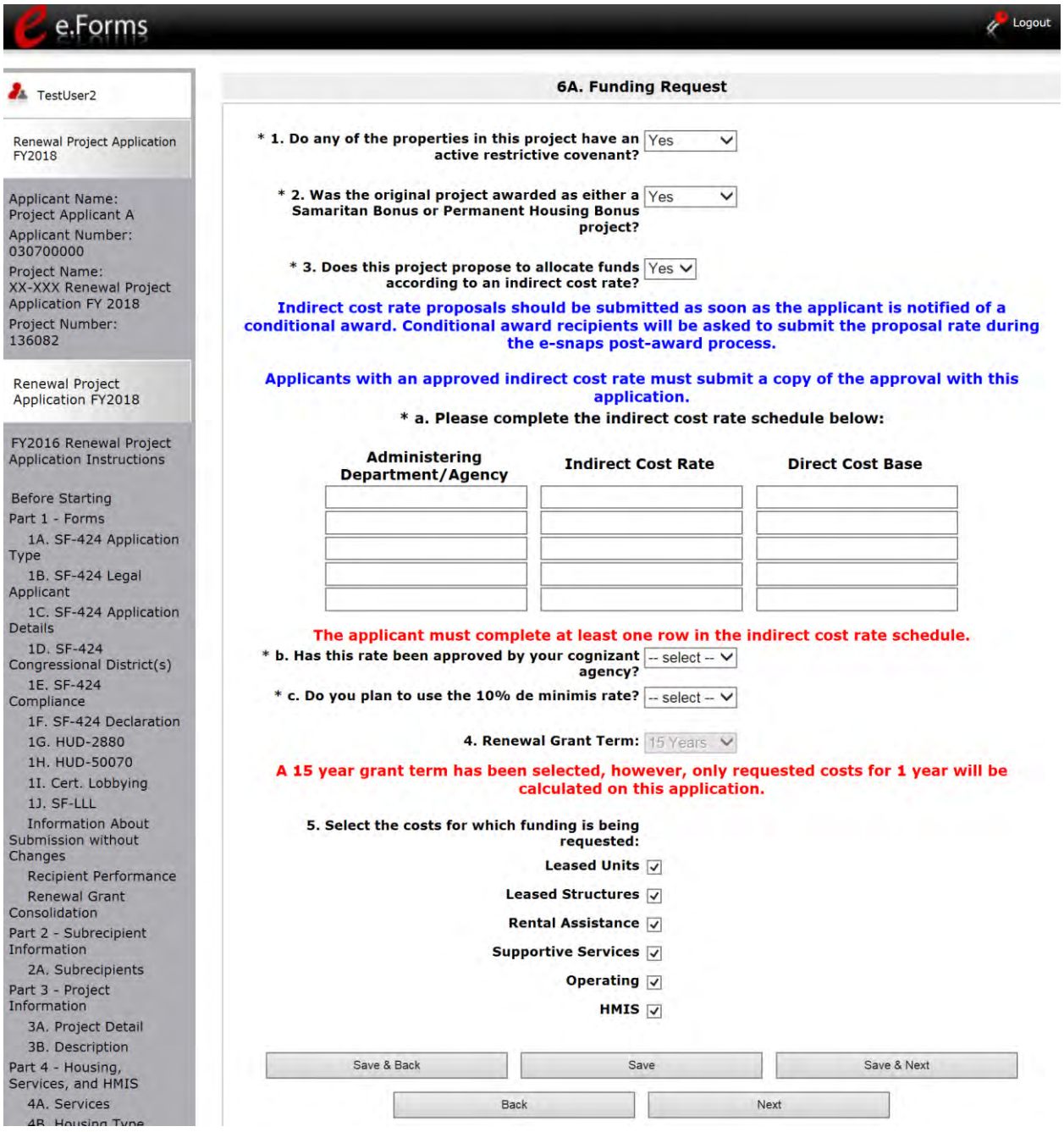
For renewal projects, the number of costs listed in item 6 depends on the project component.

- *PH (PSH), TH, and Joint TH & PH-RRH projects have the greatest number of eligible costs of all project components.*
- *For SH project, there are five categories.*
- *For PH (RRH) and SSO projects, there are three categories.*
- *For HMIS projects, there are no costs other than HMIS listed because HMIS projects, by definition, are funded for the HMIS activity only.*

Renewal Project Application

Funding Request for Renewal PH (PSH), TH, and Joint TH & PH-RRH Projects

The screen capture below shows the "Funding Request" screen for renewal PH (PSH), TH, or Joint TH & PH-RRH projects.



Step	Description
1.	Select “Yes” or “No” to indicate if there is an active restrictive covenant on the project properties.
2.	Select "Yes" or "No" to indicate if the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project.
3.	Select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate. • If you select "Yes," indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the *e-snaps* post-award process. • In 3a, complete the Indirect cost rate schedule shown, by entering the "Administering Department/Agency," the "Indirect Cost Rate," and "Direct Cost Base." Note: You must enter information in at least one row. • In 3b, select "Yes" or "No" to indicate whether this rate been has approved by your cognizant agency. • In 3c., select "Yes" or "No" to indicate whether you plan to use the 10% de minimis rate.
4.	The grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
5.	Select all the eligible costs for which you are requesting funds for the project. After you select the “Save” button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
6.	Select "Save and Next" to proceed to the first budget screen.

Renewal Project Application

Funding Request for Renewal PH (RRH) Projects

Renewal SH projects have the same questions 1 through 4 as the PH (PSH), TH, and Joint TH & PH-RRH screens, but there are only three funding categories-- rental assistance, supportive services, and HMIS.

5. Select the costs for which funding is being requested:

Rental Assistance ☐

Supportive Services ☐

HMIS ☐

Funding Request for Renewal SH Projects

Renewal SH projects have the same questions 1 through 4 as the PH (PSH), TH, and Joint TH & PH-RRH screens, but there are only five funding categories--leased units, leased structures, supportive services, operations, and HMIS.

5. Select the costs for which funding is being requested:

Leased Units ☐

Leased Structures ☐

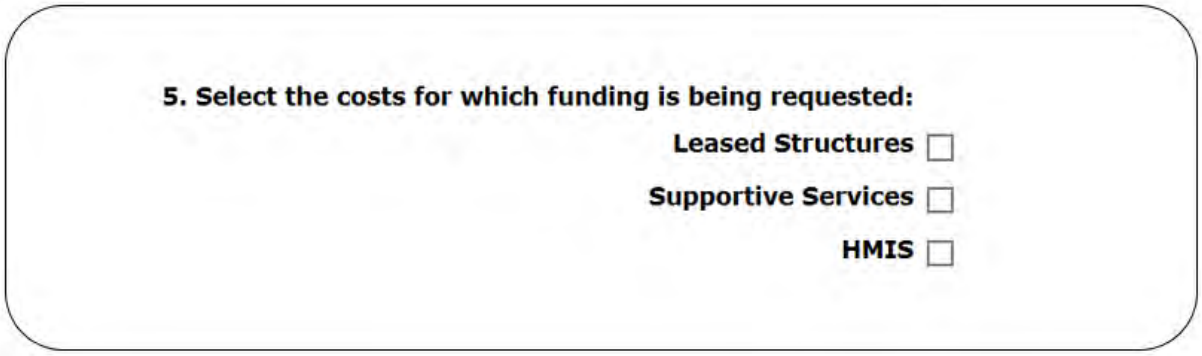
Supportive Services ☐

Operating ☐

HMIS ☐

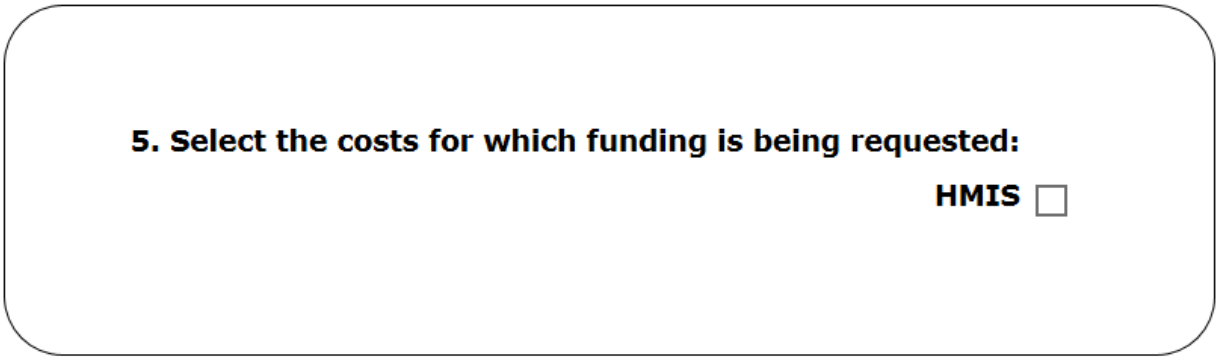
Funding Request for Renewal SSO Projects

Renewal SSO projects have the same questions 1 through 4 as the PH (PSH), TH, and Joint TH & PH-RRH screens, but there are only three funding categories--leased structures, supportive services, and HMIS.



Funding Request for Renewal Dedicated HMIS Projects

Renewal dedicated HMIS projects have the same questions 1 through 4 as the PH (PSH), TH, and Joint TH & PH-RRH screens, but there is only one funding category and the project can only be carried out by the HMIS Lead, which is the project applicant or subrecipient for HMIS dedicated funds, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

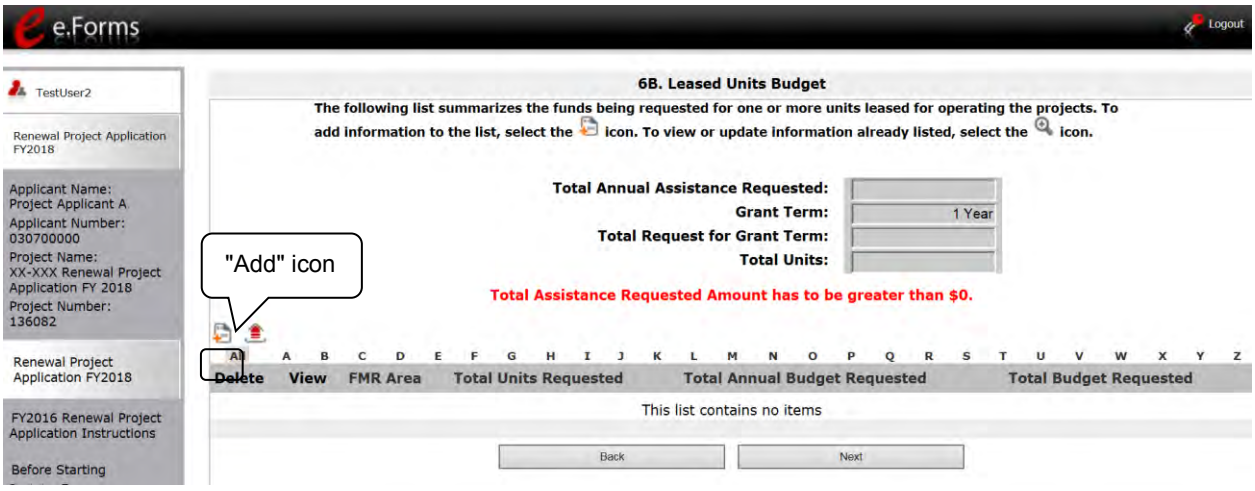


6B. Leased Units Budget

The "Leased Units Budget" screen is applicable when **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the project applicant must complete the rental assistance budget, not the leased units budget.

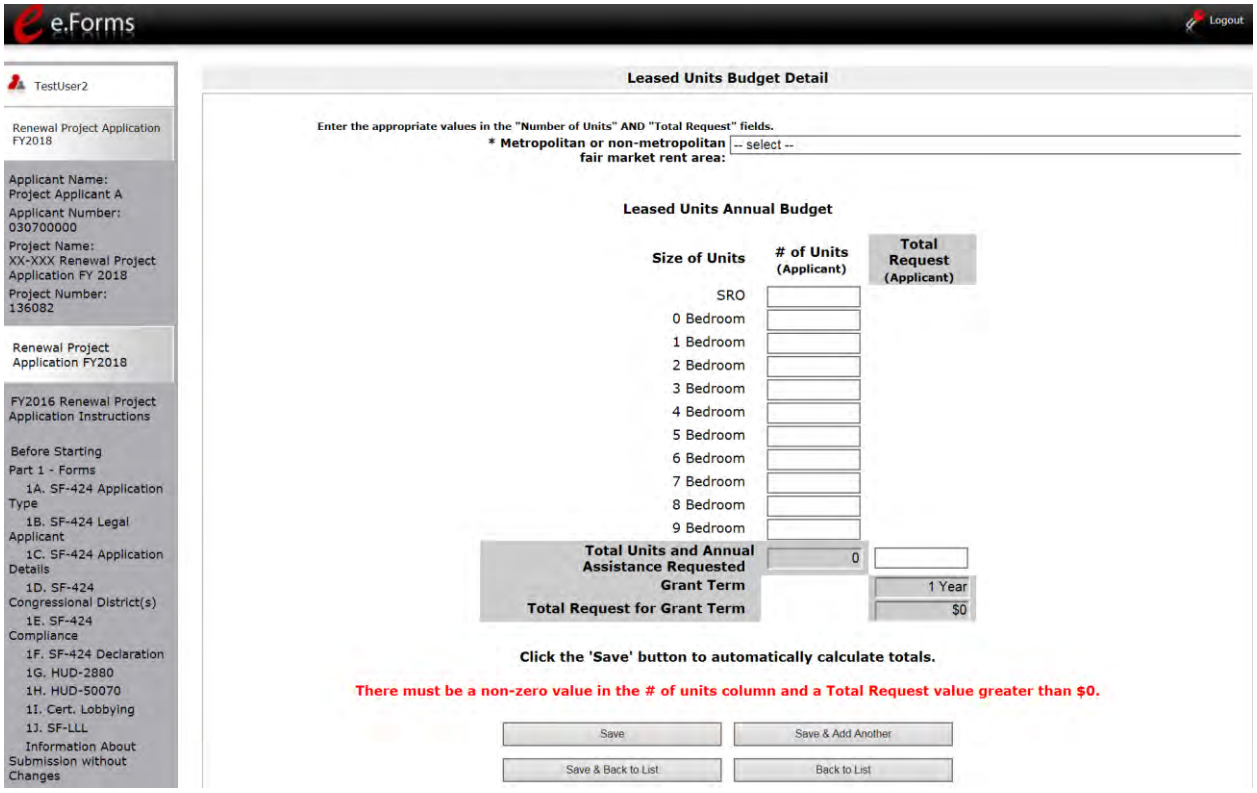
- For renewal project applications with imported data, verify that the budget information is correct (as approved in the most recent Grant Agreement or Grant Agreement as amended or with a reduction if the CoC reduced your renewal project budget in the local reallocation process). If it is not correct, you must edit the screen.
- If data is not imported, complete the budget information.

The following steps provide instruction on completing the “Leased Units Budget” screen. Note that the screen image below is the same for both new and renewal projects.



Step	Description
1.	To add information to this list, select the "Add" icon above the word “All” at the left side of the alphabetic listing to open the “Leased Units Budget Detail” screen.
2.	The "Leased Units Budget Detail" screen will appear.

6B. Leased Units Budget Detail



Step	Description
1.	Select the FY 2017 FMR area in which the project is located. The list is sorted by state abbreviation.
2.	Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3.	Enter the Total Request of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent Grant Agreement or Grant Agreement, as amended.
4.	The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen. The grant term for renewal projects must be one year only.
5.	Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.
6.	If the project is housed in one structure, select “Save & Back to List” to go back to the “Leased Units Budget” screen. • If the project is housed in more than one FMR Area, select “Save & Add Another” and repeat steps 1 through 4 for each structure in the project for which you are requesting leased units funds. • Once you have completed all of the “Leased Units Budget Detail” screens that your project requires, select “Save & Back to List.”

Completion of Leased Units Budget

After completing all of the “Leased Unit Budget Detail” screens, the “Leased Unit Budget” screen will auto-populate with the budget information you entered.

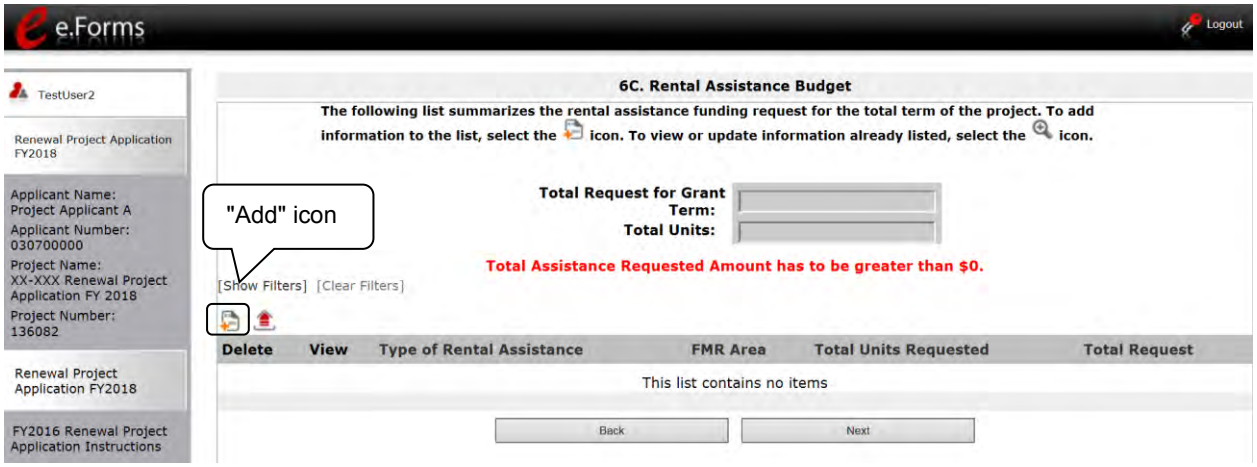
1.	Review the following items on the “Leased Units Budget” screen. • The “Leased Units Budget” screen should have been populated with your total leased units budget amount. • The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.
2.	After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes. • If you want to view and edit any of the “Leased Units Budget Detail” screens, select the ”View” icon next to the appropriate entry. • If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry. • If the list seems to be missing one or more items select the “Add” icon and complete additional "Leased Units Budget Detail” screen(s), as discussed previously.
3.	If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

6C. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short/medium - or long-term) must complete the "Rental Assistance Budget" screen. If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the project applicant and the landowner, then the Project Applicant must complete the leased units budget, not the rental assistance budget.

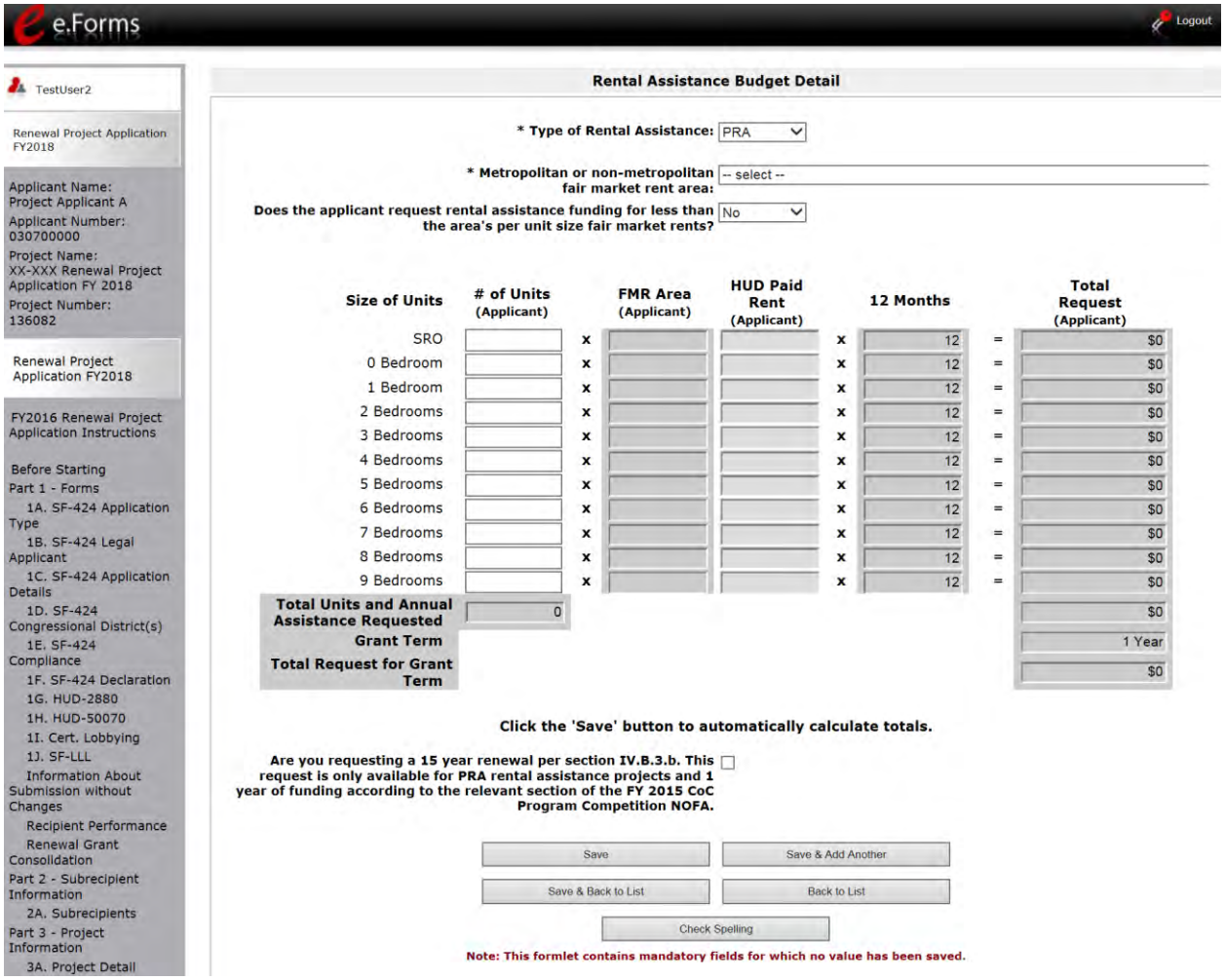
- For renewal project applications with imported data, verify that the budget information is correct (as approved in the most recent Grant Agreement or Grant Agreement as amended or with a reduction if the CoC reduced your renewal project budget in the local reallocation process). If it is not correct, you must edit the screen.
- If data is not imported, complete the budget information.

The following steps provide instruction on completing the “Rental Assistance Budget” screen of the Renewal Project Application.



Step	Description
1.	To add information to this list, select the icon to open the “Rental Assistance Budget Detail” screen. Note: The Renewal Project Application screen 6C will only have two auto-fill rows, since renewals by definition are only 1 year.
2.	The "Rental Assistance Budget Detail" screen will appear.

6C. Rental Assistance Budget Detail



Step	Description
1.	Select the "Type of Rental Assistance:" N/A, PRA, TRA, or SRA. (not applicable, project rental assistance, tenant rental assistance, or sponsor rental assistance). • If you select PRA, the following statement will appear at the bottom of the screen "Are you requesting a 15 year renewal per section IV.B.3.b? This request is only available for PRA rental assistance projects and 1 year of funding according to the relevant section of the FY 2018 CoC Program Competition NOFA." If this statement applies to your Project Application, select the checkbox next to this statement after completing steps 1 through 5. If you select this box indicating a 15 year request, it will change the auto-populated "Grant Term" in other budget forms as well.
2.	Select the FY 2017 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.

3.	Indicate whether the request for rental assistance funding is for less than the area's per unit fair market rents.
4.	Enter the number of units of each bedroom size for which the project is requesting rental assistance.
5.	After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed. For renewal projects, the total number and size of units must match the number and size of units on the final FY 2018 GIW. • If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated. • If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
6.	The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only. • For renewal projects, the grant term may only be 1 year.
7.	The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.
8.	If the project is requesting rental assistance for one location, select “Save & Back to List” to go back to the “Rental Assistance Budget” screen. • If the project is requesting rental assistance for units in another location, select “Save & Add Another” and repeat steps 1 through 5 for each structure in the project for which you are requesting rental assistance funds. • Once you have completed all of the “Rental Assistance Budget Detail” screens that your project requires, select “Save & Back to List.”

Completion of Rental Assistance Budget

After completing all of the “Rental Assistance Budget Detail” screens, the “Rental Assistance Budget” screen will populate with the budget information you entered.

1. Review the following items on the “Rental Assistance Budget” screen.
   - The “Rental Assistance Budget” screen should have been auto-calculated with your total rental assistance total request for the grant term.
   - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.

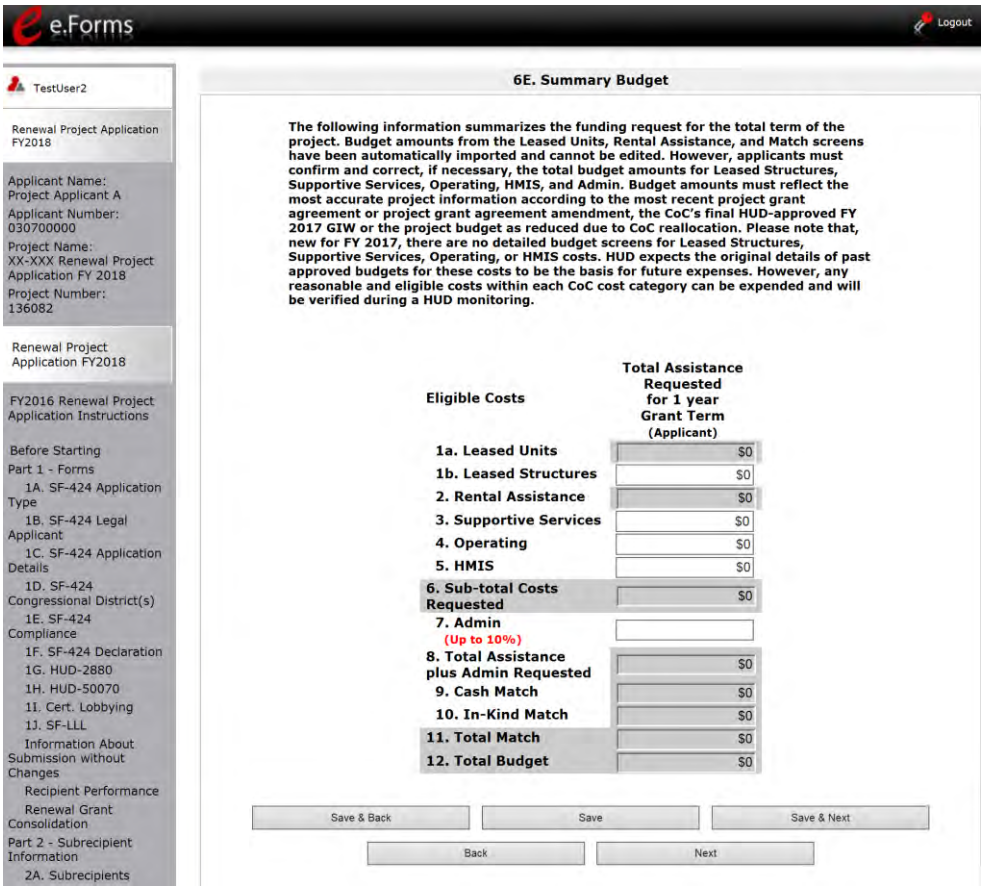
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
   - If you want to view and edit any of the “Rental Assistance Budget Detail” screens, select the ”View” icon next to the appropriate entry.
   - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
   - If the list is missing one or more items, select the “Add” icon and complete a "Rental Assistance Budget Detail” screen, as discussed in the previous section.

3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

Leased Structures, Supportive Services, Operating, and HMIS Budgets for Renewal Projects - Screen 6E

As mentioned previously, project applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate detail screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen - screen 6E.

The process for reviewing and completing the funding request for these budget activities is the same.

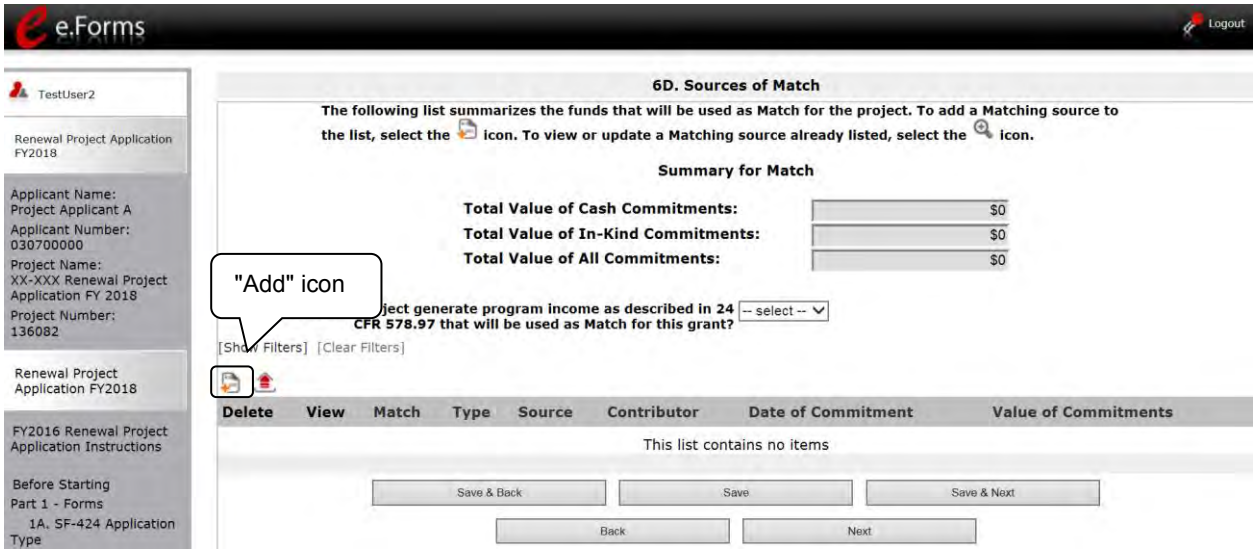


Step	Description
1.	For renewal project applications with imported data, • Verify that the budget information is correct for the applicable budget activities: leased structures, supportive services, operating, and/or HMIS. • If it is not correct and if you cannot edit the data, navigate to the "Submission Without Changes" screen to enable the editing of the screen. If data is not imported, • Enter the requested funding amount for the applicable budget activities.
2.	Select "Save & Next."

6D. Sources of Match

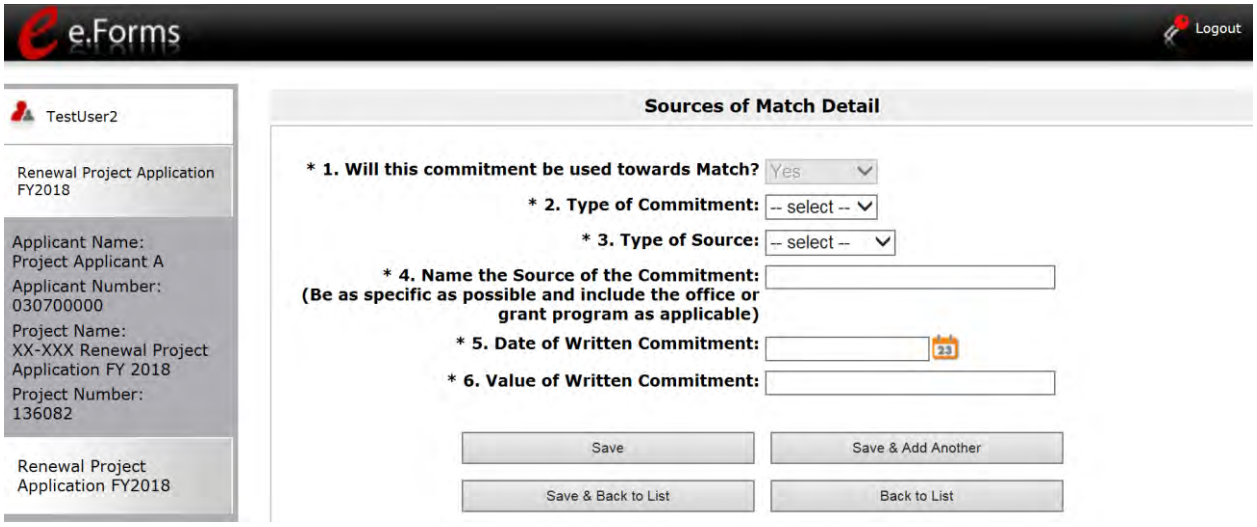
The following steps provide instruction on completing the “Sources of Match” screen of the new and renewal Project Applications. The screen is the same for new project applications.

See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected.



Step	Description
1.	To add information to this list, select the "Add" icon to open the “Source of Match Details” screen.
2.	The “Sources of Match Details" screen will appear.

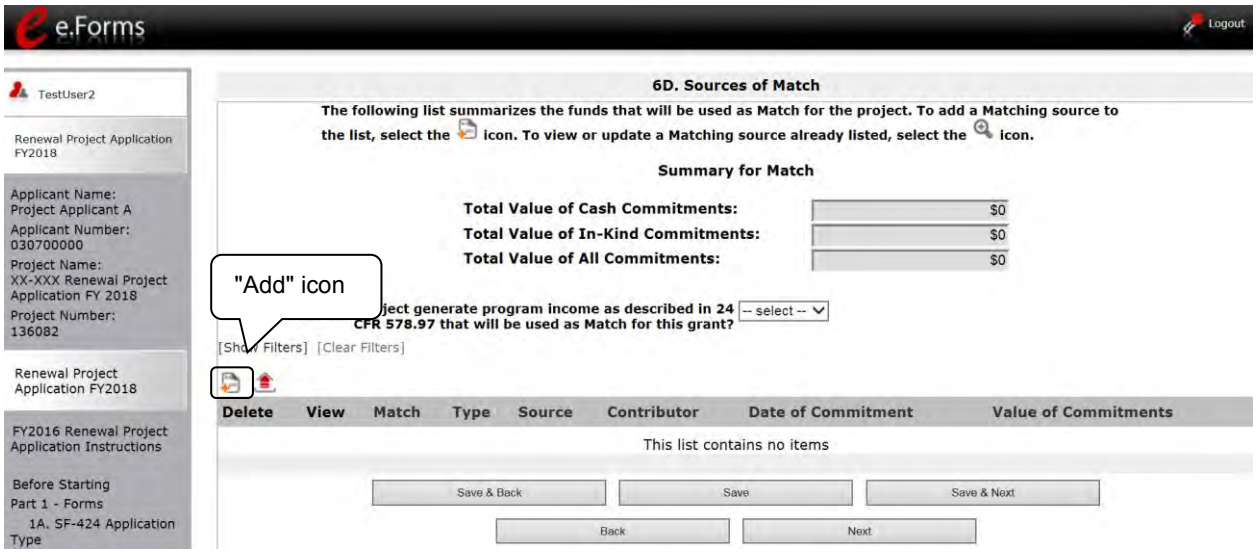
6D. Sources of Match Detail



Step	Description
1.	Question one will automatically populate as "Yes."
2.	From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match, select “Save & Back to List” to go back to the “Sources of Match” screen. • If the project has another source of match, select “Save & Add Another” and repeat steps 1 through 6 for each source of match. Once you have completed all of the “Sources of Match Details” screens that your project requires, select “Save & Back to List.”

Completion of Sources of Match

After completing all of the “Sources of Match Detail” screens, the “Sources of Match” screen will auto-populate with the information you entered.



1.	Review the following items on the “Sources of Match” screen. • The “Sources of Match” screen should have been calculated with your total sources of match amounts. • Each "Match Detail" screen you entered will appear as a separate entry.
2.	Select "Yes" or "No" from the drop down menu for question 1 to identify if the project generates program income that will be used as match.
3.	Select “Save and Next” to proceed to the next budget form.

NOTE:

After completing the "Sources of Match Detail" screen(s) and reviewing the “Sources of Match” screen, you may want to make changes.

- *If you want to view and edit any of the “Sources of Match Detail” screens, select the ”View” icon next to the appropriate entry.*
- *If you find that you have created a "Sources of Match Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.*
- *If the list seems to be missing one or more items, select the “Add” icon. and complete a "Sources of Match Detail” screen as discussed in the navigational steps.*

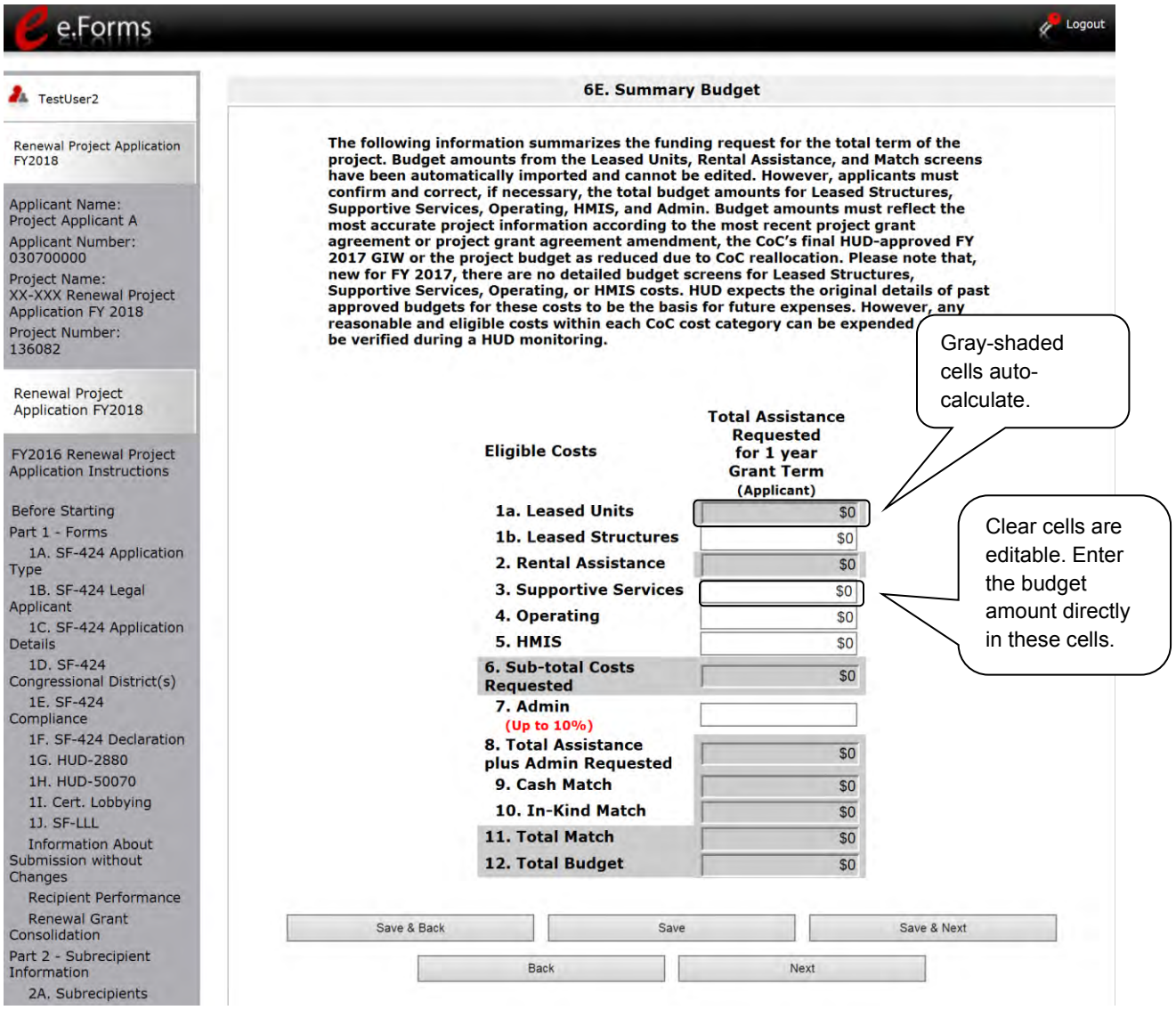
Renewal Project Application

6E. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. The grant term for Renewal Project Applications is limited to 1 year.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable fields.

The following screenshot is for the Renewal Project Application "Summary Budget" screen.



Step	Description
1.	Review the funding amounts in the gray-shaded fields. • If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.
2.	Review the funding amounts in the Leased Structures, Supportive Services, Operating, and HMIS budget lines and confirm they are correct. • If they are not correct, edit the fields on the screen.
3.	In the "Admin." field (line 7 for renewal projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
4.	"Save & Next" at the bottom of the screen. You will proceed to the Part 7 - "Attachment(s) & Certification" screen.

NOTE: *The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities* ***except for leased units and leased structures, but including administration costs.***

7A. Attachments

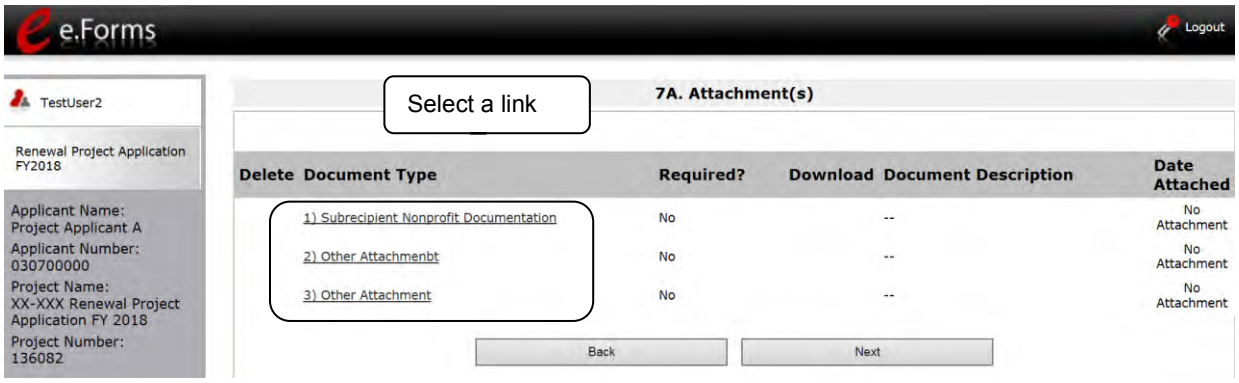
Depending on the Applicant, the "Attachment" screen has three potential items:

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of the subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
    - **CoC Rejection Letter.** A project identified as an "Appeal" project on screen 3A. Project Details under "Project Status" is required to upload documentation to one of the "Other Attachment" screens. Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.

NOTE:

- *If your project has not been rejected, the CoC Reject Letter does not pertain to you.*
- *If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. Please visit the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/. You will find a resource for Project Applicants that are submitting an Appeal.*

    - **Consolidated Plan Certification.** Projects that are applying for CoC funds from a geographic area that is not claimed by a CoC and that has selected “No CoC” on Form 3A, must upload the HUD-2991, Certification of Consistency with the Consolidated Plan signed by the authorized official from the local or regional government.



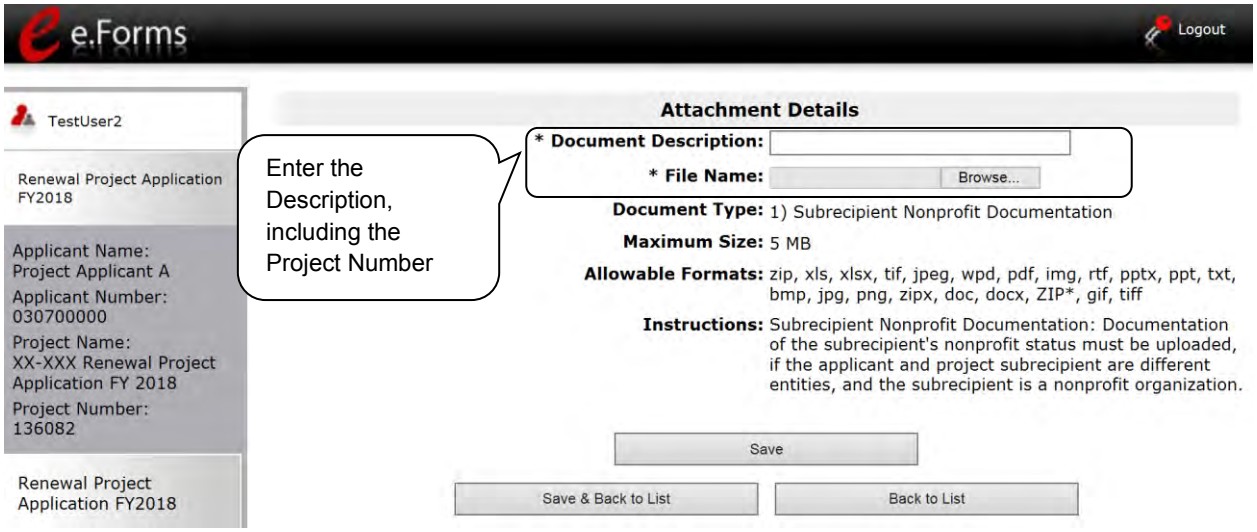
Step	Description
1.	Select the document name under Document Type.
2.	The "Attachment Details" screen appears.

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.*

Renewal Project Application

The following instructions explain how to upload an attachment in *e-snaps*; the steps are the same for each attachment link on the screen.



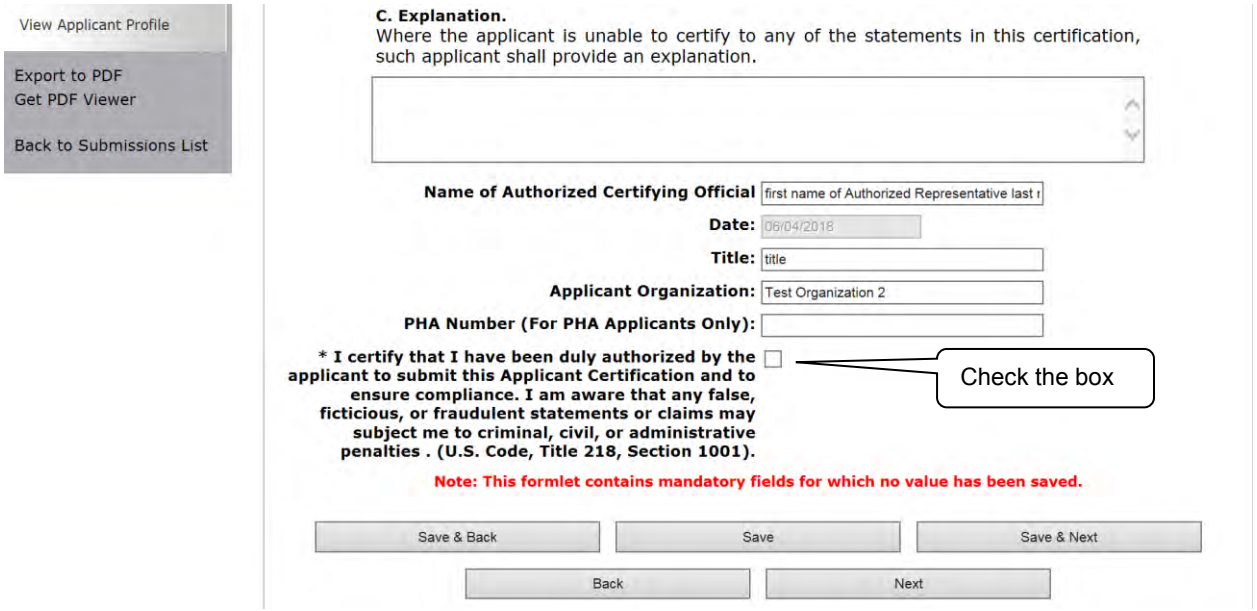
Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. • The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

For instructions on how to zip a file that may be too large to upload, refer to Creating a Zip File document in the "How To Guides" section of the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFA. The Project Applicant should carefully review all of the items carefully.

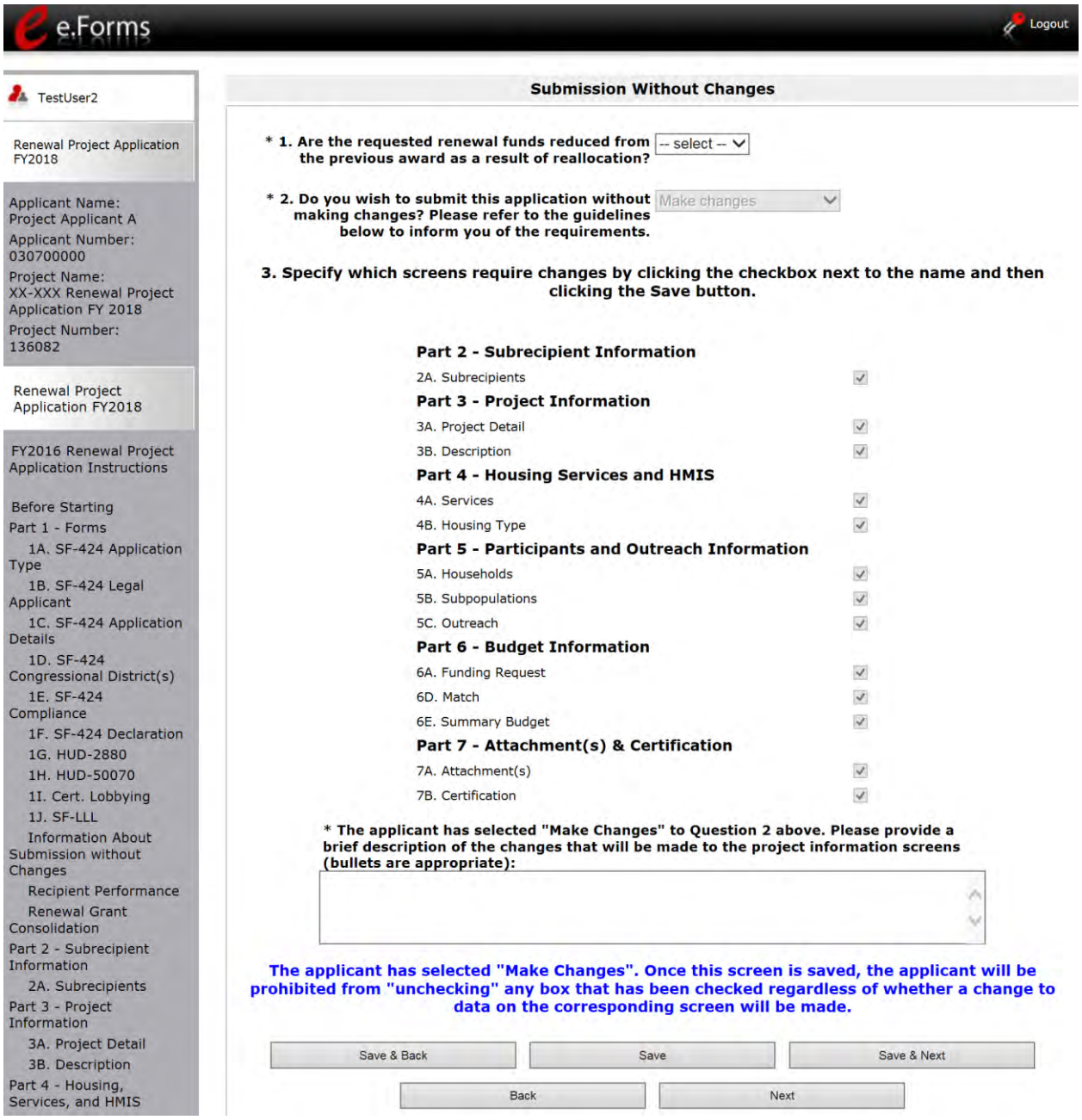
The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the “Certification” screen of the application.



Step	Description
1.	Review sections A and B provided on this screen. If you are unable to certify any of these sections, in section C provide an explanation in the textbox provided.
2.	Verify the name of the Project Applicant organization’s Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization’s Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select “Save & Next” to continue to the next screen.

Part 8. Submission Without Changes

Project Applicants who imported data from the FY 2017 project for which a renewal Project Application is being submitted and Project Applicants who did not import the information must answer question 1 on the "Submission Without Changes" screen. The other questions may or may not be editable, as discussed in the instructions below.



Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the Project Application budget is less than the amount of the FY 2017 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2018 CoC Program Competition.
2.	Review question 2. • For some Project Applicants, the response will default to "Make Changes," and it will not be editable. • For some Project Applicants, the response will need a selection: "Make Changes" or "Submit Without Changes."
3.	Review question 3. • For some Project Applicants, all of the check boxes will be selected, and the applicant must complete each screen and save the data. For some Project Applicants, the Project Applicant will need to check the boxes for the specific screen that needs to be updated.
4.	If applicable, provide a brief description of the changes that will be made to the project information screens.
5.	Select “Save & Next” to continue to the next screen.

8B. Submission Summary

Once the required information has been entered and the required attachments have been uploaded, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application 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

Users can go back to any screen by selecting the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after any changes.

NOTE: *The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system. In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process. HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.*

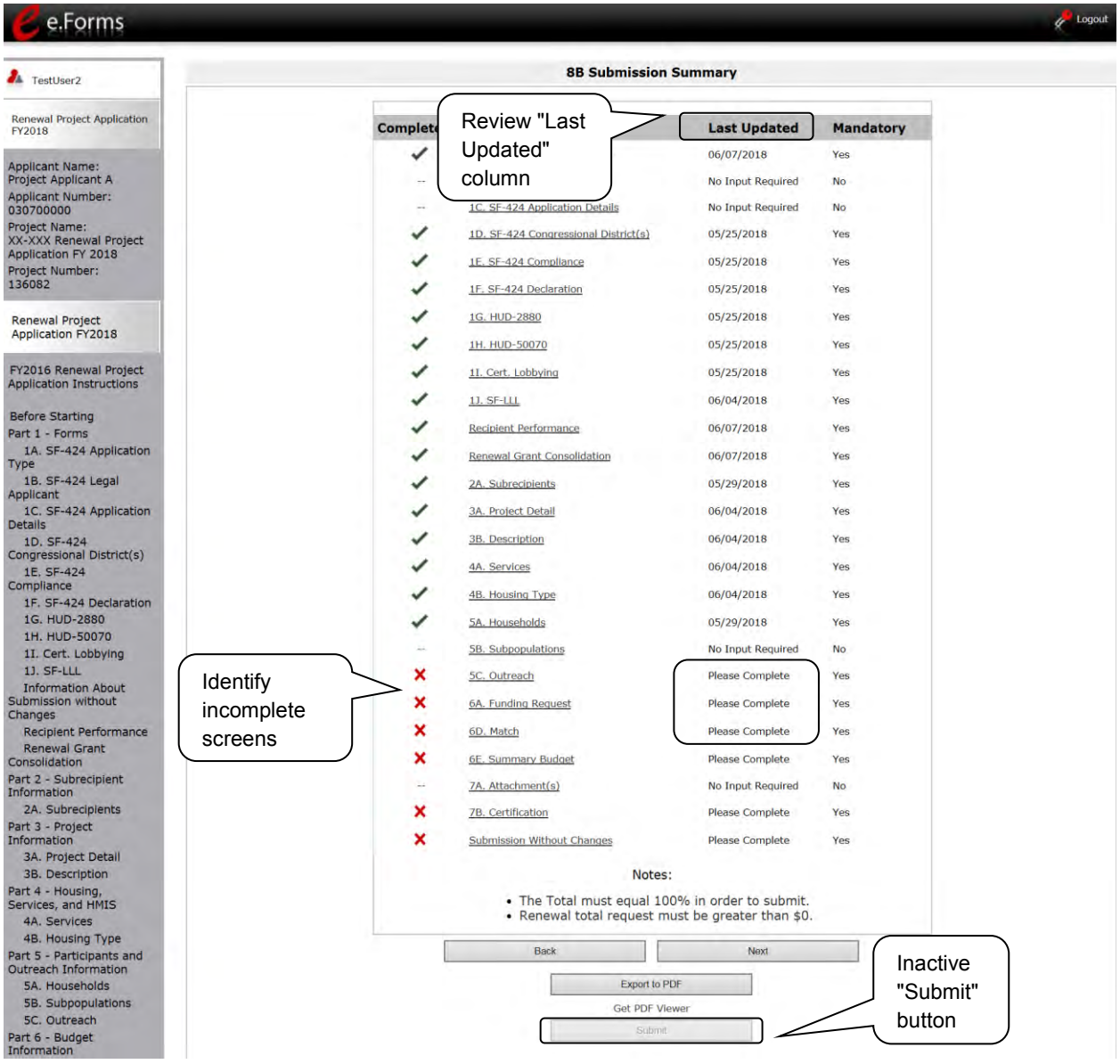
The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant. Notification is recommended to provide a heads-up to the Collaborative Applicant that the application is ready for their review and ranking.

Renewal Project Application

8B. Submission Summary (continued)

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



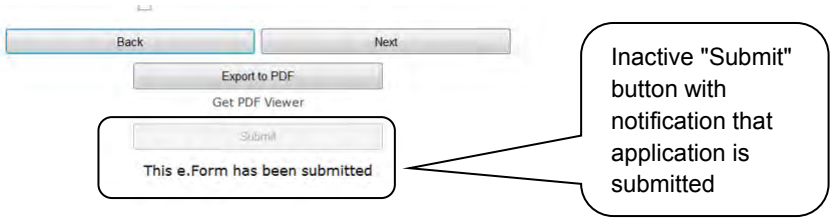
Step	Description
1.	For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	When you have an active "Submit" button, continue to the next section.

Submitting the Project Application

The following image shows an active "Submit" button on the Project Application "Submission Summary."

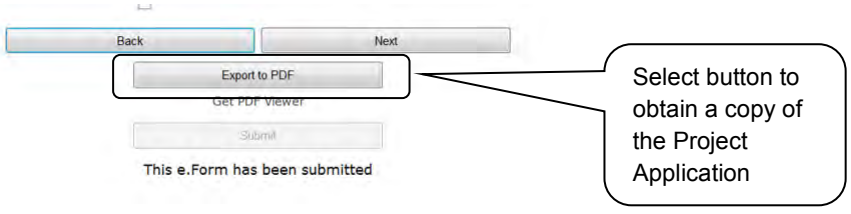
Step	Description
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Select the "Submit" button.
3.	Notify the Collaborative Applicant that you have submitted your Project Application.

The following image shows the completed Project Application “Submission Summary” screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The screen is marked "This e.Form has been submitted."



Exporting to PDF

Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.

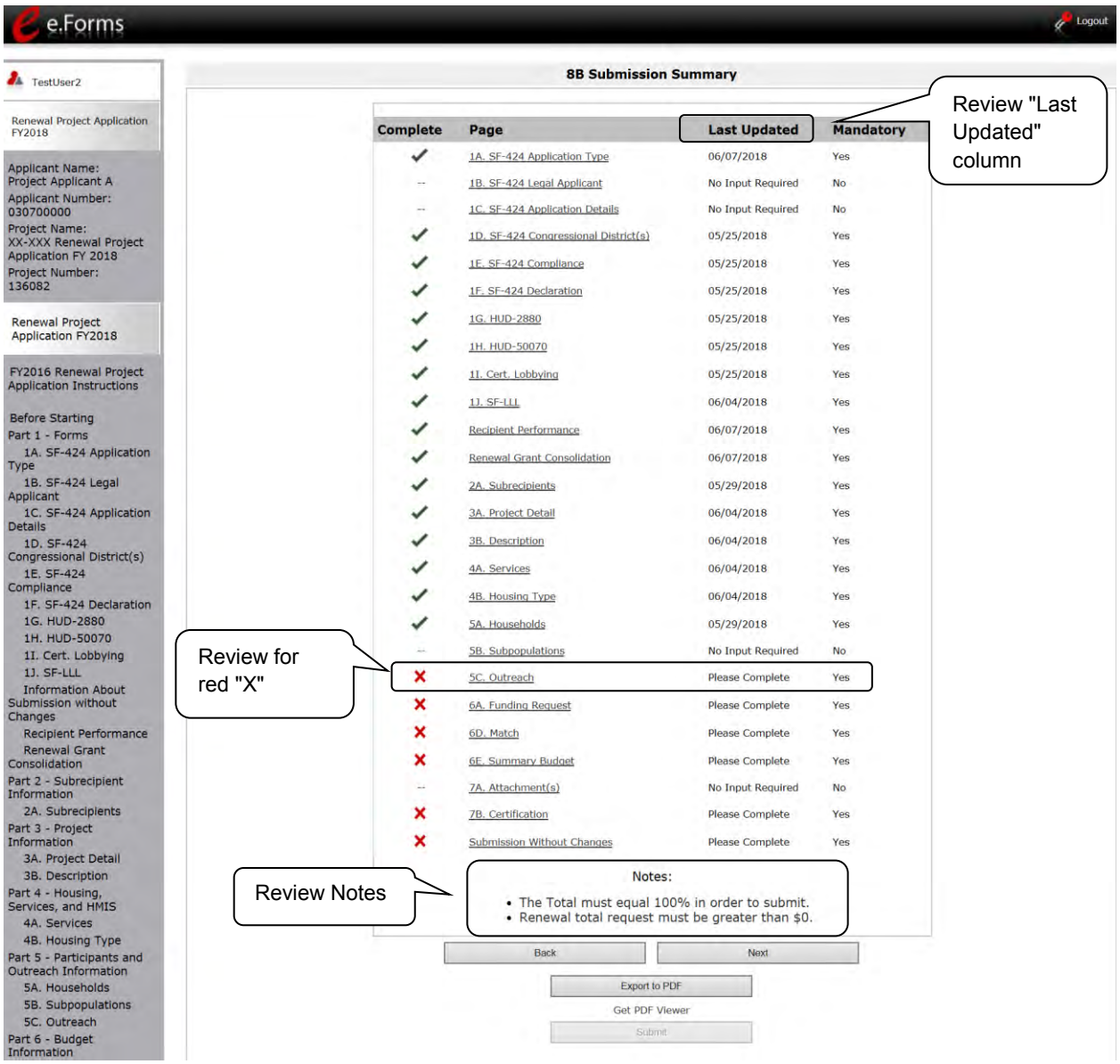


Step	Description
1.	Select the "Export to PDF" button.
2.	On the "Configure PDF Export" screen, select the screen(s) you would like included.
3.	Select "Export to PDF."

Trouble-shooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the “Submit” button is gray (i.e., “grayed-out”), it is not active and you cannot select it. You will not be permitted to complete your screen at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application screens or in the Applicant Profile.

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



Step	Description
1.	Review your Submission Summary screen to determine which Project Application screen needs to be completed.
2.	Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.
3.	Return to the Submission Summary screen to select the "Submit" button.

What the "Last Updated" column tells you. A date identifies a screen with complete information for all required fields. It is the most recent date on which the completed screen was saved.

- "Please Complete" identifies a screen with information missing in one or more required fields.
- "No Input Required" identifies the screen that are not required for completion by all projects. You are strongly encouraged to double-check these screens 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 screen and error(s).

NOTE:	*If you are still unable to submit the Renewal Project Application after following these instructions, please submit a question to the HUD Exchange Ask A Question, at: https://www.hudexchange.info/get-assistance/my-question/ under the e-snaps Reporting System. In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screen image whenever possible.*

Updating the Applicant Profile

If an Applicant needs to edit the Project Applicant Profile in order to correct information that has pre-populated in the Application, the Applicant must do the following:

Step	Description
1.	Select “Back to Submissions List.”
2.	Select “Applicants” in the left menu bar.
3.	Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4.	Select the "Open Folder" icon to the left of the Applicant Name.
5.	Select “Submission Summary” on the left menu bar.
6.	Select the “Edit” button.
7.	Navigate to the applicable screen(s), make the edits, and select “Save.”
8.	Select “Submission Summary” on the left menu bar and select the “Complete” button.
9.	Selects “Back to Applicants List” on the left menu bar.
10.	Select “Submissions” on the left menu bar.
11.	Select the orange folder to enter the Project Application. The change should have pulled forward.

Project Application Changes

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. This process is similar to last year's competition. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests that a change be made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Step	Who	Description
1.	Either one	If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of *e-snaps* (via email or phone). • If a Project Applicant determines that a change to the Project Application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “send," or release, the Project Application back to the Applicant. • If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2.	Collaborative Applicant	The Collaborative Applicant will notify the Project Applicant outside of *e-snaps* (via email or phone) that the Project Application has been sent back for changes.
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 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. o Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button. o The Project Name for the Project Application will be listed, but it will no longer 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 update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.

Next Steps

Congratulations on submitting your Renewal Project Application!

At this point, your Project Application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2a and 2b. Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every Project Application and approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2018 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

For additional resources, such as the New Project Application navigational guide, go to the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.