



FY 2022
Continuum of Care
Program NOFO
Renewal Project
Application

e-snaps Navigational Guide

Version 1

Renewal Project Application

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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 the United States Department of Housing and Urban Development (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 at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

All Project Applicants are strongly encouraged to read the FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

This navigational guide supplements the Renewal Project Application Detailed Instructions found at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

Important!

The annual CoC Program NOFO competition and the Special NOFO to Address Unsheltered and Rural Homelessness competition are open at the same time. BOTH of these NOFOs are visible in *e-snaps*.

This navigational guide is for those who are registering for the following funding opportunity:

- **New Project Application FY2022.**

You must ensure you register for the correct funding opportunity. If you have not, you must abandon this Project Application and begin again by registering for the correct funding opportunity you are choosing for this Project Application.

Renewal Project Application

Objectives

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

- Access *e-snaps*.
- Register for the FY2022 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 submit an *additional* Renewal Project Application if applying to consolidate two or more projects. This application is referred to as 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*.

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD’s official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY2022 NOFO information (e.g., detailed instructions), including the FY2022 *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- SpecialCoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC’s or Project Applicant’s *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the “Submissions” screen.

In your email, please provide:

- The specific details regarding the issue you are encountering;
- The steps you have taken up to the point the issue occurs; and
- Any error messages.

You may also want to provide a screenshot.

Renewal Project Application

Overview of the Project Application Process

FY2022 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at:

- <https://esnaps.hud.gov/>

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:

1. Review and either approve and rank or reject properly submitted Project Applications received.
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.

Renewal Project Application

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 *e-snaps*. 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://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- **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 2022 Renewal Project Application funding opportunity, creating an FY 2022 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.
- **Project Application.** After accessing the FY 2022 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 troubleshooting 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.** 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*. Once the Collaborative Applicant has finalized the CoC Project Priority Listing, it will submit the CoC Consolidated Application to HUD.

Amending an Application

If the CoC amends the Project Application back to the Project Applicant for revision or correction, both of them must 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.

Renewal Project Application

Highlights in e-snaps for the FY 2022 CoC Program Competition

This section highlights new items in *e-snaps*.

Renewal Grant Consolidation or Renewal Grant Expansion Screen.

The FY2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from prior years.

For the FY2022 CoC Program Competition:

1. Expansions and Consolidations will submit individual applications.
 - Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.
 - Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

All renewal projects that are part of an expansion or consolidation must expire in Calendar Year (CY) 2022 as confirmed on the FY2022 GIW or eLOCCS, 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).

Grant Consolidation Resources

For more information and instructions on this process, refer to the following resources:

- *Consolidating Eligible Renewals During the CoC Program Competition. Under "Consolidation Projects": <https://www.hudexchange.info/programs/e-snaps/>.*
- *e-snaps FAQs, keyword "consolidation:"*
FAQs (Pre-FY21):
<https://www.hudexchange.info/e-snaps/faqs/>
FAQs (Post-FY21):
https://www.hud.gov/program_offices/comm_planning/coc/competition
- *Renewal Project Application Resources for the CoC Program*
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Renewal Project Application

Helpful Reminders from Prior Years

This section highlights several items that are not new but are included as useful reminders.

- **Importing Data.** Project Applicants can import data from prior Project Applications. If you import data, carefully review the information for accuracy. If the FY 2021 Project Application was tagged with an issue or condition by HUD that you had to resolve before the issuance of the grant agreement, you should ensure the FY 2022 Project Application is corrected accordingly. Similarly, you should also ensure that all responses are compliant with the FY2022 CoC Program Competition NOFO.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with last year, 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://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>.
- **Removal of Budget Detail Screens for Renewal Project Applications.** As with last year, 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 “6E. Summary Budget” screen.
- **Prepopulating Data from the Project Applicant Profile.** Some data from the Project Applicant Profile will automatically populate fields on several screens. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **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.
- **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.

Renewal Project Application

"Submission Without Changes" Screen and How it Affects e-snaps Functionality

As with last year, in FY 2022, Project Applicants who import data into the Renewal Project Application will be unable to edit most of the application screens until they navigate to the "Submission Without Changes" screen and select "Make Changes."

The "Submission Without Changes" screen is listed in the left menu bar of the Renewal Project Application in Part 8, directly above the "Submission Summary" screen.

Submission without Changes

For more guidance, refer to the following resource:

- *Renewal Project Application Resources for the CoC Program:*
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

All Project Applicants must first complete Part 1: SF-424 as well as the Recipient Performance screen and the Renewal Grant Consolidation screen. Much of the data for Part 1 is pre-populated from the Project Applicant Profile; if the pre-populated information is incorrect, navigate back to the Applicant Profile and update the information—the corrections should carry through to the application.

Once Part 1 is completed, Parts 2–8 will appear.

Renewal Project Application

If data was imported:

- Most of the screens are in “Read Only” mode.
- After reviewing the data on the Read Only screens and completing the editable screens, Project Applicants will navigate to Part 8: “Submission Without Changes” and indicate whether they want to 1) submit the application without additional changes or 2) make any changes prior to submitting the application to the screens that they were not able to edit.
 - If Project Applicants do not want to edit any screens, they will continue to the "Submission Summary" screen.
 - If Project Applicants want to edit any screens, they can select "Make Changes" and then select the specific screens they want to open for editing. Once a Project Applicant selects a check box for a screen and then selects the “Save” button, the check box cannot be unselected. If a Project Applicant selects a screen to edit accidentally and then selects “Save,” this will not cause any issues. They will simply have to navigate to that screen to re-save the data.
 - After the Project Applicant selects specific screens to open for editing, they should navigate to those screens to update/change the data on those screens. On each screen, the Project Applicant should remember to select “Save” before navigating to another screen. When all updates have been completed, the Project Applicant should navigate back to the “Submission Summary” screen to review the status of all screens in the application.

If data was NOT imported

(e.g., organization staff forget to import when creating the project on the Projects screen):

- Project Applicants must complete every screen.
- The Part 8: “Submission Without Changes” screen will automatically be set to “Make Changes” and Project Applicants must enter data on each screen.

The following depicts the options for importing data, updating information, and submitting the application for a renewal project.

Renewal Project Imports Data from Prior Year	Renewal Project Does Not Import Data
<ol style="list-style-type: none"> 1. Complete Part 1. 2. Review Parts 2–7. <i>All but a handful of screens are read-only.</i> 3. Navigate to Part 8: Submission Without Changes screen. <i>Screen requires active selection for submitting without changes or making changes.</i> 4. Either: <ol style="list-style-type: none"> a. Submit Without Changes: Submit the application. <i>No screens are editable.</i> b. Make Changes: Select the check box next to each screen that needs editing. <i>Screens are not editable until all are selected.</i> 	<ol style="list-style-type: none"> 1. Complete Part 1 2. Complete Parts 2–7. <i>All screens are editable.</i> 3. Navigate to Part 8: Submission Without Changes screen. <i>Screen defaults to “Make Changes” and a check box is next to all screens.</i>

Renewal Project Application

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2022 CoC Program Competition.

The screenshot shows the 'Front Office Portal' for e-snaps. On the left, there is a sidebar with a 'Login' button, a 'Forgot your password?' link, a 'Create Profile' button, and a 'Contact Us' link. The main content area is titled 'Welcome to e-snaps' and contains a welcome message, login instructions, and information about the CoC Program Registration and Application. Two callout boxes are present: one pointing to the 'Login' button with the text 'Existing e-snaps users log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile'.

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

1. Go to <https://esnaps.hud.gov/>.
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

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

Renewal Project Application

Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) can 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 “Give Staff Access to Your Organization's e-snaps Account” resource at:

- <https://www.hudexchange.info/programs/e-snaps/>.

Renewal Project Application

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 step-by-step instructions, see the Project Applicant Profile Navigational Guide at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.

- **Access the Project 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 Project 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, please contact the HUD *e-snaps* Help Desk at e-snaps@hud.gov. The HUD Exchange Ask A Question (AAQ) is no longer active.

- **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://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.

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 *e-snaps* Help Desk if you need assistance at:*

- e-snaps@hud.gov.

Renewal Project Application

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
- Creating projects
- Accessing Project Applications from the “Submissions” screen

Renewal Project Application

Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2022 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2022 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.

On this screen, you are indicating your intent to apply for a specific type of grant.

Register	View	Funding Opportunity Name		End Date
		CoC Planning Project Application FY2022		Dec 31, 2025
		CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	1	Jan 11, 2021
		New Project Application FY2022	1	May 13, 2022
		Renewal Project Application FY2015	2	Sep 16, 2014
		Renewal Project Application FY2022	2	May 16, 2022
		Step_End_Date_Test		May 28, 2022
		Step_End_Date_Test_2		May 20, 2022
		UFA Costs Project Application FY2020	1	Sep 16, 2014

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar. The "Funding Opportunity Registrations" screen will appear.
2. Confirm the Project Applicant.
3. Select the "Register" icon next to "Renewal Project Application FY2022."
4. The "Funding Opportunity Details" screen will appear.

Renewal Project Application

Front Office

Phampton Logout Help

Applicant: Employment Connection (431106386)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2022
Start Date: 2022-05-13 00:00:00.0
End Date: 2027-12-31 23:59:00.0

Funding Opportunity Registration

Are you sure you wish to register Employment Connection (431106386)?

Yes Cancel

Select "Yes" to register

Steps

1. Select "Yes" to confirm that you want to register for the funding opportunity. The screen will refresh.

Front Office

Phampton Logout Help

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2022
Start Date: 2022-05-16 00:00:00.0
End Date: 2027-12-31 23:59:00.0

Funding Opportunity Registration

Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.

Back

Select "Back" button

Successful registration

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.

Renewal Project Application

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."

The screenshot shows the 'Front Office' interface. On the left, a sidebar menu has 'Projects' highlighted. The main content area shows 'Applicant: City of St. Louis (MO-501 Project Applicants)'. Below this, there are two dropdown menus: 'Project Status: Open Projects' and 'Funding Opportunity Name: Renewal Project Application FY2022'. A table with columns 'Project Name', 'Project Number', 'Funding Opportunity Name', 'Applicant Name', 'Applicant Number', and 'Step Status' is visible, with a message 'No records found'. Five callout boxes with arrows point to specific elements: 1. Points to 'Projects' in the sidebar. 2. Points to the 'Applicant' dropdown. 3. Points to the 'Funding Opportunity Name' dropdown. 4. Points to an 'Add' icon (a document with a plus sign) that appears above the table headers. 5. Points to another 'Add' icon.

Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Confirm the correct Project Applicant.
3. Select "**Renewal Project Application FY2022**" 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 will appear.



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

The screenshot shows a web form titled "Create a Project". At the top, there is a dropdown menu for "Applicant" with the selected value "Saint Louis County Project Applicant (MO-500 Project Applicant)". Below this, the form is divided into sections. The "Funding Opportunity Name" is "Renewal Project Application FY2022" and the "Applicant" is "Saint Louis County Project Applicant (MO-500 Project Applicant)". The "Applicant Project Name" field contains "A St. Louis Renewal Project Test FY 2022". There is an "Import Data From:" dropdown menu currently set to "None". At the bottom, there are four buttons: "Save", "Save & Add Another", "Save & Back", and "Cancel".

Callout 1: "Enter the project name that is being renewed" points to the "Applicant Project Name" field.

Callout 2: "If importing data, select the correct project" points to the "Import Data From:" dropdown menu.

Steps

1. On the "Create a Project" screen, the "Funding Opportunity" and "Applicant" fields 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. Select "Save & Back" to return to the "Projects" screen.
4. 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.

Renewal Project Application

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.

The screenshot shows the 'Front Office' interface. The top navigation bar includes 'Front Office Portal', 'Applicant: City of St. Louis (MO-501 Project Applicants)', and 'Submissions'. A callout points to the 'Submissions' link in the left sidebar with the text 'Select "Submissions"'. Another callout points to the 'Applicant' dropdown menu with the text 'Confirm the correct Project Applicant'. A third callout points to the filter options (Applicant Project Name, Date Submitted, Project Status, Submission Version, Associate Type) with the text 'Use the Filters to locate the renewal project'. A 'Filter' button is visible below the filter options. At the bottom, a table displays submission data.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Depaul USA Project MORE	Renewal Project Application FY2015 Renewal Project	Sep 16,	Dec 31,	Primary Applicant	1	Nov 13, 2015, 10:44:16 PM

Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
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.

Renewal Project Application

FY 2022 Project Application

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

General Guidelines for Navigating Through the Upcoming Screens:

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 select "Save." If the information is correct, then edit it to something incorrect and save it, then change it back and save it again.*
- *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.

Saving: 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.

The screenshot shows the 'Front Office' interface. The left sidebar contains a menu with 'Submissions' highlighted. The main area shows a 'Submissions' page for the 'City of St. Louis (MO-501 Project Applicants)'. It features a filter section with dropdowns for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. A table below lists project submissions, with an orange folder icon in the 'Actions' column for the first row. Callouts provide instructions: 'Select "Submissions"', 'Use the Filters to find the correct project', and 'Select orange "folder" icon to access the project'.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	STL PSH Renewal Project '22 137834	Renewal Project Application FY2022 Renewal Project Application FY2022	May 16, 2022	Dec 31, 2022	Primary Applicant	1	

Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Select the orange "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "Renewal Project Application FY2022."
4. The "Before Starting" screen will appear.

Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2022 Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

The screenshot shows the 'e.Forms' interface for 'Renewal Project Application FY2022'. The left sidebar contains a navigation menu with the following items: 'Renewal Project Application FY2022', 'Applicant Name: City of St. Louis', 'Applicant Number: MO-501 Project Applicants', 'Project Name: STL PSH Renewal Project '22', 'Project Number: 137834', 'Renewal Project Application FY2022', 'FY2021 Renewal Detailed Instructions', 'Before Starting', 'Part 1 - Forms', '1A. SF-424 Application Type', '1B. SF-424 Legal Applicant', '1C. SF-424 Application Details', '1D. SF-424 Congressional District(s)', '1E. SF-424 Compliance', '1F. SF-424 Declaration', '1G. HUD-2880', '1H. HUD-50070', '1I. Cert. Lobbying', '1J. SF-LLL', '1K. SF-424B', 'Information About Submission without Changes', 'Recipient Performance', 'Renewal Grant Consolidation or Renewal Grant Expansion', '8B Summary', 'View Applicant Profile', 'Export to PDF Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Before Starting the Project Application' and contains the following text: 'To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.' Below this is a 'Things to Remember' section with a bulleted list of instructions. At the bottom of the main content area are 'Back' and 'Next' buttons. A callout box points to the 'Next' button, and another callout box points to the 'Back to Submissions List' link in the left menu.

Steps

1. Review the information on this screen, then select "Next."
2. If necessary, select "Back to Submissions List" in the left menu bar to return to the main screen.

Back to Submissions List:

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.

Renewal Project Application

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 instructions on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2022 Project Application.

1A. SF-424 Application Type

Verify the data is correct

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s): -- select --

If "Other", specify:

3. Date Received: 08/26/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier: MO0002

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

* Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

6. Date Received by State:

7. State Application Identifier:

Select "Next" to continue

Back Next

Steps

1. Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
2. In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "Renewal Project Application."
3. Leave fields 4, 5a, 6, and 7 blank.
4. In field 5b, "Federal Award Identifier," review or enter the first six digits of the expiring grant number:
 - Review the final Grant Inventory Worksheet (GIW).
https://www.hud.gov/program_offices/comm_planning/coc/competition/giws
 - 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.
5. Select "Next" to continue.

Renewal Project Application

1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2022 Project Application.

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Anytown Homeless Services

b. Employer/Taxpayer Identification Number (EIN/TIN): 00-0000004

c. UEI: 000000000000

d. Address

Street 1: 1234 Main St

Street 2:

City: Anytown

County:

State: Missouri

Country: United States

Zip / Postal Code: 12345

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Jane

Middle Name:

Last Name: Smith

Suffix: -- select --

Title: Grants Manager

Organizational Affiliation: Anytown Homeless Services

Telephone Number: (555) 555-5550

Extension: 261

Fax Number: (555) 555-5000

Email: jsmith@anytown.org

Back Next

Steps

1. Verify that all the information on this screen is complete and accurate.
2. Select "Next" to continue.

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 [Updating the Applicant Profile](#) section of this guide.

Renewal Project Application

1C. Application Details

The following steps provide instructions on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2022 Project Application.

1C. SF-424 Application Details

Verify the data is correct

9. Type of Applicant: B. County Government

10. Name of Federal Agency: Department of Housing and Urban Developme

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N-25

Title: Continuum of Care Homeless Assistance Com

13. Competition Identification Number:

Title:

Select "Next" to continue

Back Next

Steps

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 "Next" to continue.

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 [Updating the Applicant Profile](#) section of this guide.

Renewal Project Application

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 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

1D. SF-424 Congressional District(s)

* 14. Area(s) affected by the project (State(s) only):
(for multiple selections hold CTRL key)

Available Items:

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia

Selected Items:

- Missouri


15. Descriptive Title of Applicant's Project: 2022_ren_1

Steps

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 15

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

Steps (continued)

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 [Updating the Applicant Profile](#) section in this guide
4. In field 16b, select the congressional district(s) in which the project operates.
 - 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. In field 17, "Proposed Project," click on the empty field to open the calendar, then enter the project's proposed operating start and end dates.
6. Field 18, "Estimated Funding," cannot be edited.
7. Select "Next" to continue.

Renewal Project Application

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 2022 Project Application, as well as reviewing information populated from the "Applicant Profile."

1E. SF-424 Compliance

* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review:

* 20. Is the Applicant delinquent on any Federal debt? -- select --


If "YES," provide an explanation:

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. In field 19 ("Is the Application Subject to Review By State Executive Order 12372 Process?"), select the correct option from the dropdown menu.
 - If the State or U.S. Territory requires a 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.
 - "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" to continue.



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/2020/04/SPOC-4-13-20.pdf>

Renewal Project Application

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 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

* I AGREE: Select "I AGREE"

The Authorized Representative fields are populated from the Applicant Profile

21. Authorized Representative

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: -- select --

Title: Housing Manager

Telephone Number: (555) 555-5500
(Format: 123-456-7890)

Fax Number: (555) 555-5000
(Format: 123-456-7890)

Email: jdoe@anytown.org

Signature of Authorized Representative: Considered signed upon submission

Date Signed: 08/04/2022

Select "Save and Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2022 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.

2. In field 21, verify that the Authorized Representative information is complete and accurate.
3. Select "Save & Next" to continue.

Renewal Project Application

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 [Updating the Applicant Profile](#) section of this guide.

Renewal Project Application

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, UFA Costs, and Youth Homelessness Demonstration Projects [YHDP] Renewals). 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):

- <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

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

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



Refer to the “How to Complete the HUD Form 2880 in e-snaps” resource:

<https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

Renewal Project Application

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 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows a web form for the HUD 50070 certification. At the top, there is a certification statement with a checkbox that is checked. A callout bubble points to this checkbox with the text "Select to certify". Below the statement is a warning: "Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)".

The form is titled "Authorized Representative" and contains the following fields:

- Prefix: Mr.
- First Name: John
- Middle Name: (empty)
- Last Name: Doe
- Suffix: -- select --
- Title: Housing Manager
- Telephone Number: (555) 555-5500
- Fax Number: (555) 555-5000
- Email: jdoe@anytown.org
- Signature of Authorized Representative: Considered signed upon submission
- Date Signed: 08/04/2022

At the bottom of the form, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next". A callout bubble points to the "Save & Next" button with the text "Select 'Save and Next' to continue".

Steps

1. Review parts A through G of the certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2022 Renewal Project Application is correct.
3. Verify that the pre-populated Authorized Representative information is complete and accurate

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.

4. Select "Save & Next" to continue.

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 [Updating the Applicant Profile](#) section of this guide.

Renewal Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2022 Project Application.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Select to certify

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Select "Save and Next" to continue

Steps

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.

Renewal Project Application

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 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

*** Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying federal administration or congress) in connection with the CoC Program?**

-- select --

Select "Yes" or "No" to reveal additional questions

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Save & Back

Save

Save & Next

Back

Next

Steps

1. Verify that the Authorized Representative 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).

Renewal Project Application

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 [Updating the Applicant Profile](#) section of this guide.

Renewal Project Application

If "No" Lobbying Activities

IJ. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?

Legal Name: Anytown Homeless

Street 1: 1234 Main St

Street 2:

City: Anytown

County:

State: Missouri

Country: United States

Zip / Postal Code: 12345

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete

Authorized Representative

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: -- select --

Title: Housing Manager

Telephone Number: (555) 555-5500
(Format: 123-456-7890)

Fax Number: (555) 555-5000
(Format: 123-456-7890)

Email: jdoe@anytown.org

Signature of Authorized Official: Considered signed upon submission

Date Signed: 08/04/2022

Buttons: Save & Back, Save, Save & Next, Back, Next

Callouts: "Select 'No' and confirm information" (points to dropdown), "Select to certify" (points to checkbox), "Select 'Save & Next' to continue" (points to button)

Steps

1. If "No" lobbying activities, review the pre-populated data.
2. Under field 11, 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.

Renewal Project Application

If "Yes" Lobbying Activities

11. SF-LLL
DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer "No" if your organization is NOT engaged in lobbying.

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?

1. Type of Federal Action: Grant

2. Status of Federal Action: Application

3. Report Type: Initial Filing

* 4. Name and Address of Reporting Entity:

* Choose one option that applies from the following list:

Prime

Subrecipient

5. Congressional District, if known:

Available Items:	Selected Items:
AK-000	MO-001
AL-001	
AL-002	
AL-003	
AL-004	
AL-005	
AL-006	
AL-007	
AR-001	
AR-002	

6. Federal Department/Agency: Department of Housing and Urban Development

7. Federal Program Name/Description and (CFDA Number): Continuum of Care (CoC) Program (14.267)

8. Federal Action Number: FR-6500-N-258

9. Award Amount: \$100,000.00

* 10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):

* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* I certify that this information is true and complete.

Authorized Representative

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: - select -

Title: Housing Manager

Telephone Number: (555) 555-5500

Fax Number: (555) 555-5000

Email: john@anytown.org

Signature of Authorized Official: Considered signed upon submission in...

Date Signed: 08/04/2022

Renewal Project Application

Steps

1. If "Yes" to lobbying activities, 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 the pre-populated data in fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address. If the registrant is an individual, provide their last name, first name, and middle initial.
6. In field 10b, provide the last name, first name, and middle initial of the individuals performing services. Provide their address if it is different from the address in field 10a.
7. After completing the questions, select the box under field 11 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.

Prime is the required selection:

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 subrecipient NEVER submits the Project Application.

Renewal Project Application

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Review the assurances

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

* As the duly authorized representative of the applicant, I certify: **Select to certify**

Authorized Representative for: Anytown Homeless Services

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Title: Housing Manager

Signature of Authorized Certifying Official: Considered signed upon submission

Date Signed: 08/26/2022

Select "Save & Next" to continue

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

Back **Next**

Steps

1. Review the information on this screen.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select "Save & Next" to continue.

Renewal Project Application

Information About Submission without Changes

Review instructions

Follow the instructions below making note of the exceptions and limitations to the "Submit Without Changes" process.

In general, HUD expects a project's proposed project application information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process. However, HUD expects applicants to carefully review their information to determine if submitting without changes accurately reflects the expiring grant requesting renewal.

The data from previously submitted new and renewal project applications can be imported into a FY 2022 renewal project application. The "Submit without Changes" process is not applicable for:

- first time renewing project applications
- a project application that did not import last FY 2021 information
- a project that had Issues or Conditions that were addressed in FY 2021 Post-Award and updates need to be reflected in the FY 2022 project application
- a project that had amendments approved in FY 2020 or FY 2021 that need to be reflected in the FY 2022 project application

e-snaps will automatically be set to "Make Changes" and all questions on each screen must be updated.

The e-snaps screens that remain "open" for required annual updates and do not affect applicants' ability to select "Submit without Changes" are:

- Recipient Performance Screen
- Consolidation and Expansion
- Screen 3A. Project Detail
- Screen 6D. Sources of Match
- All of Part 7: Attachments and Certification; and
- All of Part 8: Submission Summary.

All other screens in Part 2 through Part 6 begin in "Read-Only" format and should be reviewed for accuracy; including any updates that were made to the 2021 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select "Submit Without Changes" in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: "Submission Without Changes" Screen, select "Make Changes", and check the box next to each relevant screen title to unlock screens for editing. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Once a project applicant selects a checkbox and clicks "Save", the project applicant can

Please refer to the Detailed Instructions found on the left side menu of e-snaps or for more in depth information about applying under the FY 2022 CoC Competition.

Select "Next" to continue

Back Next

Steps

1. Review the instructions on the "Information About Submission without Changes" screen.
2. Select "Next" to continue.

Renewal Project Application

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 2022 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.

The screenshot displays the "Recipient Performance" screen with the following elements:

- Question 1:** "1. Did you submit your previous year's Annual Performance Report (APR) on time?" with a dropdown menu.
- Question 2:** "2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request?" with a dropdown menu.
- Question 3:** "3. Do you draw funds quarterly for your current renewal project?" with a dropdown menu.
- Question 4:** "4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request?" with a dropdown menu.
- Callout Box:** A rounded rectangle on the right side containing the text: "Select 'Yes' or 'No' for each question. Review screen for additional questions".
- Buttons:** At the bottom, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next".

Steps

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.

Renewal Project Application

Recipient Performance

* 1. Did you submit your previous year's Annual Performance Report (APR) on time? If "No," field 1a appears

* 1a. If you did not submit your APR on time to the SAGE website, provide an explanation.

3500 characters remaining.

* 2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? If "Yes," fields 2a and 2b appear

* 2a. If yes was selected, provide the date HUD or OIG issued the oldest unresolved finding(s):

* 2b. Explain why the finding(s) remains unresolved.

3500 characters remaining.

* 3. Do you draw funds quarterly for your current renewal project? If "No," field 3a appears

* 3a. If no was selected, explain why CoC Program funds are not drawn quarterly.

test

3496 characters remaining.

* 4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? If "Yes," field 4a appears

* 4a. If HUD recaptured funds provide an explanation.

3500 characters remaining.

Select "Save & Next" to continue

Note: This formlet contains mandatory fields for which no value has been saved.

Steps

2. In field 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," field 1a will appear:
 - In field 1a, describe why you have not successfully submitted the APR on time.
3. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring or OIG Audit findings concerning *any previous grant term* related to this renewal project request.
 - If "Yes," fields 2a and 2b will appear.

Renewal Project Application

- In field 2a, enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields.
 - In field 2b, explain why the findings remain unresolved in the text box provided.
4. In field 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," field 3a will appear.
 - In field 3a, explain why the recipient has not maintained consistent Quarterly Drawdowns in the text box provided.
5. In field 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," field 4a will appear.
 - In field 4a, explain the circumstances that led HUD to recapture funds in the text box provided.
6. Select "Save & Next" to continue.

Renewal Project Application

Renewal Grant Consolidation or Renewal Grant Expansion Screen

The FY 2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

A few changes have occurred that differentiate the process.

1. Expansions and Consolidations will submit individual applications.
 - a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.
 - b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for Expansion or Consolidation requests from the individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

All renewal projects that are part of an expansion or consolidation must expire in Calendar Year (CY) 2023, as confirmed on the FY 2022 GIW or eLOCCS, 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) as the expansion. For more information about the consolidation or expansion process, refer to the FY 2022 CoC Program NOFO at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

1. Expansions and Consolidations will submit individual applications.

a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.

b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application that will survive, and the renewal applications that will terminate. Up to 10 grants may be included in a consolidation.

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

* 1. Is this renewal project application requesting to consolidate or expand? No

If "No" click on "Next" or "Save & Next" below to move to the next screen.

Save & Back Save & Next Back Next

Select "Yes," additional fields appear

No

Yes - Individual Application in a Renewal Grant Consolidation

Yes - Stand-Alone Renewal Application in a New Grant Expansion

Steps

1. On the Renewal Grant Consolidation or Expansion screen, field 1 asks if the renewal project application is requesting to consolidate or expand.
 - If "No," click on "Next" or "Save & Next" to continue.
 - If "Yes," additional fields will appear.

Renewal Project Application

The Project Application is an Individual Application in a Renewal Grant Consolidation

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

1. Expansions and Consolidations will submit individual applications.
a. Expansions will ONLY submit a Stand-Alone Renewal application and a consolidation application.
b. Consolidations will ONLY submit individual renewal project applications, and the renewal applications that will terminate grants may be included in a consolidation.

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

*** 1. Is this renewal project application requesting to consolidate or expand?**

If "No" click on "Next" or "Save & Next" below to move to the next screen.

HUD encourages the consolidation of renewal grants. As part of the FY 2022 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant with the final fully consolidated grant completed in the CoC post award process. 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) 2023, as confirmed on the FY 2022 GIW and also confirmed with dates from eLOCCS. In addition, the project 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).

*** 2. Is this renewal project application the surviving or terminating grant?**

Click on "Save & Next" to continue completing application of this individual project

Select "Yes – Individual Application in a Renewal Grant Consolidation"

Select "Survivor" or "Terminating" grant

-- select --
Survivor
Terminating

Steps

1. In field 1, select "Yes—Individual Application in a Renewal Grant Consolidation." Field 2 will appear.

Renewal Project Application

- In field 2, select whether the project is the Surviving or the Terminating grant.

* 2. Is this renewal project application the surviving or terminating grant? Survivor

Renewal Grant Consolidation Table

Surviving PIN or Terminating PIN	Project Identification Number PIN	Open	Close
Surviving PIN			
-- select --			
-- select --			
-- select --			
-- select --			
-- select --			
-- select --			
-- select --			

Complete the renewal grant consolidation table, then click the acknowledgement boxes

Renewal Grant Consolidation Summary

Total Number of Grants in Consolidation:

* I acknowledge the I have reviewed eLOCCS Operating Start Dates and Expiration dates for all grants listed above.

* I acknowledge that I have informed my Collaborative Applicant of this consolidation request to be included in the CoCs Project Listing and listed on a special attachment identifying this consolidation request.

* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUMBIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2022 COC COMPETITION.**

Renewal Grant Consolidation Table for SURVIVING GRANT

- If the project is the Surviving grant, additional fields will appear. Please complete the renewal grant consolidation table and check the acknowledgment boxes.

* 2. Is this renewal project application the surviving or terminating grant? Terminating

Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded SURVIVING GRANT in FY 2022 for the consolidation.

* 2a. Eligible SURVIVING PIN:

* 2b. Eligible SURVIVING Project Name:

* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUMBIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2022 COC COMPETITION.**

Renewal Grant Consolidation Screen for TERMINATING GRANT

Enter the SURVIVING PIN and Project Name, then click the acknowledgement box

- If the project is the Terminating grant, fields 2a and 2b will appear. Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the SURVIVING GRANT in FY 2022 for the consolidation. Then check the acknowledgment box.

- Select "Save & Next" to continue.

Renewal Project Application

The Project Application is a Stand-Alone Renewal Application in a New Grant Expansion

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2022 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

1. Expansions and Consolidations will submit individual applications.

a. Expansions will ONLY submit a Stand-Alone Renewal application and a Stand-Alone New application.

b. Consolidations will ONLY submit individual renewal project applications, identifying the renewal application terminate. Up to 10 grants may be included in a consolidation.

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

Select "Yes – Stand-Alone Renewal Application in a New Grant Expansion"

* 1. Is this renewal project application requesting to consolidate or expand? Yes - Stand-Alone Renewal Application in a New Grant Expansion

If "No" click on "Next" or "Save & Next" below to move to the next screen.

As part of the FY 2022 CoC Program project application process, project applicants can request their eligible renewal projects to be part of an Expansion. This process can combine up to 1 renewal project application and 2 new expansion project applications. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2023, as confirmed on the FY 2022 GiW or eLOCCS, 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).

2. In the fields below, enter the Project Name, PIN of the Stand-Alone Renewal project application and the Project Name for the Stand-Alone New project application as entered in e-snaps for the FY 2022 CoC Competition. There is no PIN for the Stand-Alone New, which is why the field will automatically fill as "NA". **The Total Requested Amount for the Stand-Alone Renewal will automatically pull from the summary budget.**

Renewal Grant Expansion Table

Enter project information for the stand-alone renewal and the stand-alone new project

Stand-Alone Renewal or Stand-Alone New	Project Name	PIN Number
Stand-Alone Renewal	<input type="text"/>	<input type="text"/>
Stand-Alone New	<input type="text"/>	NA
-- select --	<input type="text"/>	<input type="text"/>

At least 2 rows must be completed in the Renewal Expansion table.

Renewal Expansion Summary

Total Number of Grants in the Expansion 0

* I acknowledge that I have informed my Collaborative Applicant of this expansion request to be included in the CoCs Project Listing and listed on a special attachment identifying this expansion request.

* I acknowledge that I have reviewed the accuracy and submitted all new expansion project applications related to this expansion request into esnaps.

NOTE: DO NOT SUBMIT A FULLY COMBINED NEW OR RENEWAL PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2022 COC COMPETITION.

Steps

1. In field 1, select "Yes—Stand-Alone Renewal Application in a New Grant Expansion." Field 2 will appear.
2. In field 2, in the Renewal Grant Expansion Table, enter the Project Name, PIN, and Total Amount Requested of the Stand-Alone Renewal project application and the Project Name and Total Amount requested for the Stand-Alone New project application.

At least two rows must be completed in the renewal expansion table.

3. Check the boxes acknowledging that the Collaborative Applicant has been informed of the expansion request and that you have reviewed the accuracy and submitted all new expansion project applications related to this expansion request into *e-snaps*.

Note: Do not submit a fully combined new or renewal project application in *e-snaps* as part of the FY 2022 CoC competition.

4. Select "Save & Next" to continue.

Renewal Project Application



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

- *Consolidating Eligible Renewals During the CoC Program Competition. Under "Special Topics" at:*

<https://www.hudexchange.info/programs/e-snaps/>.

- *e-snaps FAQs, keyword "consolidation:"*

FAQs (pre-FY21):

<https://www.hudexchange.info/e-snaps/faqs/>

FAQs (post-FY21):

https://www.hud.gov/program_offices/comm_planning/coc/competition

Renewal 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 will 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 2022 Project Application.

Note: If you are not using subrecipients, skip this screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.

Total Expected Sub-Awards:

[Show Filters] [Clear Filters]

Delete	View	Organization	Type	Sub-Award A
No records found.				

Navigation: [Previous] [Next] [Home]

Buttons: Back, Next

Steps

1. Select the "Add" icon to add a subrecipient.
2. The "Project Subrecipients" screen will appear.

NOTE:

Data from the FY 2020 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 the information has changed and needs to be updated.

Renewal Project Application

2A. Subrecipients (continued)

2A. Project Subrecipients Detail

*** a. Organization Name:**

*** b. Organization Type:**

*** c. Employer or Tax Identification Number:**

*** d. Unique Entity Identifier:**

UEI number must be 12 alphanumeric characters

e. Physical Address

*** Street 1:**

Street 2:

*** City:**

*** State:**

*** Zip Code:**

UEI has replaced
DUNS number

Steps

1. In field a, enter the legal name of the subrecipient organization.
2. In field b, 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; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103),); and public housing agencies, as such term is defined in 24 CFR 5.100.

If the organization type does not appear on the list, it is not an eligible subrecipient.

Nonprofit subrecipients 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. In field c, enter the subrecipient's 9-digit TAX ID/EIN number.
4. In field d, enter the subrecipient's 12 alphanumeric characters of the UEI.
5. In field e, enter the subrecipient's address, city, State, and zip code.

Renewal Project Application

2A. Subrecipients (continued)

f. Congressional District(s):
(for multiple selections hold CTRL key)

Available Items:	Selected Items:
AK-000	
AL-001	
AL-002	
AL-003	
AL-004	
AL-005	
AL-006	
AL-007	
AR-001	
AR-002	

g. Is the subrecipient a Faith-Based Organization? -- select --

h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency? -- select --

i. Expected Sub-Award Amount:

j. Contact Person

Prefix: -- select --

First Name:

Middle Name:

Last Name:

Suffix: -- select --

Title:

E-mail Address:

Confirm E-mail Address:

Phone Number:

Extension:

Fax Number:

Select "Save & Back to List" when finished adding subrecipients

Select "Save & Add Another" to add another recipient

Renewal Project Application

Steps

6. In field f, "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. In field g, select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8. In field h, select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9. In field i, 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. In field j, complete the information for the contact person, including:
 - Prefix, which is from the dropdown menu
 - First, middle (optional), and last name, as well as their suffix (optional) and title.
 - Email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly
 - Telephone number, starting with the area code
 - Extension number, if applicable
 - Fax number (optional), starting with the area code.
11. To add another subrecipient, select "Save & Add Another" and repeat steps 1–10.
 - 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.

Renewal Project Application

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.

Total Expected Sub-Awards:

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Organization	Type	Sub-
		Cool Test Org	A. State Government	\$40,000

Select "Next" when finished adding project subrecipients

Steps

12. 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 .
13. Select "Next" to continue.

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://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

Renewal Project Application

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 2022 Project Applicants—Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.

The screenshot shows the '3A. Project Detail' form with the following fields and callouts:

- Field 1:** Expiring Grant Project Identification Number (PIN): 100000. Callout: (e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)
- Field 2:** * 2. CoC Number and Name: -- select --. Callout: Fields 2 and 3 determine which CoC receives the project application when it is submitted in *e-snaps*
- Field 3:** * 3. CoC Collaborative Applicant Name: -- select --
- Field 4:** 4. Project Name: STL PSH Renewal Project '22. Callout: Component type determines whether other questions will appear
- Field 5:** * 5. Project Status: Standard
- Field 6:** * 6. Component Type: -- select --. Callout: Select "Save & Next" to continue
- Field 7:** * 7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? -- select --

Buttons at the bottom: Save & Back, Save, Save & Next, Back, Next.

Note: This formlet contains mandatory fields for which no value has been saved.

Steps

1. In field 1, verify that the “Expiring Grant Project Identification Number (PIN)” field is populated with information from the “Federal Award Identifier” field on the “Applicant Type” screen.
2. In field 2, select your “CoC Number and Name” from the dropdown menu.
3. In field 3, select your "CoC Collaborative 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.

Renewal Project Application

"No CoC"

"No CoC" can only be selected if your CoC did not register for the FY 2022 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 at:


- <https://www.hudexchange.info/grantees/>.

4. In field 4, verify the "Project Name" populated with the project name listed on your "Projects" screen.

If the project name is incorrect, follow the instructions in the note below.

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.

5. In field 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.

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 2022 CoC Program Competition NOFO. 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.

Renewal Project Application



Refer to the *Project Application Appeal Process* navigational guide at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.

6. In field 6, select the correct “Component Type” from the dropdown menu.

Component types include PH, Joint TH & PH-RRH, SH, TH, SSO, and HMIS.

Note: The component type determines what questions appear on other forms throughout the Project Application.

- If you select "PH" from the "Component Type" dropdown menu, field 6a will appear.
In field 6a, select "PSH" or "RRH" from the dropdown menu to identify if the project will provide PSH or RRH. If you select “PSH,” in field 6a, then field 8 will appear.
In field 8, select “Yes” or “No” to indicate whether the project will include replacement reserves as a CoC operating cost.
- If you select “SSO” from the “Component Type” dropdown menu, field 6a will appear.
In field 6a, select the appropriate type of SSO project from the dropdown menu.
- If you select “Joint TH & PH-RRH” from the “Component Type” dropdown menu, field 8 will appear.
In field 8, select “Yes” or “No” to indicate whether the project will include replacement reserves as a CoC operating cost.

7. In field 7, select “Yes” or “No” to indicate whether your organization or subrecipient is a victim service provider defined under 24 CFR 578.3

8. Select “Save & Next” to continue.



The component type determines what questions appear on other forms throughout the Project Application.

- *PH*
- *TH*
- *SH*
- *SSO*
- *HMIS*
- *Joint TH & PH-RRH*

Renewal Project Application

3B. Project Description

The following pages provide instructions on completing mandatory fields marked with an asterisk (*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2022 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 questions 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, Transitional Housing, Joint TH and PH-RRH, and Safe Haven projects](#)
- [3B. Supportive Services-Only \(SSO\) projects](#)
- [3B. HMIS 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, TH Projects, Joint TH-RRH Projects, and SH Projects

The following instructions apply to screen 3B. Project Description for Permanent Housing, Transitional Housing, Joint Transitional and Rapid Rehousing, and Safe Haven projects.

3B. Project Description

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)**

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other(Click 'Save' to update)	<input checked="" type="checkbox"/>

If "Other," select "Save" then enter a description

* Other:

Steps

1. In field 1, provide a detailed description that addresses the entire scope of the project.
2. In field 2, select the appropriate boxes if the project has a specific population focus.
 - Select "N/A" if the project serves all subpopulations.
 - If you select "Other," click "Save" to update, then describe the specific type of population in the text box provided.

Renewal Project Application

3. Housing First

* 3a. Does the project quickly move participants into permanent housing?

* 3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income

Active or history of substance use

Having a criminal record with exceptions for state-mandated restrictions

History of victimization (e.g. domestic violence, sexual assault, childhood abuse)

None of the above

* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area

None of the above

* 3d. Does the project follow a "Housing First" approach?

Steps (continued)

3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4. In field 3b, 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. In field 3c, 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, in field 3d 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 2022 CoC Program NOFO regarding requirements for Housing First. https://www.hud.gov/program_offices/comm_planning/coc/competition.

7. Select "Save & Next" to continue.

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.

3B. Project Description

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)**

N/A - Project Serves All Subpopulations <input type="checkbox"/>	Domestic Violence <input type="checkbox"/>
Veterans <input type="checkbox"/>	Substance Abuse <input type="checkbox"/>
Youth (under 25) <input type="checkbox"/>	Mental Illness <input type="checkbox"/>
Families with Children <input type="checkbox"/>	HIV/AIDS <input type="checkbox"/>
	Chronic Homeless <input type="checkbox"/>
	Other(Click 'Save' to update) <input checked="" type="checkbox"/>

If "Other," select "Save" then enter a description.

* Other

Steps

1. In field 1, provide a detailed description that addresses the entire scope of the project.
2. In field 2, select the appropriate boxes if the project has a specific population focus.
 - Select "N/A" if the project serves all subpopulations.
 - If you select "Other," click "Save" to update, then describe the specific type of population in the text box provided.

Renewal Project Application

3. Housing First

* 3a. Does the project quickly move participants into permanent housing?

* 3b. Does the project enroll program participants who have the following barriers? Select all that apply.

- Having too little or little income
- Active or history of substance use
- Having a criminal record with exceptions for state-mandated restrictions
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
- None of the above

* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above

* 3d. Does the project follow a "Housing First" approach?

Buttons: Save & Back, Save, Save & Next, Back, Next

Callouts:
1. The response in 3d auto-populates based on responses in 3a, 3b, and 3c.
2. Select "Save & Next" to continue.

Steps (continued)

3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4. In field 3b, 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. In field 3c, 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 in field 3d, "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 2022 CoC Program NOFO regarding requirements for Housing First.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

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4. As a renewal SSO-Coordinated Entry project update the following questions.

* 4a. Will the coordinated entry process cover the CoC's entire geographic area? --select--

* 4b. Will the coordinated entry process be affirmatively marketed and easily accessible by individuals and families seeking assistance? --select--

* 4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach assistance.

* 4d. Does the coordinated entry process use a comprehensive, standardized assessment process? --select--

* 4e. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services.

* 4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups:
(1) adults without children;
(2) adults accompanied by children;
(3) unaccompanied youth;
(4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
(5) persons at risk of homelessness.

* 4g. This coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinates and integrates mainstream health, social services, and employment programs to program participants for which they may be eligible? --select--

Buttons: Save & Back, Save, Save & Next, Back, Next

Callout 1: If "Coordinated Entry" is selected in Screen 3A, then fields 4 through 4g appear

Callout 2: Select "Save & Next" to continue

Steps (continued)

7. If "Coordinated Entry" was selected in Screen 3A, then Screen 3B will also have field 4, which includes fields 4a through 4g.
8. If "Coordinated Entry," was selected on Screen 3A, then for field four:
 - In field 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.
 - In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible.
 - In field 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.
 - In field 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.
 - In field 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.
 - In field 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, and whether those differences are limited only to the following four groups: Individuals, Families, DV, and Youth.
 - In field 4g, select "Yes" or "No" to indicate whether the coordinated entry process will refer persons experiencing homelessness to projects that specifically coordinate and integrate mainstream health, social services, and employment programs to program participants for which they may be eligible.
9. Select "Save & Next" to continue.

Renewal Project Application

3B. HMIS Projects

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

3B. Project Description

* 1. Provide a description that addresses the entire scope of the proposed project.

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. In field 1, provide a detailed description of the scope of the project.
2. Select "Save & Next" to continue to the next screen.

Renewal Project Application

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 percent of its beds to chronically homeless individuals and families, according to NOFO Section III.3.b.

3C. Dedicated Plus

Dedicated and DedicatedPLUS

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.

A “DedicatedPLUS” project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

(1) experiencing chronic homelessness as defined in 24 CFR 578.3;
(2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
(3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
(4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
(5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
(6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elected to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.3. If an applicant identifies in this application as being dedicated to chronically homeless individuals and families, a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. If a project is currently 100% Dedicated, it must continue to operate in accordance with Section III.A.3.b.

* 1. Is this project “100% Dedicated,” “DedicatedPLUS,” or “N/A”?
(Only select “N/A” if this project was originally awarded as a grant that did not have requirements to only serve persons experiencing chronic homelessness and meets the definition of “non-dedicated permanent supportive housing beds” in the NOFO Section III.C.2.p).

-- select --

Select response from dropdown

Select “Save & Next” to continue

Save & Back Save Save & Next

Back Next

Steps

1. In field 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.

Renewal Project Application

4A. Supportive Services and HMIS

The following steps provide instructions on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2022 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 Standards \(HMIS\)](#)

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 2022 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.

4A. Supportive Services for Program Participants

*** 1. For all supportive services available to program participants, indicate who will provide them and how often they will be provided. Click 'Save' to update.**

Enter at least one type of supportive service

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Weekly
Assistance with Moving Costs	Subrecipient	Monthly
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance a	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

Select who will provide the service

Select the frequency the service will be provided

Steps

1. In field 1, in the table provided and 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.

Renewal Project Application

Identify whether the project includes the following activities:

* 2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs?

* 3. Annual follow-up with program participants to ensure mainstream benefits are received and renewed?

* 4. Do program participants have access to SSI/SSDI technical assistance provided by this project, subrecipient, or partner agency?

* 4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?

Select "Yes," field 4a will appear

Select "Save & Next" to continue

Steps (continued)

- In field 2, select "Yes" or "No" from the dropdown menu to indicate whether the project provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.
- In field 3, select "Yes" or "No" from the dropdown menu to indicate whether the project follows up at least annually with participants to ensure mainstream benefits are received and renewed.
- In field 4, select "Yes" or "No" from the dropdown menu 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," field 4a will appear.
In field 4a, 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.
- Select "Save & Next" to continue.

Renewal Project Application

4A. HMIS Standards (HMIS)

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

4A. HMIS Standards

* 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? If "No," field 1a will appear

* 1a. If no, explain why and the planned steps for correction.

* 2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.) If "No," field 2a will appear

* 2a. If no, explain why and the planned steps for correction.

* 3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS? If "No," field 3a will appear

* 3a. If no, explain why and the planned steps for correction.

Steps

1. In field 1, 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," field 1a will appear.
In field 1a, explain why and discuss the planned steps for compliance
2. In field 2, 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," field 2a will appear.
In field 2a, explain why and discuss the planned steps for compliance.
3. In field 3, 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," field 3a will appear.
In field 3a, explain why and discuss the planned steps for correction.

Renewal Project Application

4A. HMIS Standards (HMIS) (continued)

* 4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? -- select --

* 5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.
3500 characters remaining.

* 6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?
3500 characters remaining.

* 7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards? -- select --

* 8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?
3500 characters remaining.

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps (continued)

4. In field 4, 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.
5. In field 5, 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.
6. In field 6, 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.
7. In field 7, 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.
8. In field 8, describe the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS.
9. Select "Save & Next" to continue.

Renewal Project Application

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

4B. Housing Type and Location

The following steps provide instructions on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2022 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:

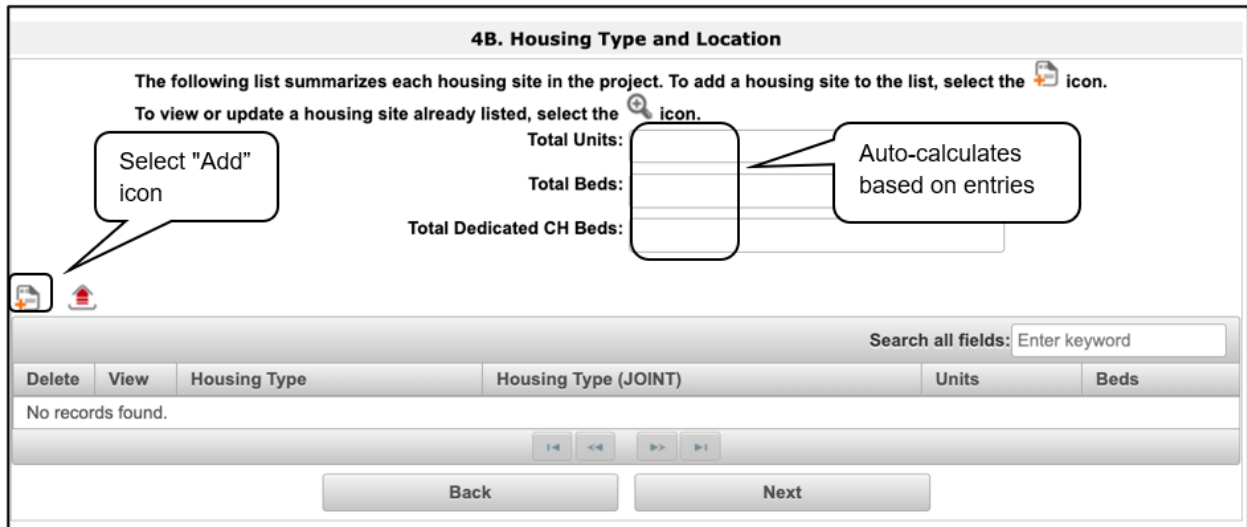
- [4B. Housing Type and Location \(PH: PSH\)](#)
- [4B. Housing Type and Location \(PH: RRH, TH, and SH\)](#)
- [4B. Housing Type and Location \(Joint TH & PH-RRH\)](#)

Renewal Project Application


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 the information you add about individual project sites.



Steps

1. Select the "Add"  icon to begin adding a housing site to this list.
2. The "4B. Housing Type and Location Detail" screen will appear.

Renewal Project Application

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

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

The screenshot shows a web form titled "4B. Housing Type and Location Detail". It contains several sections:

- 1. Housing Type:** A dropdown menu with a callout: "Select housing type from dropdown menu". A secondary callout shows the dropdown options: Barracks, Dormitory, shared or private rooms, Shared housing, Single Room Occupancy (SRO) units, Clustered apartments, Scattered-site apartments (including efficiencies), and Single family homes/townhouses/duplexes.
- 2. Indicate the maximum number of units and beds available for program participation:** Fields for "2a. Units:" and "2b. Beds:".
- 3. How many beds in "2b. Beds" are dedicated to persons experiencing chronic homelessness?** A field with a callout: "This includes both the 'dedicated' and 'prioritized' beds."
- 4. Address:** A text block explaining address requirements, followed by fields for "Street 1:", "Street 2:", "City:", "State:" (dropdown), and "ZIP Code:".
- *5. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.** (for multiple selections hold CTRL key). This section includes an "Available Items:" list (290534 Blue Springs, 291152 Columbia, 291808 Florissant, 292502 Independence, 292628 Jefferson City, 292652 Joplin) and a "Selected Items:" list. Callouts point to "Save & Back to List" and "Save & Add Another" buttons.

At the bottom, there are buttons for "Save", "Save & Add Another", "Save & Back to List", and "Back to List". A note at the very bottom states: "Note: This formlet contains mandatory fields for which no value has been saved."

Steps

1. In field 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.

Renewal Project Application

- In fields 2a and 2b, enter the number of units and beds available for project participants at the selected housing site.
 - The number entered should be based on the number of units and beds that will be available at the point-in-time count and used for housing program participants in this project.
 - Select "Save."
- In field 3, indicate the number of beds identified in "2b. Beds" that are dedicated to the chronically homeless.

As stated on the screen, this number should include both the "dedicated" and "prioritized" beds from previous competitions.
- In field 4, enter the physical address for this proposed project.

For scattered-site housing, enter the address where the majority of beds are located, the address where most beds are located as of the date you submit the application, or an administrative address.
- In field 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.
- To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 5.
- 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.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon.
To view or update a housing site already listed, select the icon.

Total Units:

Total Beds:

Total Dedicated CH Beds:

Delete	View	Housing Type	Housing Type (JOINT)	Beds
		Scattered-site apartments (...)	---	24

Navigation: **1**

Buttons:



Callout: Select "Next" to continue

- When your list is complete, select "Next" to continue.

Renewal Project Application

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.*

Renewal Project Application

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

The following screen, 4B. Housing Type and Location, applies to PH: RRH, TH, and 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 the information you add about individual project sites.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the + icon.
To view or update a housing site already listed, select the magnifying glass icon.

Select "Add" icon

Total Units:

Total Beds:

Total Dedicated CH Beds:

Auto-calculates based on entries

Search all fields:

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
No records found.					

Back Next

Steps

1. Select the "Add" + icon to begin adding a housing site to this list.
2. The "4B. Housing Type and Location Detail" screen will appear.

Renewal Project Application

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

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

4B. Housing Type and Location Detail

Select housing type from dropdown menu

1. Housing Type: -- select --

2. Indicate the maximum number of units and beds for program participants at the selected housing type

a. Units:

b. Beds:

3. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

* Street 1:

Street 2:

* City:

* State: -- select --

* ZIP Code:

4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)

Available Items:

- 020078 Anchorage
- 029013 Aleutians East Borough
- 029016 Aleutians West Census Area
- 029050 Bethel Census Area

Selected Items:

Select "Save & Back to List" when finished adding housing types

Select "Save & Add Another" to add another housing type

Please select at least one area.

Save Save & Add Another

Save & Back to List Back to List

Steps

1. From the "Housing Type" dropdown menu in field 1, 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.

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2. In fields 2a and 2b, enter the number of units and beds available for project participants at the selected housing site.
3. In field 3, enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, the address where most beds are located as of the date you submit the application, or an administrative address.
4. In field 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.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units:

Total Beds:

Delete	View	Housing Type	Housing Type (JOINT)	Beds
		Single family homes/townhou...	---	9

Back Next

Select "Next" to continue

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.



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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 the information you add about individual project sites.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

*** List all CoC-funded and Non CoC-funded units and beds for this project**


	TH	RRH	Total
Total Units:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Beds:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
No records found.						

[1<](#) [<<](#) [>>](#) [>1](#)

Steps

1. Select the "Add"  icon to begin adding a housing site to this list.
2. The "4B. Housing Type and Location Detail" screen will appear.

Renewal Project Application

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

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

The screenshot shows the '4B. Housing Type and Location Detail' form. It includes several sections: 1. A dropdown menu for 'Is this housing type for the TH or RRH portion of the project?' with 'TH' selected. A callout says 'Select "TH" is selected, field 1a appears'. 1a. A dropdown menu for 'Does this TH portion of the project have private rooms per household?'. 2. A dropdown menu for 'Housing Type:' with a callout showing a list of options: Barracks, Dormitory, shared or private rooms, Shared housing, Single Room Occupancy (SRO) units, Clustered apartments, Scattered-site apartments (including efficiencies), and Single family homes/townhouses/duplexes. A callout says 'Select housing type from dropdown menu'. 3. A dropdown menu for 'What is the funding source for these units and beds?'. 4. Input fields for 'a. Units:' and 'b. Beds:'. 5. An address section with fields for 'Street 1:', 'Street 2:', 'City:', 'State:', and 'ZIP Code:'. 6. A section for selecting geographic areas with 'Available Items' and 'Selected Items' lists, and buttons for 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Callouts explain: 'Select "Save & Back to List" when finished adding housing types' and 'Select "Save & Add Another" to add another housing type'.

Steps

1. In field 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project for which the housing type is used.
 - If "TH" is selected in field 1, field 1a will appear.

In field 1a, select "Yes" or "No" from the dropdown menu to indicate if this TH portion of the project has private rooms for each household.
2. In field 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

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- In field 3, identify the funding source for the units 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*
- In field 4, enter the number of units and beds available for project participants at the selected housing site.
- In field 5, enter the physical address for this proposed project.
 - For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds are located, or where most beds are planned to be located as of the application submission.
 - If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
- In field 6, 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.
- To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 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.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

	TH	RRH	Total
Total Units:	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="8"/>
Total Beds:	<input type="text" value="16"/>	<input type="text" value="0"/>	<input type="text" value="16"/>

Search all fields:

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
		---	Clustered apartments	8	16



1

- When your list is complete, select "Next" to continue.

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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.*

Renewal Project Application

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 apply 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 the term of the grant).*
- 2. Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*
- 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.

Renewal Project Application

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

This section provides some guidelines to clarify how 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.

Example:
Household type: Households with at least 1 adult and 1 child
Households = 10
Adults over age 24 = 16
Accompanied Children under age 18 = 12

The screenshot shows a form titled "5A. Program Participants - Households". It contains a table with columns for household types and a total column. The rows represent different characteristics. Callouts provide additional context:

- "Enter the number of households per household type" points to the "Total Number of Households" field.
- "Total persons per household type" points to the "Total Persons" field.
- "Select 'Save' to auto-calculate" points to the "Save" button.

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	10			10
Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	16			16
Persons ages 18-24				0
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
Total Persons	28	0		28

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.

Renewal Project Application

5B. Program Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Statistics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	1									
Persons ages 18-24										
Children under age 18	1									
Total Persons	2	0	0	0	0	0	0	0	0	0

Click Save to automatically calculate totals

Persons in Households without an adult and one child

Statistics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24										
Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Buttons: Save & Back, Save, Save & Next, Back, Next

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.

Renewal Project Application

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.

The screenshot shows the '5A. Project Participants - Households' form. It is divided into two main sections: 'Households Table' and 'Characteristics'. The 'Households Table' has columns for 'Households with at Least One Adult and One Child', 'Adult Households without Children', 'Households with Only Children', and 'Total'. The 'Characteristics' section has columns for 'Persons in Households with at Least One Adult and One Child', 'Adult Persons in Households without Children', 'Persons in Households with Only Children', and 'Total'. The form includes input fields for each category, with some values already entered (e.g., 10 households, 16 persons over age 24). Callouts provide instructions: 'Enter the number of households per household type' points to the household count fields; 'Enter number of persons in households per characteristic' points to the person count fields; 'Select "Save" to auto-calculate' points to the 'Save' button; and 'Select "Save & Next" to proceed' points to the 'Save & Next' button. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A note at the bottom says 'Click Save to automatically calculate total'.

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	10			10

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	16			16
Persons ages 18-24	0			0
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
Total Persons	28	0		

Steps

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.

Renewal Project Application

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 screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

Renewal Project Application

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text"/>
Persons ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Children under age 18	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	22	2	2	4	2	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	0	0	0	0	0	0

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Phys Disab
Accompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	0	0	0	0	0	0	0	0

Select "Save" to calculate totals

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics of 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" to continue.

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.

Renewal Project Application

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 2022 CoC Program Competition using the FY 2022 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2022 application process, GIWs will also use FY 2022 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY 2022 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).

Renewal Project Application

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	<i>Not eligible</i>	Leased Units	Leased Units	<i>Not eligible</i>	<i>Not eligible</i>	Leased Units
Leased Structures	<i>Not eligible</i>	Leased Structures	Leased Structures	Leased Structures	<i>Not eligible</i>	Leased Structures
Long-Term Rental Assistance	Short-term/ Medium-term Rental Assistance	<i>Not eligible</i>	Short-term/ Medium-term Rental Assistance	<i>Not eligible</i>	<i>Not eligible</i>	Short-term/ Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	<i>Not eligible</i>	Supportive Services
Operations	<i>Not eligible</i>	Operations	Operations	<i>Not eligible</i>	<i>Not eligible</i>	Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

Renewal Project Application

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.

6A. Funding Request

* 1. Do any of the properties in this project have an active restrictive covenant? -- select --

* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

* 3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

*** a. Please complete the indirect cost rate schedule below:**

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
			-- select --

The applicant must complete the row in the indirect cost rate schedule.

4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

Steps

1. In field 1, select "Yes" or "No" to indicate whether any of the properties in the project have an active restrictive covenant.

Note: Field 1 is not visible nor applicable for HMIS projects.
2. In field 2, select "Yes" or "No" to indicate whether the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project.
3. In field 3, select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.
 - If "Yes," field "a" will appear.

In field "a," complete the indirect cost rate schedule, including listing the cognizant agency, the indirect rate, the direct cost base, and whether the applicant will use the plan approved by the cognizant agency or will use the 10 percent de minimis rate.
4. In field 4, the grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.

Renewal Project Application

5. In field 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.

Field 5: Costs for which funding is requested—Renewal PH (PSH), Joint TH and PH-RRH, and TH Projects

Renewal PH (PSH), Joint TH and PH-RRH, and TH projects have six possible funding categories—leased units, leased structures, supportive services, operating, and HMIS.

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

- Leased Units
- Leased Structures
- Supportive Services
- Operating
- HMIS

Field 5: Costs for which funding is requested: Renewal PH (RRH) Projects

Renewal PH (RRH) projects have three possible funding categories—rental assistance, supportive services, and HMIS.

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

- Rental Assistance
- Supportive Services
- HMIS

Field 5: Costs for which funding is requested: SH Projects

Renewal SH projects have five possible 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

Renewal Project Application

Field 5: Costs for which funding is requested: 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.

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

Leased Structures

Supportive Services

HMIS

Field 5: Costs for which funding is requested: Renewal Dedicated HMIS Projects

Renewal-dedicated HMIS projects have 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*.

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

HMIS

Steps (continued)

6. Select "Save & Next" to continue.

Renewal Project Application

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 instructions on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

6B. Leased Units Budget

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Total Units:

Total Assistance Requested Amount has to be greater than \$0.

Select "Add" icon

Search all fields:

Delete	View	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
No records found.					

Steps

1. Select the "Add" icon to open the "Leased Units Budget Detail" screen and add information.
2. The "Leased Units Budget Detail" screen will appear.

Renewal Project Application

6B. Leased Units Budget Detail

Leased Units Budget Detail

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.

Select FMR where project is located

* Metropolitan or non-metropolitan fair market rent area: -- select --

Leased Units Annual Budget

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO	<input style="width: 80%;" type="text"/>	
0 Bedroom	<input style="width: 80%;" type="text"/>	
1 Bedroom	<input style="width: 80%;" type="text"/>	
2 Bedroom	<input style="width: 80%;" type="text"/>	
3 Bedroom	<input style="width: 80%;" type="text"/>	
4 Bedroom	<input style="width: 80%;" type="text"/>	
5 Bedroom	<input style="width: 80%;" type="text"/>	
6 Bedroom	<input style="width: 80%;" type="text"/>	
7 Bedroom	<input style="width: 80%;" type="text"/>	
8 Bedroom	<input style="width: 80%;" type="text"/>	
9 Bedroom	<input style="width: 80%;" type="text"/>	

Enter number of units

Total Units and Annual Assistance Requested

Grant Term 1 Year

Select "Save & Back to List" when finished with all leased units

Select "Save & Add Another" to add a structure in another FMR

Click the 'Save' button to automatically calculate totals

non-zero value in the # of units column and a Total Request value greater than \$0.

Save

Save & Add Another

Save & Back to List

Back to List

Steps

1. Select the FY 2022 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 requested funding in the Total Request. For renewal projects, this must be the renewal amount that was listed on the most recent Grant Agreement or Grant Agreement, as amended.

Renewal Project Application

4. The "Grant Term" field is pre-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 5 for each structure in the project for which you are requesting leased units funds.
7. When you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

Renewal Project Application

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.

6B. Leased Units Budget

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested: \$125,000
Grant Term: 1 Year
Total Request for Grant Term: \$125,000
Total Units: 35

Select "Add" to add another
Select "View" to view and edit
Select "Delete" to delete
Select "Next" to continue

Delete	View	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
		AK - Anchorage, A...	35	\$125,000	\$125,000

Back Next

Steps

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” to continue.

Renewal Project Application

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 instructions on completing the "Rental Assistance Budget" screen of the Renewal Project Application.

6C. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Request for Grant Term:

Total Units:

Total Assistance Requested Amount has to be greater than \$0.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
No records found.					

Back Next

Steps

1. Select the "Add" icon to open the "Rental Assistance Budget Detail" screen and add information to this list.

Note: The Renewal Project Application screen 6C will only have two auto-fill rows since renewals by definition are only one year.

2. The "Rental Assistance Budget Detail" screen will appear.

Renewal Project Application

6C. Rental Assistance Budget Detail

Rental Assistance Budget Detail

* Type of Rental Assistance: -- select --

* Metropolitan or non-metropolitan fair market rent area: -- select --

* Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? No

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
0 Bedroom	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
1 Bedroom	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
3 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
4 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
5 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
6 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
7 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
Total Request					\$0
1 Year					\$0

Buttons: Save, Save & Add Another, Save & Back to List, Back to List

Callouts:

- Select FMR where project is located
- Select type of rental
- Enter number of units
- Select "Save" to automatically calculate
- Select "Save & Back to List" when completed
- Select "Save & Add Another" to add another FMR

Steps

- Select the "Type of Rental Assistance": not applicable (N/A), project rental assistance (PRA), tenant rental assistance (TRA), or sponsor rental assistance (SRA).
 - 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 2015 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.
- Select the FY 2022 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.
- Indicate whether the request for rental assistance funding is for less than the area's per-unit fair market rents.
- Enter the number of units of each bedroom size for which the project is requesting rental assistance.

Renewal Project Application

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 2022 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 one 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.
9. Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

Renewal Project Application

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.

The screenshot shows the '6C. Rental Assistance Budget' screen. At the top, there is a summary of the rental assistance funding request for the total term of the project, with fields for 'Request for Grant Term' (\$188,832) and 'Total Units' (15). Below this is a table with columns for 'Delete', 'View', 'Type of Rental Assistance', 'FMR Area', 'Total Units Requested', and 'Total Request'. A single entry is visible with 'PRA' as the type of rental assistance and 'AK - Anchorage, AK HUD Metro FMR Area...' as the FMR Area. Callouts point to the 'Add' icon (top left), the 'View' icon (middle left), the 'Delete' icon (bottom left), and the 'Next' button (bottom right).

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
		PRA	AK - Anchorage, AK HUD Metro FMR Area...	15	\$188,832

Steps

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 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" to continue.

Renewal Project Application

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.

6E. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$147,000
1b. Leased Structures	\$0
2. Rental Assistance	\$188,832
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$335,832
7. Admin (Up to 10%)	
8. Total Assistance plus Admin Requested	\$335,832
9. Cash Match	
10. In-Kind Match	
11. Total Match	\$0
12. Total Budget	\$335,832

The minimum required Total Match amount for the Grant Term is \$47,208.

Select "Save & Next" to continue

Save & Back Save **Save & Next**

Back Next

Steps

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.
2. If data is not imported:
 - Enter the requested funding amount for the applicable budget activities.
3. Select "Save & Next" to continue.



Renewal Project Application

6D. Sources of Match

The following steps provide instructions 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.

6D. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?

* 1a. Briefly describe the source of the program income:

3500 characters remaining.


* 1b. Estimate the amount of program income that will be used as Match for this project:

The minimum required Total Match amount for the Grant Term is \$47,208.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type	Source	Contributor	Value of Commitments
No records found.					

Steps

1. In field 1, select ‘Yes’ or ‘No’ to indicate whether the project generates program income that will be used as match.
 - If “Yes,” fields 1a and 1b will appear.
In field 1a, describe the source of program income.
In field 1b, estimate the amount of program income that will be used as match for this project.
2. To add information to this list, select the "Add" icon  to open the “Source of Match Details” screen.
3. The “Sources of Match Details” screen will appear.

Renewal Project Application

6D. Sources of Match Detail

The screenshot shows a web form titled "Sources of Match Detail". It contains four required fields:

- * 1. Type of Match Commitment: A dropdown menu with "-- select --" as the current selection.
- * 2. Source: A dropdown menu with "-- select --" as the current selection.
- * 3. Name of Source: A text input field with the instruction "(Be as specific as possible and include the office or grant program as applicable)".
- * 4. Amount of Written Commitment: A text input field.

At the bottom of the form are four buttons: "Save", "Save & Add Another", "Save & Back to List", and "Back to List".

Callouts provide additional instructions:

- A callout pointing to the "Save" button says: "Select 'Save & Back to List' when completed".
- A callout pointing to the "Save & Add Another" button says: "Select 'Save & Add Another' to add another source of match".

Steps



1. In field 1, from the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
 - If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
 - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, enter the type of source. Select "Government" or "Private" to denote the source of the contribution.
3. In field 3, enter the name of the entity providing the contribution. Be as specific as possible and include the office or grant program as applicable.
4. In field 4, enter the total dollar value of the written commitment.
5. 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 4 for each source of match.
6. Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."

Renewal Project Application

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.

6D. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the  icon. To view or update a Match source already listed, select the  icon.

Summary for Match



Total Value of Cash Commitments:	<input type="text" value="\$48,000"/>
Total Value of In-Kind Commitments:	<input type="text" value="\$0"/>
Total Value of All Commitments:	<input type="text" value="\$48,000"/>

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?

* 1a. Briefly describe the source of the program income:

* 1b. Estimate the amount of program income that will be used as Match for this project:

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type	Source	Contributor	Value of Commitments
		Cash	Government	Council Budget	\$48,000




Steps

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. In field 1, select "Yes" or "No" from the dropdown menu for question 1 to identify if the project generates program income that will be used as match.
 - If "Yes," fields 1a and 1b will appear.
 - In field 1a, briefly describe the source of the program income.
 - In field 1b, estimate the amount of program income that will be used as match for this project.
3. Select “Save & Next” to continue.

Renewal Project Application

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 one 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.

6E. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$147,000
1b. Leased Structures	\$0
2. Rental Assistance	\$188,832
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$335,832
7. Admin (Up to 10%)	
8. Total Assistance plus Admin Requested	\$335,832
9. Cash Match	\$48,000
10. In-Kind Match	\$0
11. Total Match	\$48,000
12. Total Budget	\$383,832

Gray-shaded cells auto-calculate

Clear cells are editable; enter the budget amount directly in these cells

Enter up to 10 percent Admin

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Renewal Project Application

Steps

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.***

Renewal Project Application

7A. Attachments

The "Attachment" screen has three attachment placeholders:

- **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).** In the other two placeholders, attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
 - **Approved Indirect Cost Rate documentation.** If the Project Applicant indicated on 6A. Funding Request that it has an indirect cost rate approved by the cognizant agency, the documentation should be uploaded using one of the "Other Attachment" options.

If a Project Applicant is a "Solo Applicant" or if it has "No CoC," there are additional attachment requirements.

- **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. For more information, refer to the Project Application Appeal Process navigational guide at: https://www.hud.gov/program_offices/comm_planning/coc/competition.*

- **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.

Renewal Project Application

7A. Attachment(s)					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	1) Subrecipient Nonprofit Documentation	No		--	No Attachment
	2) Other Attachment(s)	No		--	No Attachment
	3) Other Attachment(s)	No		--	No Attachment

Steps

1. Select the document name under Document Type.
2. The "Attachment Details" screen will appear.

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 2) Other Attachment(s)

Maximum Size: 5 MB

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


Instructions: Attach any additional documentation supporting the project application. To attach multiple documents, zip them into a single file.

Note: This formlet contains mandatory fields for which no value has been saved.

3. Enter the name of the document in the "Document Description" field.
4. 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.
5. Select "Save & Back to List," then select "Back" to return to the "Attachments" screen
6. After the attachment is uploaded, select "Save & Back to List" to return to the "Attachments" screen.
7. On the "Attachments" screen, select "Next" to continue.

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

7A. In-Kind Match MOU Attachment

If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	In-Kind Match MOU	No		--	No Attachment

Buttons: Back, Next

Steps

1. Select In-Kind Match MOU under Document Type.
2. The "Attachment Details" screen will appear.

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 2) Other Attachment(s)

Maximum Size: 5 MB

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

Instructions: Attach any additional documentation supporting the project application. To attach multiple documents, zip them into a single file.

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

Note: This formlet contains mandatory fields for which no value has been saved.

3. Enter the name of the document in the "Document Description" field.
4. 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.
5. Select "Save & Back to List," then select "Back" to return to the "Attachments" screen.
6. After the attachment is uploaded, select "Save & Back to List" to return to the "Attachments" screen.
7. On the "Attachments" screen, select "Next" to continue.

Renewal Project Application

7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFO. The Project Applicant should 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.

The screenshot shows the '7D. Certification' screen. On the left is a navigation sidebar with options: 'Part 8 - Submission Summary', '8B. Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF V...', and 'Back to S...'. The main content area has a heading: 'Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.' Below this is a large text box. The form fields are: 'Name of Authorized Certifying Official' (Joyce JJJ TT Crum CCC), 'Date' (06/04/2021), 'Title' (DDDDDDirector, Housing & Homeless Program), and 'Applicant Organization' (City and County of San Francisco). Below these is 'PHA Number (For PHA Applicants Only):'. There are two certification statements with checkboxes: 1. '* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).' with a checked box. 2. '* Active SAM Status Requirement I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.' with an unchecked box. At the bottom are buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. Callouts point to the 'Verify information' sidebar, the certification checkboxes, and the 'Save & Next' button.

Steps

1. Review sections A and B provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided in section C.
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 the check box to certify your organization has an active System for Award Management (SAM) registration.
9. Select "Save & Next" to continue to the next screen.

Renewal Project Application

Part 8. Submission Without Changes

Project Applicants who imported data from the FY 2020 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.

Project	Description	Submission without Changes screen
Renewal: data not imported	This project is a regular stand-alone renewal or a renewal that is the "Individual" project that is part of a consolidation. Staff did not import the FY 2021 project application when creating the FY 2022 project on the other Project screen.	Defaults to "make changes" and all screens check-marked as editable.
Renewal: data imported	The project can be a regular stand-alone renewal or a renewal that is the "Individual" project that is part of a consolidation. Staff imported the FY 2021 project application when creating the FY 2022 project on the other Project screen.	Must actively select "Make Changes" in order to make the listed screens editable.
ALL renewals	All renewal listed above.	Not applicable to the following screens that REQUIRE Applicants to actively complete: Recipient Performance Renewal Expansion Renewal Consolidation Screen 3A: Project Detail Screen 6D: Sources of Match All of Part 7: Attachments and Certification All of Part 8: Submission Summary

Renewal Project Application

In this screen image, the Project Applicant has not imported the data from a prior Project Application; therefore, "Make changes" is the default in field 2 and all screens are marked for editing.

Submission Without Changes

1. Are the requested renewal funds reduced from the previous award due to reallocation? No

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. Make changes

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Section	Item	Checkbox
Part 2 - Subrecipient Information	2A. Subrecipients	<input checked="" type="checkbox"/>
Part 3 - Project Information	3A. Project Detail	<input checked="" type="checkbox"/>
	3B. Description	<input checked="" type="checkbox"/>
Part 4 - Housing Services and HMIS	4A. Services	<input checked="" type="checkbox"/>
Part 5 - Participants and Outreach Information	5A. Households	<input checked="" type="checkbox"/>
	5B. Subpopulations	<input checked="" type="checkbox"/>
Part 6 - Budget Information	6A. Funding Request	<input checked="" type="checkbox"/>
	6D. Match	<input checked="" type="checkbox"/>
	6E. Summary Budget	<input checked="" type="checkbox"/>
Part 7 - Attachment(s) & Certification	7A. Attachment(s)	<input checked="" type="checkbox"/>
	7A. In-Kind Match MOU Attachment	<input checked="" type="checkbox"/>
	7B. Certification	<input checked="" type="checkbox"/>

* You have selected "Make Changes" to question #2 above. Provide a brief description of the changes that you are making on the information screens (bullets are appropriate):

minor changes

You have selected "Make Changes." Once this screen is saved, you will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.

Buttons: Save & Back, Save, Save & Next, Back, Next

Callouts:
- "Renewal did not import data, so 'Make Changes' is the default"
- "A screen with a checkbox cannot be edited"
- "Once saved, boxes cannot be unchecked"

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether the Project Application budget is less than the amount of the FY 2020 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2022 CoC Program Competition.
2. Review field 2.
 - For Project Applicants who imported data, the response will need a selection: "Make Changes" or "Submit Without Changes."

Renewal Project Application

- For Project Applicants who did not import or who indicated they were submitting a fully consolidated Renewal Project Application, the response will default to "Make Changes" and you cannot change the response.
3. Review field 3.
 - For Project Applicants who selected "Submit Without Changes" in field 2, the checkboxes next to the form name are not editable.
 - For Project Applicants who selected "Make Changes" in field 2, the Project Applicant will need to check the boxes for the specific screen or screens that need to be updated.
 - For Project Applicants whose response defaulted to "Make Changes" in field 2, all of the checkboxes will be selected and the Applicant must review and complete each screen and save the data.
 4. If you selected "Make Changes" to field 2, provide a brief description of the changes that will be made to the project information screens or write "Not Applicable."
 5. Select "Save & Next" to continue to the next screen.

Renewal Project Application

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 alert 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.

8B Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Type	09/05/2022	Yes
✓	1B. SF-424 Legal Applicant	09/05/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	09/05/2022	Yes
✓	1E. SF-424 Compliance	09/05/2022	Yes
✓	1F. SF-424 Declaration	09/05/2022	Yes
✓	1G. HUD-2880	09/05/2022	Yes
✓	1H. HUD-50070	09/05/2022	Yes
✓	1I. SF-424 Monitoring	09/05/2022	Yes
✓	1J. SF-424	09/05/2022	Yes
✗	1K. SF-424B	Please Complete	Yes
✓	Recipient Performance	09/06/2022	Yes
✓	Renewal Grant Consolidation or Renewal Grant Expansion	09/06/2022	Yes

[Get PDF Viewer](#)

Steps

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.

Renewal Project Application

Submitting the Project Application

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

8B Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Type	09/05/2022	Yes
✓	1B. SF-424 Application Details	09/05/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	09/05/2022	Yes
✓	1E. SF-424 Compliance	09/05/2022	Yes
✓	1F. SF-424 Declaration	09/05/2022	Yes
✓	1G. HUD-2880	09/05/2022	Yes
✓	1H. HUD-50070	09/05/2022	Yes
✓	1I. Cert. Lobbying	09/05/2022	Yes
✓	1J. SF-LLL	09/05/2022	Yes
✓	1K. SF-424B	09/06/2022	Yes
✓	Submission Without Changes	09/06/2022	Yes
✓	Recipient Performance	09/06/2022	Yes
✓	Renewal Grant Consolidation or Renewal Grant Expansion	09/06/2022	Yes
--	2A. Subrecipients	No Input Required	No
✓	3A. Project Detail	09/06/2022	Yes
✓	3B. Description	09/06/2022	Yes
✓	4A. Services	09/06/2022	Yes
✓	5A. Households	09/06/2022	Yes
--	5B. Subpopulations	No Input Required	No
✓	6A. Funding Request	09/06/2022	Yes
✓	6D. Match	09/05/2022	Yes
--	6E. Summary Budget	No Input Required	No
✓	7A. Attachment(s)	09/06/2022	Yes
--	7A. In-Kind Match MOU Attachment	No Input Required	No
✓	7B. Certification		

Buttons: Back, Export to PDF, [Get PDF Viewer](#), Submit

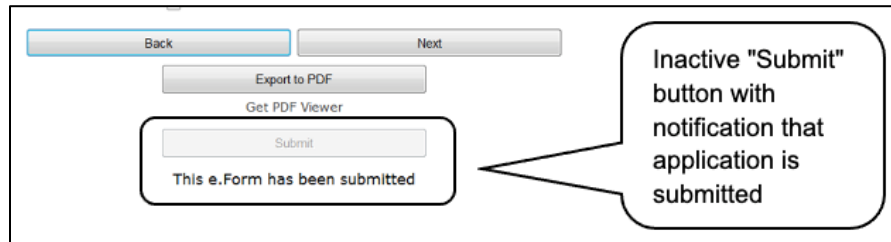
Annotations: "Screens are complete" (pointing to the first two rows), "Active 'Submit' button" (pointing to the Submit button)

Steps

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

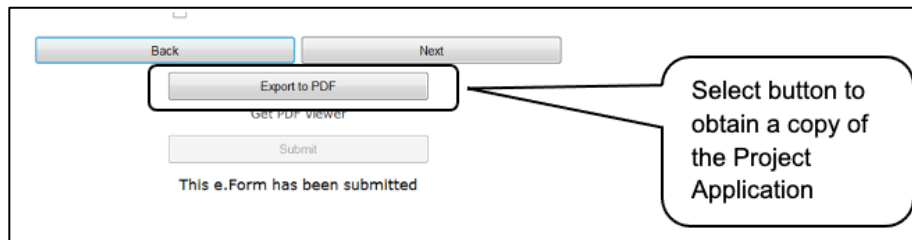
Renewal Project Application

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.



Steps

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."

Renewal Project Application

Troubleshooting 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 the 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.

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Type	09/05/2022	Yes
✓	1B. SF-424 Legal Applicant	09/05/2022	Yes
--	1C. SF-424 Application Details	No Input Required	Yes
✓	1D. SF-424 Congressional District(s)	09/05/2022	Yes
✓	1E. SF-424 Compliance	09/05/2022	Yes
✓	1F. SF-424 Declaration	09/05/2022	Yes
✓	1G. HUD-2880	09/05/2022	Yes
✓	1H. SF-424	09/05/2022	Yes
✓	1I. SF-424	09/05/2022	Yes
✗	1J. SF-LLL	09/05/2022	Yes
✗	IK. SF-424B	Please Complete	Yes
✓	Recipient Performance	09/06/2022	Yes
✓	Renewal Grant Consolidation or Renewal Grant Expansion	09/06/2022	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out)

Steps

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.

Renewal Project Application

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 the screens with information missing in one or more required fields.
- “No Input Required” identifies the screens 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 desk 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.

Renewal Project Application

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:

Steps

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. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange "Folder" icon  to enter the Project Application. The change should have pulled forward.

Renewal Project Application

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.

Steps—Who

1. Project Applicant or Collaborative Applicant


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.
 - Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.
 - The Project Name for the Project Application will be listed, 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.

Renewal Project Application

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 2022 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 HUD.gov and *e-snaps* webpages at:

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