



FY 2017 Project Application Part 6: Budgets

e-snaps Instructional Guide

Version 1

Part 6: Budget Information

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Introduction

Welcome to the Project Application Part 6: Budgets instructional guide. This instructional guide covers important information about accessing and completing the budget screens for the Project Applications, for both new and renewal projects. The budget instructions for CoC Planning and UFA Costs are located in the appropriate instructional guide for each application. Please see the CoC Planning instructional guide for budget information for the CoC Planning budget and the UFA Costs instructional guide for budget information for the UFA Costs budget.

The entity submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which will submit the entire funding application to HUD.

Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile, registered for the applicable funding opportunity, created a project, and accessed the project through the "Submissions" screen.

A separate Project Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. Information on registering for a funding opportunity, creating a project, and accessing the Project Application is available in the Renewal Project Application and New Project Application instructional guides on the HUD Exchange.

Objectives

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

- Complete the budget application screens that pertain to your Project Application
- Complete the "Sources of Match" screen
- Navigate through the various Project Application screens you need to complete and be able to make revisions or corrections as directed on the "Submission Summary" screen

Overview of this Instructional Guide

The organization of the material in this instructional guide corresponds with the different Project Application budgets. The instructional guide discusses all of the budget forms that could appear on the left menu bar, but *e-snaps* users will see only the budget forms that are applicable to their project applications. Each budget form section includes the screen image for both the renewal and new projects with the corresponding instructional steps. Please consider reviewing the table of contents to identify the Budget forms that are applicable to your Renewal or New Project Application in order to streamline the review of this instructional guide.

- **Comparison of New and Renewal Project Application Budgets.** This section describes the differences between completing the Budgets screens in a New Project Application and a Renewal Project Application.
- **New Project Application Budgets.** This section provides instructions for completing budgets for the eligible New project component types and activities.
- **Renewal Project Application Budgets.** This section provides instructions for completing budgets for the Renewal project component types and activities.

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- **Sources of Match.** The "Sources of Match" screen asks you to enumerate the sources of cash and in-kind services for the project for which the Project Applicant has written commitments. See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected.
- **Summary Budget.** Once the Project Applicant completes all of the required budget screens, the "Summary Budget" screen populates with aggregated amounts from the individual screens. The Project Applicant must enter the amounts for the Administrative funds requested.

Highlights in e-snaps for the FY 2017 CoC Program Competition

This section highlights several items in *e-snaps* this year that affect the budget screens.

- **Program Components for New Project Applications.** See the FY 2017 CoC Program Competition Registration Notice and NOFA for a description of a new project type that is allowable in the FY 2017 CoC Program Competition—the Joint TH-RRH component. Documents are available on the FY 2017 CoC Program Competition: Funding Availability page: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>
- **New Process for Completing Renewal Project Application Budget Screens.** New in FY 2017, project applicants that import data into the Renewal Project Application will be unable to edit the budget screens until they navigate to the "Submission Without Changes" screen and select "Make Changes." See the Renewal Project Application Instructional Guide for more information. <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>
- **Removal of Budget Detail Screens for Renewal Project Applications.** New in FY 2017, project applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Importing Data Not an Option for First-Time Renewals.** The importing of data from the previous year's project application only applies to returning renewal projects. If a project is coming in for renewal for the first-time (e.g., it was awarded as a New project in the FY 2016 CoC Program Competition), project applicants must complete the entire renewal project application.
- **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.
- **Simplified Match Calculation.** The Project Applicant must match all requested grant funds in the project application by no less than 25 percent, including administrative costs, but excluding leasing funds. They may do so with cash or in-kind contributions from other sources. Match must be used for the costs of activities that are eligible under subpart D of the CoC Program Interim Rule. The match is based on the amount of grant funds requested, rather than total project costs. See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected
- **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

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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).

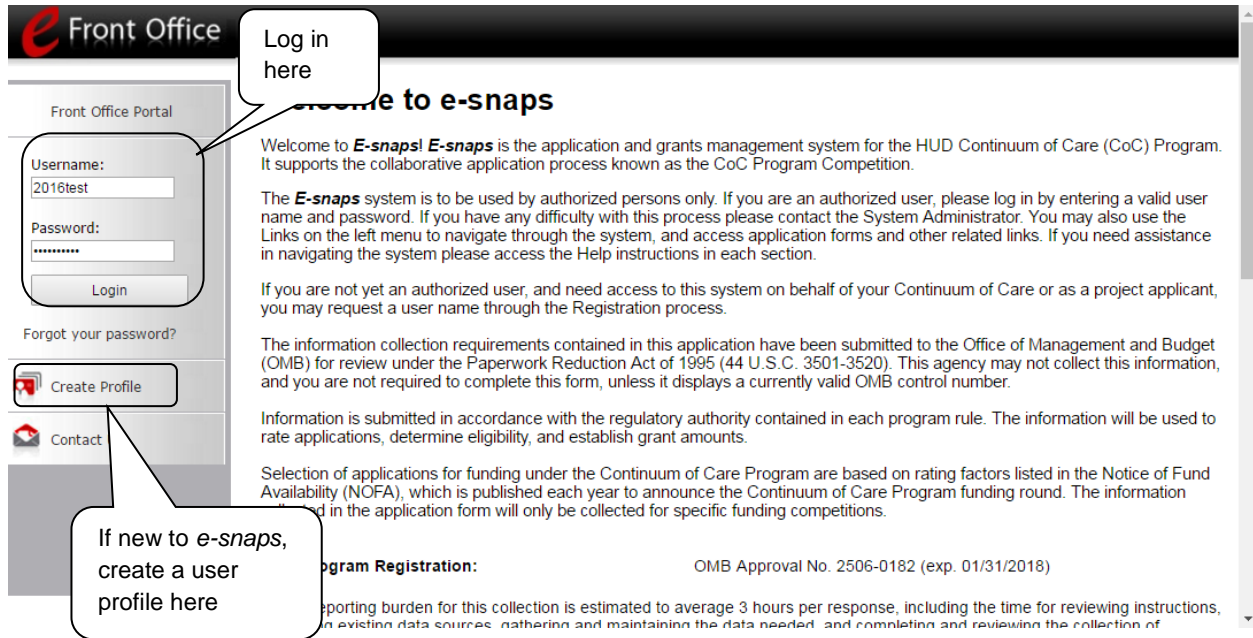
This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

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Accessing *e-snaps* and the Application

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2017 CoC Program Competition Notice of Funding Availability (NOFA).

To start using this instructional guide, you must first access your FY 2017 New Project or Renewal Project Application. The following steps recap how to log in to *e-snaps* and access your FY 2017 Project Application.



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.*

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Existing Users

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

New e-snaps Users

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



For a refresher on how to navigate through the e-snaps system, the "Introduction to e-snaps Features and Functions" instructional guide is available on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Adding and Deleting Registrants

Having a user profile enables a person to access e-snaps; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.



For information on how to add and delete users, refer to the "Adding and Deleting Users" resource on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.


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Access the Project Application

1. Select "Submissions"

2. Access the Project Application

| Act | Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|-----|---|--|-----------------|-----------------|-------------------|---------|-------------------|
| | New project FY 2017 0135635 | New Project Application FY2017 New Project Application FY2017 | Sep 16, 2014 | Nov 19, 2018 | Primary Applicant | 1 | |
| | New Project Test 2017 135658 | New Project Application FY2017 New Project Application FY2017 | Sep 16, 2014 | Nov 19, 2018 | Primary Applicant | 1 | |
| | Test CoC Planning Project Application FY2017 135636 | CoC Planning Project Application FY2017 CoC Planning Project Application | Nov 1, 2015 | Nov 19, 2018 | Primary Applicant | 1 | |

| Step | Description |
|------|---|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Select the "Open Folder" icon  to the left of the Project Application name you established when you created your project on the "Projects" screen. |

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Budget Screens for New and Renewal Projects

If you are a Project Applicant with a new or a renewal project, you will need to complete the budget screens that appear on your left menu bar after you have completed 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).

Determination of Budget Screens

First, the budget activities that the Project Applicant may select on screen **6A. Funding Request** are based on **two** elements:

- Whether your project is a new or renewal project, as reflected on screen **1A. Application Type**, and
- 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.

Next, your selections on the **6A. Funding Request** screen dictate which budget screens you will need to complete. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

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Project Applicants with New Projects

Project Applicants will need to complete the applicable budgets for their New Project Application. During the FY 2017 CoC Program Competition, Project Applicants submitting Project Applications for new projects may choose PH, SSO-CE, Joint TH to PH-RRH, or HMIS as a component type. Your selections on screen 6A "Funding Opportunity Request" determine which budget screens will appear on the left menu bar.

Below is a table that shows the eligible activities for New Project Applications.

NEW PROJECTS – POSSIBLE COMPONENT TYPES AND ELIGIBLE ACTIVITIES

| | PH | Joint TH to PH-RRH | SSO-CE | HMIS |
|----------------------------|--|---|--|-------------|
| ELIGIBLE ACTIVITIES | Acquisition/New Construction/Rehabilitation | | | |
| | Leased Units | Leased Units | | |
| | Leased Structures | Leased Structures | | |
| | Short-term/Medium-term Rental Assistance (Rapid Re-housing (RRH) Only) | Short-term/Medium-term Rental Assistance (TRA Only) | | |
| | Long-term Rental Assistance (not applicable for RRH) | | | |
| | Supportive Services | Supportive Services | Supportive Services (Coordinated Entry Activities) | |
| | Operations | Operations | | |
| | HMIS | HMIS | | HMIS |

NOTE:

New Component Type

One of the new component types this year is a Joint TH to PH-RRH component.

- *The applicant may request in the TH portion of the project capital costs, costs for leasing of a structure or units, and operating costs.*
- *The PH-RRH portion must have short- or medium-term rental assistance that may only be Tenant-based Rental Assistance (TRA).*
- *In addition, those applying for the Joint TH to RRH component may also apply for funds for supportive services, HMIS, and administrative costs.*

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NOTE:

In New Project Applications, Project Applicants may NOT have any of the following combinations in a single structure or housing unit:

- *Acquisition and/or rehabilitation with new construction*
- *Leasing with acquisition, rehabilitation, or new construction*
- *Rental assistance with acquisition, rehabilitation, or new construction*
- *Leasing and rental assistance*
- *Rental assistance and operations*

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Project Applicants with Renewal Projects

For Renewal Project Applications, you will need to complete the relevant budget screens, making sure the amounts match the final HUD-approved Grant Inventory Worksheet (GIW) 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**

| | | COMPONENT TYPES | | | | |
|----------------------------|--|---------------------|---------------------|--|---------------------|------|
| | | PH | SH | TH | SSO | HMIS |
| ELIGIBLE ACTIVITIES | Leased Units | Leased Units | Leased Units | Leased Units | | |
| | Leased Structures | Leased Structures | Leased Structures | Leased Structures | Leased Structures | |
| | Short-term/Medium-term Rental Assistance (RRH Only) | | | Short-term/Medium-term Rental Assistance | | |
| | Long-Term Rental Assistance (not applicable for RRH) | | | | | |
| | Supportive Services | Supportive Services | Supportive Services | Supportive Services | Supportive Services | |
| | Operations | Operations | Operations | Operations | | |
| | HMIS | HMIS | HMIS | HMIS | HMIS | HMIS |

NOTE: *In Renewal Project Applications, Project Applicants may NOT have any of the following combinations in a single structure or housing unit:*

- *Leasing and rental assistance*
- *Rental assistance and operations*

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New Project Budget

Project Applicants completing New Project Applications need to complete every applicable budget screen, each of which requires detailed information regarding costs.

Funding Request for New Projects - Screen 6A

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

NOTE: For new projects, the number of eligible costs listed in Question 5 depends on the project component. The screen capture below shows the "Funding Request" screen for PH projects. PH projects have the greatest number of eligible costs of all project components.

Funding Request for New PH Projects and Joint TH-RRH Projects

The screenshot shows the '6A. Funding Request' screen in the eForms system. On the left is a navigation menu with options like 'New Project Application FY2017', 'Applicant Name: Project Applicant A', and 'Project Name: New project FY 2017'. The main content area contains the following questions and options:

- * 1. Will it be feasible for the project to be under grant agreement by September 30, 2019? Yes
- * 2. Is the project proposing to use funds reallocated from the CoCs annual renewal demand OR is the project applying for funding through the permanent housing bonus? Permanent Housing Bonus
- * 3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Below question 3, there is a note: "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."

Question 4a asks to complete an indirect cost rate schedule table:

| Administering Department/Agency | Indirect Cost Rate | Direct Cost Base |
|---------------------------------|--------------------|------------------|
| | | |
| | | |
| | | |

Below the table, it says: "Please enter all values for at least one line item."

- * b. Has this rate been approved by your cognizant agency? -- select --
- * c. Do you plan to use the 10% de minimis rate? -- select --
- * 4. Select a grant term: -- select --
- * 5. Select the costs for which funding is being requested:
 - Acquisition/Rehabilitation/New Construction
 - Leased Units
 - Leased Structures
 - Rental Assistance
 - Supportive Services
 - Operating
 - HMIS

At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A callout box on the right points to the cost categories in question 5, stating: "Cost categories for PH projects and Joint TH-RRH projects".

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| Step | Description |
|------|--|
| 1. | Select "Yes" or "No" to indicate the Project Applicant's readiness to initiate the project by September 30, 2019. |
| 2. | Select whether the project will be using funds that were reallocated from other eligible renewal projects within the CoC or is applying through the Permanent Housing Bonus. |
| 3. | Select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate. If "Yes": <ul style="list-style-type: none">• Complete the indirect cost rate schedule• Indicate whether the indirect cost rate has been approved by your cognizant agency• Indicate whether you plan to use the 10% de minimis rate Note: If you select "Yes," indirect cost rate proposals should be submitted as soon as HUD notifies the applicant of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the <i>e-snaps</i> post-award process. |
| 5. | From the dropdown menu, specify the grant term by selecting either "1 Year," "2 Years," "3 Years," "4 Years," "5 Years," or "15 years." Note: Any new projects requesting project-based rental assistance, sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, Project Applicants may only request up to 5 years of funding. |
| 6. | Select all the 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. |
| 7. | Select "Save and Next" to proceed to the first budget screen. |

Funding Request for New SSO Projects

For new SSO projects, the only eligible activity is Coordinated Entry. Therefore, the only expense category listed in Question 5 is Supportive Services.

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

Supportive Services

Funding Request for New Dedicated HMIS Projects

New Dedicated HMIS project costs 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*.

HMIS

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Acquisition/Rehabilitation/New Construction Budget - Screen 6B

The following steps provide instruction on completing the "Acquisition/Rehabilitation/New Construction Budget" screen for **new projects with a PH or TH-RRH component**.

6B. Acquisition/Rehabilitation/New Construction Budget

The following list summarizes the total request for each structure. To add a structure to the list, select the icon. To view or update a structure already listed, select the icon.

Total Acquisition: \$0
Total Rehabilitation: \$0
Total New Construction: \$0
Total Assistance Requested: \$0

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

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|--------|------|-------------------|------------------|------------------|------|-------|----------|---------------|-------------|----------------|------------------|-----------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Delete | View | Name of Structure | Street Address 1 | Street Address 2 | City | State | Zip Code | Total Request | Acquisition | Rehabilitation | New Construction | This list contains no items | | | | | | | | | | | | | | |

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

- | Step | Description |
|------|---|
| 1. | To add information to this list, select the "Add" icon above the word "A" at the left side of the alphabetic listing to open the "Acquisition/Rehabilitation/New Construction Budget Detail" screen. |
| 2. | The "Acquisition/Rehabilitation/New Construction Budget Detail" screen will appear. |

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Acquisition/Rehabilitation/New Construction Budget Detail

The screenshot displays the 'Acquisition/Rehabilitation/New Construction Budget Detail' form. On the left sidebar, the user is logged in as 'TestUser2' and is viewing a 'New Project Application FY2017'. The main form area contains the following fields:

- * Name of Structure: [Text Input]
- * Street Address 1: [Text Input]
- Street Address 2: [Text Input]
- * City: [Text Input]
- * State: -- select -- [Dropdown]
- * Zip Code: [Text Input]

Below the form fields is a table titled 'Assistance Requested':

| | Assistance Requested |
|-------------------------------|----------------------|
| 1. Acquisition | [Text Input] |
| 2. Rehabilitation | [Text Input] |
| 3. New Construction | [Text Input] |
| 4. Total Assistance Requested | [Text Input] |

At the bottom of the form, there are five buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A note above the buttons states: 'Click the 'Save' button to automatically calculate the Total Assistance Requested.'




| Step | Description |
|------|--|
| 1. | Enter the name, street address, city, state, and zip code of the structure. <ul style="list-style-type: none">The name of the structure can be as simple as "Structure 1" or something that is descriptive of the project's use of the structure. It does not have to be the legal name of the structure. |
| 2. | Enter the amount of grant funds requested for acquisition, rehabilitation, and new construction. Select "Save" and the screen will automatically calculate the Total Assistance Requested. |
| 3. | If you are requesting project funds for acquisition, rehabilitation, or new construction for one location only: <ul style="list-style-type: none">Select "Save & Back to List" to go back to the "Acquisition/Rehabilitation/New Construction Budget" screen. If you are requesting project funds for acquisition, rehabilitation, or new construction for another location: <ul style="list-style-type: none">Select "Save & Add Another." Follow the directions for completing another "Acquisition/Rehabilitation/New Construction Budget Detail" screen as described above.After you have entered all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Acquisition/Rehabilitation/New Construction Budget" screen. |
| 4. | After completing all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens, the "Acquisition/Rehabilitation/New Construction Budget" screen will auto-populate with the budget information you entered. |
| 5. | Review the following items on the "Acquisition/Rehabilitation/New Construction Budget" screen. <ul style="list-style-type: none">The "Acquisition/Rehabilitation/New Construction Budget" screen should have been auto-calculated with your total acquisition/rehabilitation/new construction budget amount. |

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-
- Each "Acquisition/Rehabilitation/New Construction Budget Detail" screen you entered for each location will appear as a separate entry under the "View" header.
-
6. Select "Save and Next" to proceed to the next budget screen.
-

NOTE: *If New Construction is requested for a structure, you cannot request Acquisition or Rehabilitation for the same structure. New project applications requesting any type of capital costs must select a minimum grant term of 3 years.*

NOTE: *After completing the "Acquisition/Rehabilitation/New Construction Budget Detail" screen(s) and reviewing the "Acquisition/Rehabilitation/New Construction Budget" screen, you may want to make changes.*

- *If you want to view and edit any of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens, select the "View" icon  next to the appropriate entry.*
- *If you find that you have created an "Acquisition/Rehabilitation/New Construction 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 a "Acquisition/Rehabilitation/New Construction Budget Detail" screen as discussed in the instructional steps.*

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Leased Units Budget - Screen 6C

Project Applicants must complete the "Leased Units Budget" screen and relevant detail screens if the Project Applicant is applying for leased units funds, and **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.

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

The screenshot shows the '6C. Leased Units' screen. On the left sidebar, the user is identified as 'TestUser2' and is working on a 'New Project Application FY2017'. The applicant name is 'Project Applicant A' with number '030700000'. The project name is 'New project FY 2017' with number '0135635'. Below this, there are links for 'New Project Application FY2017', 'FY2016 New Project Application Instructions', and 'Before Starting Part 1 - Forms' (including '1A. SF-424 Application Type' and '1B. SF-424 Legal Applicant').

The main content area is titled '6C. Leased Units' and contains the following text: '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.' Below this, there are summary statistics: 'Total Annual Assistance Requested:', 'Grant Term: 1 Year', 'Total Request for Grant Term:', and 'Total Units:'. A red warning message states: 'Total Assistance Requested Amount has to be greater than \$0.' At the bottom of the main area, there are 'Back' and 'Next' buttons.

The table below the summary statistics has a header with columns: 'Delete', 'View', 'FMR Area', 'Total Units Requested', 'Total Annual Assistance Requested', and 'Total Budget Requested'. The table body is currently empty, displaying 'This list contains no items'. Above the table, there is an alphabetic listing from 'All' to 'Z'. A callout box labeled '"Add" icon' points to a plus sign icon above the 'All' filter.

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

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Leased Units Budget Detail (New Projects)

Please note, the Leased Units Budget Detail screen for new projects is different from the screen for renewal projects. Instructions for renewal projects are in the next section.

Leased Units Budget Detail

Instructions: [Show Instructions](#)

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

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

| Size of Units | Number of units (Applicant) | FMR (Applicant) | HUD Paid Rent (Applicant) | 12 months | Total request (Applicant) |
|---|-----------------------------|----------------------|---------------------------|----------------------|-------------------------------------|
| SRO | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 0 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 1 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total units and annual assistance requested: | | | | | <input type="text" value="0"/> |
| Grant term: | | | | | <input type="text" value="1 Year"/> |
| Total request for grant term: | | | | | <input type="text" value="\$0"/> |

Click the 'Save' button to automatically calculate totals.

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

- | Step | Description |
|------|--|
| 1. | Select the FY 2016 Fair Market Rent (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. |
| 2. | Enter the number of units of each bedroom size for which the project is requesting leased units assistance. |
| 3. | In the "HUD Paid Rent" column, for each unit size, enter the rent to be paid by the CoC Program grant. This rent can be equal to or below the FMR amount in the previous column - it cannot exceed the FMR amount. Once HUD awards funds to the project, recipients must document compliance with the rent reasonableness requirement explained in section 578.51 of the CoC Program interim rule. |
| 4. | The 12-month column is fixed. 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. |

Part 6: Budget Information

-
5. The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen.
 - For new projects, the grant term will be 1, 2 or 3 years.

 6. 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.




 7. 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 3 for each structure in the project for which you are requesting leased units funds.
 - Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."
-

Part 6: Budget Information

Completion of Leased Units Budget

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

1. Review the following items on the "Leased Units Budget" screen.
 - The "Leased Units Budget" screen should have been populated with your total leased units budget amount.
 - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.

 2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon  next to the appropriate entry.
 - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
 - If the list seems to be missing one or more items select the "Add" icon  and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.

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

Part 6: Budget Information

Leased Structures Budget – Screen 6D

Project Applicants that plan to lease structures or portions of structures for housing or supportive services as part of a New project must complete the "Leased Structures Budget" screen.

The following steps provide instructions to complete the "Leased Structures Budget" screen of the Project Application and are relevant for New projects seeking funds for leased structures.

The screenshot displays the '6D. Leased Structures Budget' screen. On the left is a sidebar with user information and application details. The main content area includes a summary of requested funds and a table of leased structures. A callout box labeled '"Add" icon' points to a plus sign icon above the 'All' filter in the table.

6D. Leased Structures Budget

The following list summarizes the funds being requested for one or more structures 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 Structures:

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

| All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|-----------------------------|------|----------------|---------------|-----------------------------------|----------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Delete | View | Structure Name | HUD Paid Rent | Total Annual Assistance Requested | Total Assistance Requested | | | | | | | | | | | | | | | | | | | | | |
| This list contains no items | | | | | | | | | | | | | | | | | | | | | | | | | | |

Buttons: Back, Next

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

Part 6: Budget Information

Leased Structures Budget Detail (New Projects)




Please note that the Leased Structures Budget Detail screen for new projects is different for renewal projects. Renewal projects are discussed in the next section.

| Step | Description |
|------|---|
| 1. | Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure. |
| 2. | Enter the monthly leasing amount in the "HUD Paid Rent (per month)" field. The amount entered must not exceed the monthly rent for comparable structures. |
| 3. | The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request." |
| 4. | The screen will automatically calculate the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "6A: Funding Request." <ul style="list-style-type: none">For new projects, the grant term will be 1, 2 or 3 years. |
| 5. | If the project will lease one structure only, select "Save & Back to List" to go back to the "Leased Structures Budget" screen. <ul style="list-style-type: none">If the project will lease more than one structure, select "Save & Add Another."Follow the directions for completing another "Leased Structures Budget Detail" screen as described in the preceding steps.After you have entered all of the "Leased Structures Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Leased Structures Budget" screen. |

Part 6: Budget Information

Completion of Leased Structures Budget

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

1. Review the following items on the “Leased Structures Budget” screen.
 - The “Leased Structures Budget” screen should have been populated with your total leased structures budget amount.
 - Each “Leased Structures Budget Detail” screen you entered for each location will appear as a separate entry.
2. After completing the “Leased Structures Budget Detail” screen(s) and reviewing the “Leased Structures Budget” screen, you may want to make changes.
 - If you want to view and edit any of the “Leased Structures Budget Detail” screens, select the “View” icon  next to the appropriate entry.
 - If you find that you have created a “Leased Structures 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 another “Leased Structures Budget Detail” screen, as discussed above.
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.


Part 6: Budget Information

Rental Assistance Budget - Screen 6E

Project Applicants that plan to provide rental assistance to participants (short/medium - or long-term) as part of a New project 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.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the New Project Application.

The screenshot shows the '6E. Rental Assistance Budget' screen. On the left sidebar, the user is identified as 'TestUser2' and is logged in as 'New Project Application FY2017'. The sidebar also lists application details: Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: New project FY 2017, and Project Number: 0135635. The main content area features a title '6E. Rental Assistance Budget' and a paragraph of instructions: 'The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the [Add icon] icon. To view or update information already listed, select the [Magnifying Glass icon] icon.' Below this, there are two input fields: 'Total Request for Grant Term:' and 'Total Units:'. A red warning message states: 'Total Assistance Requested Amount has to be greater than \$0.' There are also links for '[Show Filters]' and '[Clear Filters]'. At the bottom of the main area, there are 'Back' and 'Next' buttons. A table header is visible with columns: 'Delete', 'View', 'Type of Rental Assistance', 'FMR Area', 'Total Units Requested', and 'Total Request'. Below the header, a message says 'This list contains no items'.

- | Step | Description |
|------|---|
| 1. | To add information to this list, select the "Add" icon  to open the "Rental Assistance Budget Detail" screen. |
| 2. | The "Rental Assistance Budget Detail" screen will appear. |

Part 6: Budget Information

Rental Assistance Budget Detail (New Projects)

Please note that the Rental Assistance Budget Detail screen for new projects is different for renewal projects. Renewal projects are discussed in the next section.

eForms Logout

TestUser2

New Project Application FY2017

Applicant Name: Project Applicant A
 Applicant Number: 030700000
 Project Name: New project FY 2017
 Project Number: 0135635

New Project Application FY2017

FY2016 New Project Application 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. SF-LLL
 Part 2 - Recipient and Subrecipient Information
 2A. Subrecipients
 2B. Experience
 Part 3 - Project Information
 3A. Project Detail
 3B. Description

Rental Assistance Budget Detail

Instructions: [Show Instructions](#)

* Type of Rental Assistance: -- select --

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

| Size of Units | # of Units (Applicant) | FMR Area (Applicant) | 12 Months | Total Request (Applicant) |
|--|------------------------|----------------------|----------------------|-------------------------------------|
| SRO | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 0 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 1 Bedroom | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 Bedrooms | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Units and Annual Assistance Requested | | | | <input type="text" value="0"/> |
| Grant Term | | | | <input type="text" value="1 Year"/> |
| Total Request for Grant Term | | | | <input type="text" value="\$0"/> |

Click the 'Save' button to automatically calculate totals.

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




| Step | Description |
|------|--|
| 1. | Select the "Type of Rental Assistance:"—PRA, TRA, or SRA. (project-based rental assistance, tenant-based rental assistance, or sponsor-based rental assistance). |
| 2. | Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below. |
| 3. | Enter the number of units of each bedroom size for which the project is requesting rental assistance. |

Part 6: Budget Information

4. The 12-month column is fixed. The amount shown in the FMR column multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type.
5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. 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 new projects, the grant term may be 1, 2, 3, 4, 5, or 15 years. However, any new projects that request project-based rental assistance or sponsor-based rental assistance (or operating costs) may request up to a 15-year grant term; however, Project Applicants may only request up to 5 years of funding.
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.
8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.
 - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting rental assistance funds.
 - Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

Completion of Rental Assistance Budget

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

1. Review the following items on the "Rental Assistance Budget" screen.
 - The "Rental Assistance Budget" screen should have been auto-calculated with your total rental assistance total request for the grant term.
 - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon  next to the appropriate entry.
 - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
 - If the list is missing one or more items, select the "Add" icon  and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

Part 6: Budget Information

Supportive Services Budget - Screen 6F

The following steps provide instruction to complete the Supportive Services Budget for new projects. Please note that the Supportive Services Budget Detail screen appears only for new projects.

e.Forms Logout

TestUser2

New Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: New project FY 2017
Project Number: 0135635

New Project Application FY2017

FY2016 New Project Application 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. SF-LLL
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Experience
Part 3 - Project Information
3A. Project Detail
3B. Description
3C. Expansion
Part 4 - Housing, Services, and HMIS
4A. Services
4B. Housing Type

6F. Supportive Services Budget

Instructions: [Show Instructions](#)

*** A quantity AND description must be entered for each requested cost.**

| Eligible Costs | Quantity AND Description (max 400 characters) |
|--|--|
| 1. Assessment of Service Needs | |
| 2. Assistance with Moving Costs | |
| 3. Case Management | |
| 4. Child Care | |
| 5. Education Services | |
| 6. Employment Assistance | |
| 7. Food | |
| 8. Housing/Counseling Services | |
| 9. Legal Services | |
| 10. Life Skills | |
| 11. Mental Health Services | |
| 12. Outpatient Health Services | |
| 13. Outreach Services | |
| 14. Substance Abuse Treatment Services | |
| 15. Transportation | |
| 16. Utility Deposits | |
| 17. Operating Costs | |

Total Annual Assistance Requested

Grant Term

Total Request for Grant Term

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Save & Back Save Save & Next

Back Next

Check Spelling

Part 6: Budget Information

| Step | Description |
|------|---|
| 1. | <p>There are 17 budget categories on the Supportive Services Budget. For each applicable category, enter the following information:</p> <ul style="list-style-type: none">• Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible.• Dollar request for each year of the grant term. <p>Note: Carefully read the Project Application Detailed Instructions available in e-snaps before selecting #17, Operating Costs. https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants</p> |
| 2. | Select "Save." |
| 3. | The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity. |
| 4. | <p>The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.</p> <ul style="list-style-type: none">• For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, or 15 years; however, the funding request is limited to 5 years.• For renewal projects, the grant term will be for 1 year only. |
| 5. | The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term. |
| 6. | Select "Save and Next" to continue to the next budget form. |

Part 6: Budget Information

Operating Budget - Screen 6G

The following steps provide instruction to complete the "Operating Budget" screen of the New Project Applications. Please note that the Operating Budget Detail screen appears only for new projects.

6G. Operating

Instructions: [Show Instructions](#)

* A quantity AND description must be entered for each requested cost.

| Eligible Costs | Quantity AND Description (max 400 characters) | Annual Assistance Requested |
|--|--|-----------------------------|
| 1. Maintenance/Repair | | |
| 2. Property Taxes and Insurance | | |
| 3. Replacement Reserve | | |
| 4. Building Security | | |
| 5. Electricity, Gas, and Water | | |
| 6. Furniture | | |
| 7. Equipment (lease, buy) | | |
| Total Annual Assistance Requested | | \$0 |
| Grant Term | | 1 Year |
| Total Request for Grant Term | | \$0 |

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

- | Step | Description |
|------|--|
| 1. | There are 7 budget categories on the Operating Budget. For each applicable category, enter the following information: <ul style="list-style-type: none"> Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. Dollar amount requested for each year of the grant term. |
| 2. | Select "Save." |
| 3. | The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity. |
| 4. | The "Grant Term" field is populated based on the grant term selected on the "6A. Funding Request" screen and is a "read only" field. <ul style="list-style-type: none"> For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, or 15 years; however, the funding request is limited to 5 years. For renewal projects, the grant term will be for 1 year only. |
| 5. | The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term. |
| 6. | Select "Save and Next" to proceed to the next budget form. |

Part 6: Budget Information

HMIS Budget - Screen 6H

The following steps provide instruction to complete the "HMIS Budget" screen of the new Project Applications. Please note that the HMIS Budget Detail screen appears only for new projects.

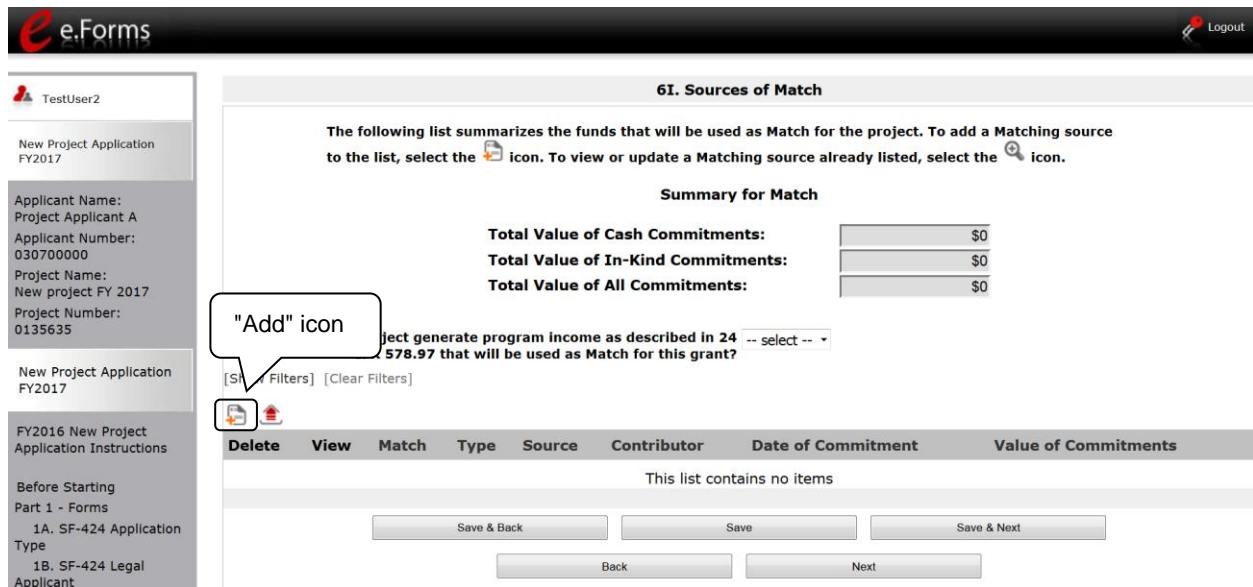
| Step | Description |
|--------------|--|
| 1. | For each of the 5 budget categories, enter the following: <ul style="list-style-type: none"> Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. Dollar request for each year of the grant term. |
| 2. | When you select "Save" on this screen, the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity. |
| 3. | The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and is a "read only" field. <ul style="list-style-type: none"> The "Grant Term" field is prepopulated from screen 3A. Project Details. For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, or 15 years; however the funding request is limited to 5 years.. Renewal projects may only requests funds for 1 year. |
| 4. | When you select "Save" on this screen, the "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term. |
| 5. | Select "Save and Next" to proceed to the "Sources of Match" screen. |
| NOTE: | <i>For a description of the categories listed on this screen, please review the instructions on the top of the screen by selecting "[show]."</i> |


Part 6: Budget Information

Sources of Match - Screen 6I

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

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



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

Part 6: Budget Information

Sources of Match Detail

e.Forms Logout

TestUser2

New Project Application FY2017

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
New project FY 2017
Project Number:
0135635

New Project Application FY2017

FY2016 New Project Application Instructions

Sources of Match Detail

* 1. Will this commitment be used towards match ? Yes

* 2. Type of commitment: -- select --

* 3. Type of source: -- select --

* 4. Name the source of the commitment:
(Be as specific as possible and include the office or grant program as applicable)

* 5. Date of Written Commitment:

* 6. Value of Written Commitment:

Save Save & Add Another
Save & Back to List Back to List
Check Spelling

| Step | Description |
|------|---|
| 1. | Question one will automatically populate as "Yes." |
| 2. | From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project. |
| 3. | In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution. |
| 4. | In the field provided, enter the name of the entity providing the contribution. |
| 5. | Enter the date of the entity's written commitment. |
| 6. | Enter the total dollar value of the written commitment. |
| 7. | If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen. <ul style="list-style-type: none">• If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 6 for each source of match. |

Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."




Part 6: Budget Information

Completion of Sources of Match

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

1. Review the following items on the “Sources of Match” screen.
 - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
 - Each "Match Detail" screen you entered will appear as a separate entry.
2. Select “Save and Next” to proceed to the next budget form.

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

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

Part 6: Budget Information

Summary Budget - Screen 6J

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

- The grant term for New Project Applications may be 1, 2, 3, 4, 5, or 15 years; however, the funding request is limited to 5 years.

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 next screen shown is for new projects, while the second one is for renewal projects. The directions for completing this screen are the same for both new and renewal projects.

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

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

| Eligible Costs | Annual Assistance Requested (Applicant) | Grant Term (Applicant) | Total Assistance Requested for Grant Term (Applicant) |
|---|---|------------------------|---|
| 1a. Acquisition | | | \$0 |
| 1b. Rehabilitation | | | \$0 |
| 1c. New Construction | | | \$0 |
| 2a. Leased Units | \$0 | 1 Year | \$0 |
| 2b. Leased Structures | \$0 | 1 Year | \$0 |
| 3. Rental Assistance | \$0 | 1 Year | \$0 |
| 4. Supportive Services | \$0 | 1 Year | \$0 |
| 5. Operating | \$0 | 1 Year | \$0 |
| 6. HMIS | \$0 | 1 Year | \$0 |
| 7. Sub-total Costs Requested | | | \$0 |
| 8. Admin (Up to 10%) | | | |
| 9. Total Assistance Plus Admin Requested | | | \$0 |
| 10. Cash Match | | | \$0 |
| 11. In-Kind Match | | | \$0 |
| 12. Total Match | | | \$0 |
| 13. Total Budget | | | \$0 |

Click the 'Save' button to automatically calculate totals.

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

| Step | Description |
|------|--|
| 1. | Review the funding amounts in the gray-shaded fields. If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen. |

Part 6: Budget Information

2. In the "Admin." field (line 8 for new 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."
3. "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.***

Part 6: Budget Information

Renewal Project Budget

The functionality for the Budget screens in Renewal Project Applications is different in FY 2017.

New in FY 2017, project applicants that import data into the Renewal Project Application will be unable to edit the budget screens until they navigate to the “Submission Without Changes” screen and select “Make Changes.”

- If data was imported, Project Applicants must complete Part 1: SF-424. Then, Parts 2-7 will appear. These parts are in “Read Only” mode; the only editable screens are screens 3C, 6D, 7A, and 7B. After reviewing all the data, Project Applicants will navigate to Part 8: “Submission Without Changes” and indicate whether or not they need to make changes prior to submitting the application. If they want to edit screens (other than 3C, 6D, 7A, and 7B), project applicants can select which screens they want to open for editing. Once you select a screen and “Save,” you will not be able to unselect it. There is no penalty; just ensure the data is accurate.
- If data was NOT imported, Project Applicants must complete every screen. If your project did not import data (e.g., it is a First-Time Renewal), this screen will automatically be set to “Make Changes” and you must enter data on each screen.

New also in FY 2017, project applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.



See the *Renewal Project Application Instructional Guide* for more information.
<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>

Part 6: Budget Information

Funding Request for Renewal Projects - Screen 6A

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

- NOTE:** For renewal projects, the number of costs listed in item 6 depends on the project component.
- PH and TH projects have the greatest number of eligible costs of all project components.
 - For SSO projects, there are three categories.
 - For HMIS projects, there are no costs other than HMIS listed because HMIS projects, by definition, are funded for the HMIS activity only.

Funding Request for Renewal PH and TH Projects

The screen capture below shows the "Funding Request" screen for renewal PH or TH projects.

The screenshot shows the '6A. Funding Request' screen in the e.Forms system. On the left, there is a sidebar with user information (TestUser2) and application details (Renewal Project Application FY2017, Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: XX-501 Test Renewal Application FY2017, Project Number: 135686). The main content area contains the following questions and options:

- 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? -- select --
- 3. Does this project propose to allocate funds according to an indirect cost rate? No
- 4. Renewal Grant Term: 1 Year
- 5. Select the costs for which funding is being requested:
 - Leased Units
 - Leased Structures
 - Rental Assistance
 - Supportive Services
 - Operating
 - HMIS

Navigation buttons at the bottom include 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

| Step | Description |
|------|--|
| 1. | Select "Yes" or "No" to indicate if there is an active restrictive covenant on the project properties. |
| 2. | Select "Yes" or "No" to indicate if the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project. |
| 3. | Select "Yes" or "No" to indicate if the requested renewal funds for the eligible renewal project are being reduced from the previous award as a result of reallocation. |
| 4. | Select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate. <ul style="list-style-type: none">• If you select "Yes," indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the |

Part 6: Budget Information

-
- award. Conditional award recipients will be asked to submit the proposal or approved rate during the *e-snaps* post-award process.
- In 4a, complete the Indirect cost rate schedule shown, by entering the "Administering Department/Agency," the "Indirect Cost Rate," and "Direct Cost Base." Note: You must enter information in at least one row.
 - In 4b, select "Yes" or "No" to indicate whether this rate has been approved by your cognizant agency.
 - In 4c., select "Yes" or "No" to indicate whether you plan to use the 10% de minimis rate.
-
5. The grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
-
6. 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.
-
7. Select "Save and Next" to proceed to the first budget screen.
-

Part 6: Budget Information

Funding Request for Renewal SH Projects

Renewal SH projects have the same questions 1 through 5 as the PH and TH screens, but there are only five funding categories--leased units, leased structures, supportive services, operations, and HMIS.

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

- Leased Units**
- Leased Structures**
- Supportive Services**
- Operations**
- HMIS**

Funding Request for Renewal SSO Projects

Renewal SSO projects have the same questions 1 through 5 as the PH and TH screens, but there are only three funding categories--leased structures, supportive services, and HMIS.

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

- Leased Structures**
- Supportive Services**
- HMIS**

Funding Request for Renewal Dedicated HMIS Projects

Renewal dedicated HMIS projects have the same questions 1 through 5 as the PH and TH screens, but there is only one funding category and the project can only be carried out by the HMIS Lead, which is the project applicant or subrecipient for HMIS dedicated funds, and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

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

- HMIS**

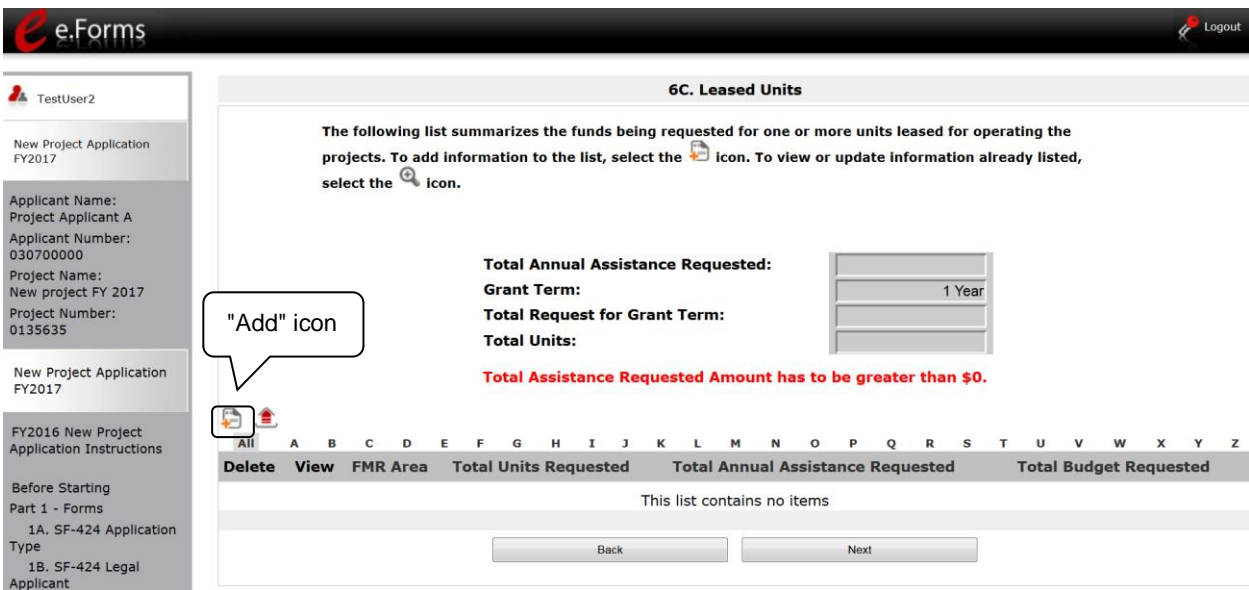
Part 6: Budget Information


Leased Units Budget - Screen 6B

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, navigate to the "Submission Without Changes" screen to enable editing of the screen.
- If data is not imported, complete the budget information.

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



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

Part 6: Budget Information

Leased Units Budget Detail (Renewal Projects)

Leased Units Budget Detail

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.
 ... Metropolitan or non-metropolitan -- select --
 fair market rent area:

| Size of Units | # of Units (Applicant) | Total Request (Applicant) |
|---------------|------------------------|---------------------------|
| SRO | <input type="text"/> | <input type="text"/> |
| 0 Bedroom | <input type="text"/> | <input type="text"/> |
| 1 Bedroom | <input type="text"/> | <input type="text"/> |
| 2 Bedroom | <input type="text"/> | <input type="text"/> |
| 3 Bedroom | <input type="text"/> | <input type="text"/> |
| 4 Bedroom | <input type="text"/> | <input type="text"/> |
| 5 Bedroom | <input type="text"/> | <input type="text"/> |
| 6 Bedroom | <input type="text"/> | <input type="text"/> |
| 7 Bedroom | <input type="text"/> | <input type="text"/> |
| 8 Bedroom | <input type="text"/> | <input type="text"/> |
| 9 Bedroom | <input type="text"/> | <input type="text"/> |

Total Units and Annual Assistance Requested

Grant Term

Total Request for Grant Term

Click the 'Save' button to automatically calculate totals.

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

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




| Step | Description |
|------|--|
| 1. | Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. |
| 2. | Enter the number of units of each bedroom size for which the project is requesting leased units assistance. |
| 3. | Enter the Total Request of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent Grant Agreement or Grant Agreement, as amended. |
| 4. | The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen. The grant term for renewal projects must be one year only. |
| 5. | Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated. |
| 6. | If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen. <ul style="list-style-type: none"> • If the project is housed in more than one FMR Area, select "Save & Add Another" and repeat steps 1 through 4 for each structure in the project for which you are requesting leased units funds. • Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List." |

Part 6: Budget Information

Completion of Leased Units Budget

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

1. Review the following items on the "Leased Units Budget" screen.
 - The "Leased Units Budget" screen should have been populated with your total leased units budget amount.
 - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.

 2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon  next to the appropriate entry.
 - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
 - If the list seems to be missing one or more items select the "Add" icon  and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.

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

Part 6: Budget Information


Rental Assistance Budget – Screen 6C

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, navigate to the "Submission Without Changes" screen to enable editing of the screen.
- If data is not imported, complete the budget information.

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

The screenshot shows the '6C. Rental Assistance Budget' screen in the e.Forms application. The sidebar on the left contains user information (TestUser2) and application details (Renewal Project Application FY2017, Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: XX-501 Test Renewal Application FY2017, Project Number: 135686). The main content area has a title '6C. Rental Assistance Budget' and a summary of the rental assistance funding request. It includes fields for 'Total Request for Grant Term' and 'Total Units', and a red warning message: 'Total Assistance Requested Amount has to be greater than \$0.' Below this is a table with columns: Delete, View, Type of Rental Assistance, FMR Area, Total Units Requested, and Total Request. The table is currently empty, displaying 'This list contains no items'. There are 'Back' and 'Next' buttons at the bottom.

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

Part 6: Budget Information

Rental Assistance Budget Detail (Renewal Projects)

Renewal Project Application FY2017

Applicant Name: Project Applicant A
 Applicant Number: 030700000
 Project Name: XX-501 Test Renewal Application FY2017
 Project Number: 135686

Renewal Project Application FY2017

FY2016 Renewal Project Application 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. SF-LLL

Additional Information

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Recipient Performance

Logout

Renewal Project Application FY2017

* 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 | | | | 12 | \$0 |
| 0 Bedroom | | | | 12 | \$0 |
| 1 Bedroom | | | | 12 | \$0 |
| 2 Bedrooms | | | | 12 | \$0 |
| 3 Bedrooms | | | | 12 | \$0 |
| 4 Bedrooms | | | | 12 | \$0 |
| 5 Bedrooms | | | | 12 | \$0 |
| 6 Bedrooms | | | | 12 | \$0 |
| 7 Bedrooms | | | | 12 | \$0 |
| 8 Bedrooms | | | | 12 | \$0 |
| 9 Bedrooms | | | | 12 | \$0 |
| Total Units and Annual Assistance Requested | | | | | 0 |
| Grant Term | | | | | 1 Year |
| Total Request for Grant Term | | | | | \$0 |

Click the 'Save' button to automatically calculate totals.

Save Save & Add Another Save & Back to List Back to List Check Spelling




| Step | Description |
|------|---|
| 1. | Select the "Type of Rental Assistance." N/A, PRA, TRA, or SRA. (not applicable, project rental assistance, tenant rental assistance, or sponsor rental assistance). <ul style="list-style-type: none"> 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 2017 CoC Program Competition NOFA." If this statement applies to your Project Application, select the checkbox next to this statement after completing steps 1 through 5. If you select this box indicating a 15 year request, it will change the auto-populated "Grant Term" in other budget forms as well. |
| 2. | Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below. |
| 3. | Indicate whether the request for rental assistance funding is for less than the area's per unit fair market rents. |
| 4. | Enter the number of units of each bedroom size for which the project is requesting rental assistance. |

Part 6: Budget Information

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 2017 GIW.
 - If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
 - If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
6. The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only.
 - For renewal projects, the grant term may only be 1 year.
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.
8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.
 - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting rental assistance funds.
 - Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

Completion of Rental Assistance Budget

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

1. Review the following items on the "Rental Assistance Budget" screen.
 - The "Rental Assistance Budget" screen should have been auto-calculated with your total rental assistance total request for the grant term.
 - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
 - If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon  next to the appropriate entry.
 - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
 - If the list is missing one or more items, select the "Add" icon  and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

Part 6: Budget Information

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 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 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, 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 | \$0 |
| 1b. Leased Structures | \$0 |
| 2. Rental Assistance | \$0 |
| 3. Supportive Services | \$0 |
| 4. Operating | \$0 |
| 5. HMIS | \$0 |
| 6. Sub-total Costs Requested | \$0 |
| 7. Admin (Up to 10%) | |
| 8. Total Assistance plus Admin Requested | \$0 |
| 9. Cash Match | |
| 10. In-Kind Match | |
| 11. Total Match | \$0 |
| 12. Total Budget | \$0 |

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

- | Step | Description |
|------|--|
| 1. | <p>For renewal project applications with imported data,</p> <ul style="list-style-type: none"> 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, navigate to the "Submission Without Changes" screen to enable the editing of the screen. <p>If data is not imported,</p> <ul style="list-style-type: none"> Enter the requested funding amount for the applicable budget activities. |
| 2. | Select "Save & Next." |

NOTE: Requested funding must be as approved in the most recent Grant Agreement or Grant Agreement as amended or with a reduction if the CoC reduced your renewal project in the local reallocation process.

Part 6: Budget Information

Sources of Match - Screen 6D


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

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

The screenshot shows the '6I. Sources of Match' screen in the eForms system. The sidebar on the left contains user information (TestUser2) and application details (New Project Application FY2017, Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: New project FY 2017, Project Number: 0135635). The main content area has a title '6I. Sources of Match' and a summary table:

| Summary for Match | |
|-------------------------------------|-----|
| Total Value of Cash Commitments: | \$0 |
| Total Value of In-Kind Commitments: | \$0 |
| Total Value of All Commitments: | \$0 |

Below the summary is a dropdown menu for 'Project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?' with a '-- select --' option. There are also filter buttons: '[Show Filters]' and '[Clear Filters]'. A table header is visible with columns: Delete, View, Match, Type, Source, Contributor, Date of Commitment, Value of Commitments. The table body contains the text 'This list contains no items'. At the bottom are buttons: Save & Back, Save, Save & Next, Back, and Next. A callout box labeled '"Add" icon' points to the 'Add' icon in the table header.

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

Part 6: Budget Information

Sources of Match Detail

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with the user 'TestUser2' and several application links: 'New Project Application FY2017', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: New project FY 2017', 'Project Number: 0135635', 'New Project Application FY2017', and 'FY2016 New Project Application Instructions'. The main content area is titled 'Sources of Match Detail' and contains the following fields:

- * 1. Will this commitment be used towards match ? Yes (dropdown)
- * 2. Type of commitment: -- select -- (dropdown)
- * 3. Type of source: -- select -- (dropdown)
- * 4. Name the source of the commitment: (text field)
(Be as specific as possible and include the office or grant program as applicable)
- * 5. Date of Written Commitment: (calendar icon)
- * 6. Value of Written Commitment: (text field)

At the bottom of the form are five buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'.

| Step | Description |
|------|---|
| 1. | Question one will automatically populate as "Yes." |
| 2. | From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project. |
| 3. | In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution. |
| 4. | In the field provided, enter the name of the entity providing the contribution. |
| 5. | Enter the date of the entity's written commitment. |
| 6. | Enter the total dollar value of the written commitment. |
| 7. | If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen. <ul style="list-style-type: none">• If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 6 for each source of match. Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List." |

Part 6: Budget Information




Completion of Sources of Match

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

1. Review the following items on the “Sources of Match” screen.
 - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
 - Each “Match Detail” screen you entered will appear as a separate entry.
2. Select “Save and Next” to proceed to the next budget form.

NOTE:

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

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

Part 6: Budget Information

Summary Budget - Screen 6E

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

- The grant term for New Project Applications may be 1, 2, 3, 4, 5, or 15 years; however, the funding request is limited to 5 years.
- The grant term for Renewal Project Applications is limited to 1 year.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable fields. The next screen shown is for new projects, while the second one is for renewal projects. The directions for completing this screen are the same for both new and renewal projects.

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

e.Forms Logout

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 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, 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 | \$0 |
| 1b. Leased Structures | \$0 |
| 2. Rental Assistance | \$0 |
| 3. Supportive Services | \$0 |
| 4. Operating | \$0 |
| 5. HMIS | \$0 |
| 6. Sub-total Costs Requested | \$0 |
| 7. Admin (Up to 10%) | |
| 8. Total Assistance plus Admin Requested | \$0 |
| 9. Cash Match | |
| 10. In-Kind Match | |
| 11. Total Match | \$0 |
| 12. Total Budget | \$0 |

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

Part 6: Budget Information

| Step | Description |
|------|--|
| 1. | Review the funding amounts in the gray-shaded fields. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• If they are not correct, edit the fields on the screen.• If the fields are not editable, navigate to the "Submission Without Changes" screen and select the applicable checkbox. |
| 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.***

Part 6: Budget Information

Next Steps

You have completed the Project Application Part 6: Budget Information instructional guide.

At this point, you should return to the instructions provided in the Renewal Project Application or New Project Application instructional guides located on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>. These two instructional guides contain the guidance for completing Parts 1 - 5 and Part 7 - 8. You will proceed to the Part 7 - "Attachment(s) & Certification" screen.