



FY 2017 Renewal Project Application

e-snaps Instructional Guide

Version 2

Renewal Project Application

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Renewal Project Application

Introduction

Welcome to the Renewal Project Application *e-snaps* Instructional Guide. This instructional guide covers important information about accessing and completing the Project Application for renewal projects.

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

Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile instructional guide is available on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Resource Exchange at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.

All Project Applicants are strongly encouraged to read the FY 2017 CoC Program Competition NOFA and the FY 2017 Registration Notice in full at: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

Objectives

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

- Access *e-snaps*
- Register for the FY 2017 Renewal Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the "Submissions" screen
- Complete and submit the Renewal Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to the Project Application in *e-snaps*

Overview of the Project Application Process

FY 2017 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

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

The CoCs will do the following:

- (1) Review and either approve and rank or reject properly submitted Project Applications received; and
- (2) Submit the CoC Application and CoC Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD.

Renewal Project Application

Overview of this Instructional Guide

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, attach valid Code of Conduct, ensure the organizations non-profit documentation is attached, and select the "Complete" button in order to continue with the Project Application process.
 - The Project Applicant Profile section of this instructional guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
 - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile instructional guide on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.
- **Accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2017 Renewal Project Application funding opportunity, creating a FY 2017 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2017 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

NOTE:
**Amending
an
Application**

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

Renewal Project Application

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

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

- **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 will be unable to import data and must complete the entire renewal project application.
 - If you import data, you should carefully review the imported information to ensure it is accurate. If your FY 2016 project application was tagged with an issue or condition by HUD that you had to resolve before issuance of the grant agreement, you should ensure the FY 2017 project application is corrected accordingly.
 - Similarly, you should also ensure that all responses adhere to the FY 2017 CoC Program Competition NOFA.
- **New Part 1: SF-424 screens.** Starting in FY 2017, Part 1: SF-424 of the application has new screens in *e-snaps* that were previously uploaded as attachments. These HUD forms include:
 - HUD 2880 (Applicant/Recipient Disclosure/Initial Report)
 - HUD form 50070 (Drug-Free Workplace Certification)
 - SF-LLL (Disclosure of Lobbying Activities)
- **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.
- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **Uploading Attachments.** The Applicant Profile information will remain in *e-snaps* throughout the year; however, once the FY 2017 CoC Program Competition opens and modifications to the Applicant Profile (for Collaborative Applicant and Projects Applicants) are implemented, Applicants will be required to upload attachments again. Failure to attach correctly dated and completed HUD required forms will result in conditions being added to your project, if conditionally awarded, which will delay the issuance of a grant agreement.
- **The "Project Application" and "CoC Priority Listing."**
 - The Project Application includes the information submitted on the SF-424 forms as well as the application submitted by renewal and new Project Applicants for funding consideration.
 - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing. The CoC Priority Listing also includes the reallocation forms that the Collaborative Applicant will need to complete if eligible renewal projects are being reallocated

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to create eligible new projects, along with an attachment form for the required HUD form, HUD-2991, and the final HUD-approved GIW.

- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

Users with *e-snaps* access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

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

- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Program Competition application.

Renewal Project Application

New Process for Completing Renewal Project Application Screens

The Renewal Project Application screens function differently in FY 2017 than they did in FY 2016 for project applicants who import data. Project applicants who import data into the Renewal Project Application will be unable to edit most of the application screens until they navigate to the “Submission Without Changes” screen and select “Make Changes.” The “Submission Without Changes” screen is listed in the left menu bar of the Renewal Project Application in Part 8, directly above the “Submission Summary” screen.

All Project Applicants must first complete Part 1: SF-424. Much of the data for Part 1 is pre-populated from the Project Applicant Profile. (If the pre-populated information is incorrect, the Project Applicant must navigate back to the Applicant Profile and update the information. The corrections should carry through to the application.)

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

If data was imported:

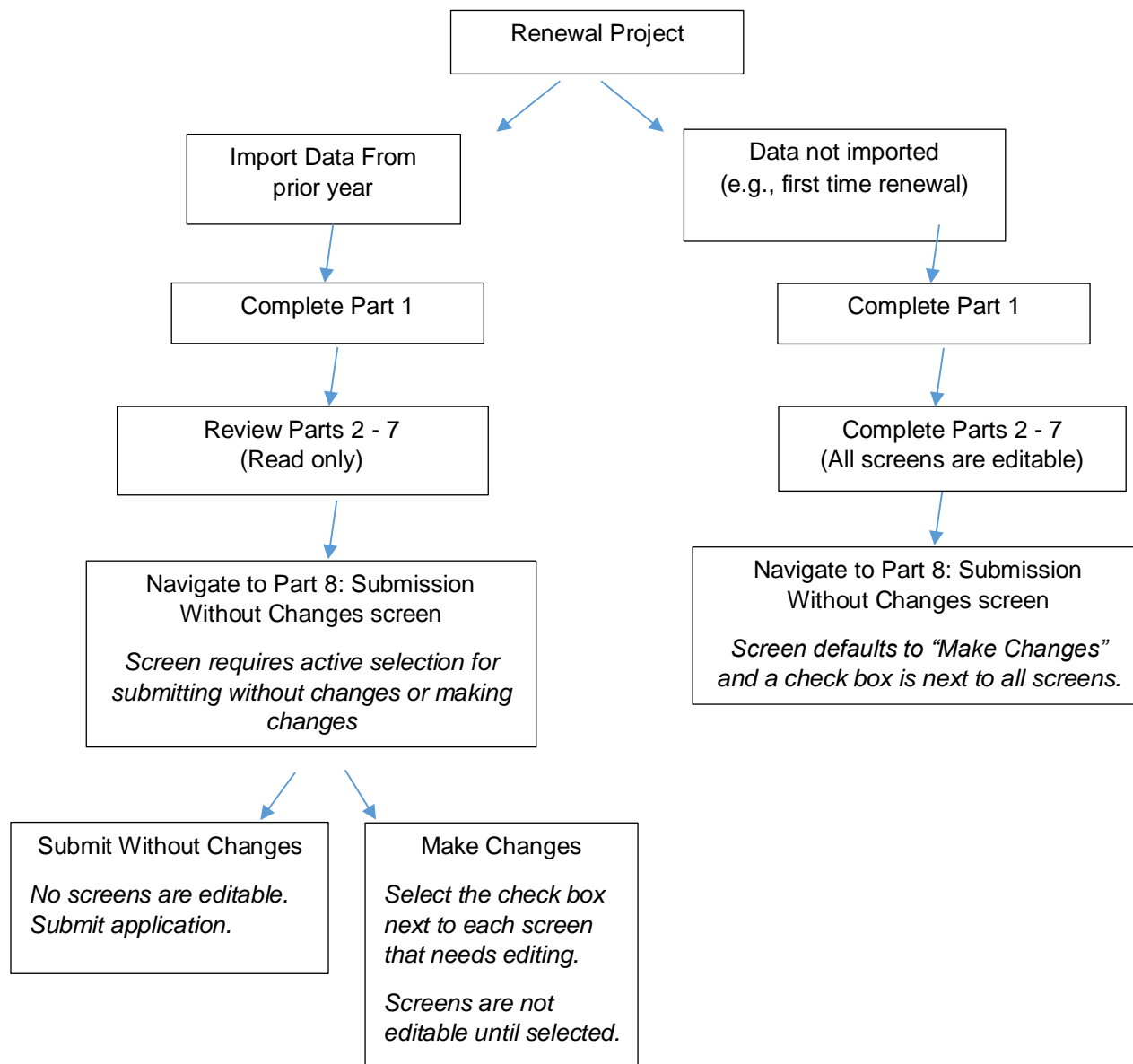
- Most of the screens are in “Read Only” mode. The only editable screens are the following:
 - 3C (Dedicated Plus for PH-PSH)
 - 6D (Sources of Match)
 - 7A (Attachments)
 - 7B (Certification)
- After reviewing the data on the Read Only screens and completing 3C (if applicable), 6D, 7A, and 7B, Project Applicants will navigate to Part 8: “Submission Without Changes” and indicate whether they want to submit the application without changes or make changes prior to submitting the application.
 - If Project Applicants do not want to edit any screens, they will continue to the “Submission Summary” screen.
 - If Project Applicants want to edit any screens, they can select the specific screens they want to open for editing. Once a Project Applicant selects a check box for a screen and then selects the “Save” button, the check box cannot be unselected. If a Project Applicant selects a screen to edit by mistake and then selects “Save,” this will not cause any issues. They will simply have to navigate to that screen to re-save the data.
 - After the Project Applicant selects specific screens to open for editing, they should navigate to those screens to update/change the data on these screens. On each screen, the Project Applicant should remember to select “Save” before navigating to another screen. When all updates have been completed, the Project Applicant should navigate back to the “Submission Summary” screen to review the status of all screens in their application.

If data was NOT imported (e.g., the application is a First Time Renewal):

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

Renewal Project Application

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



Renewal Project Application

Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2017 CoC Program Competition.

The screenshot shows the 'Front Office' portal for 'e-snaps'. On the left is a sidebar with 'Front Office Portal' and links for 'Create Profile' and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot your password?' link. Two callout boxes are present: one pointing to the login form with the text 'Log in here' and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content area also includes a welcome message, instructions for authorized users, and information about the CoC Program Registration and Application, including OMB Approval numbers and public reporting burden estimates.

Welcome to e-snaps

Welcome to **e-snaps**! *E-snaps* is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the annual competition.

The **e-snaps** system is used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this system, please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other resources in navigating the system please access the Help instructions in each section.

If you are a new user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each funding round. The information collected in the application form will only be collected for specific funding competitions.

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 01/31/2018)

Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

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.

Renewal Project Application

Existing Users

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

New e-snaps Users

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



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

Renewal Project Application

Project Applicant Profile

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

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

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

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit a ticket to the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the e-snaps Reporting System (the header for which is featured on Step 2 of the AAQ page).

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the Project Applicant Profile Instructional Guide on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>. An organization will establish itself as a Project Applicant in *e-snaps* one time only.



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

<https://www.hudexchange.info/get-assistance/my-question/>



For detailed instructions, see the Project Applicant Profile instructional guide 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>.

Renewal Project Application

Accessing the Project Application

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

- Funding Opportunity Registration
- Projects
- Submissions

Renewal Project Application

Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2017 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2017 CoC Program Competition.

Front Office

TestUser3

Applicant: Project Applicant A (030700000)


Confirm the correct Applicant listed in the field

Select "Funding Opportunity Registrations"

Funding Opportunity Registrations

View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	CoC Full Annual Performance Report	0	Jul 19, 2010	Jun 20, 2020
	CoC Planning Project Application FY2016	0	Sep 16, 2014	Dec 31, 2019
	CoC Planning Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019
	New Project Application FY2017	1	Sep 16, 2014	Dec 31, 2020
	Renewal Project Application FY2015	1	Sep 16, 2014	Dec 31, 2018
	Renewal Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019
	UFA Costs Project Application FY2016	0	Sep 16, 2014	Dec 31, 2019
	UFA Costs Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019

Note the Funding Opportunity Name

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "Renewal Project Application FY 2017."
4.	The "Funding Opportunity Details" screen appears.

Renewal Project Application

e Front Office Help Logout

TestUser3

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: Project Applicant A (030700000)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2017
Start Date: Sep 16, 2014
End Date: Jan 1, 2020

Funding Opportunity Registration

Project Applicant A (030700000) has been registered.

[Back](#)

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



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

Please ensure you are working under the correct Applicant.

Renewal Project Application

Creating the Project Application Project

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



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



Project Applicants applying for renewal funding must import the previous year's project application. Additionally, if the previous year's information is imported, project applicants MUST review the prepopulated information to ensure the responses to the questions are still accurate.

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

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	HMIS Test	135691	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Application Test FY2017	135686	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 1 - PH-RRH	135690	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 2 - PH-PSH	135693	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 3 - TH	135694	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Test Renewal PH-PSH	135692	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal Project Application FY 2017" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

Renewal Project Application

Front Office

TestUser3

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Project Applicant A (030700000)

Create a Project

Funding Opportunity Name: Renewal Project Application FY2017


* Applicant: Project Applicant A (030700000)

* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name. e-snaps will assign a Project Number.

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none">Enter the project name that is being renewed that will appear in the grant award letter.
3.	In the "Import Data From:" field, select the project that is being renewed. Importing will ensure that your project information from the FY 2016 project application is imported and will decrease the amount of information that must be entered in the FY 2017 Project Application. If you are renewing for the first time in the FY 2017 CoC Program Competition you will not be able to import from your previous project application.
4.	Select "Save & Back" to return to the "Projects" screen.
5.	The project name is listed in the menu. <ul style="list-style-type: none">Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



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

Please ensure you are working under the correct Project Applicant.

Renewal Project Application

Submissions

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

Front Office

TestUser3

Applicant: Project Applicant A (030700000)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Renewal Application Test FY2017

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	HMIS Test 135691	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	New Project 2 2017 135670	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	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	
	Renewal Application Test FY2017 135686	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	Renewal Test 1 - PH-RRH 135690	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	

- | Step | Description |
|------|---|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Locate the Project Application project you established. <ul style="list-style-type: none">Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application." |
| 4. | Continue with the instructions in the next section for completing the Renewal Project Application. |



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

Please ensure you are working under the correct Applicant.

Renewal Project Application

FY 2017 Project Application

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

NOTE:

- *Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.*
- *If you are in the Project Application and you need to update the Project Applicant Profile::*
 - *Select "Back to Submissions List."*
 - *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
 - *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
 - *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
 - *When you return to the Project Application, the screen will show the corrected information.*
- *Importing: If you chose to import, information in the project application from which you imported will pre-populate in e-snaps. You should review and update each screen to ensure that the imported information is current and all fields have been completed.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*
- *Review the instructions in the Submitting the Project Application section in this guide.*

Renewal Project Application

Accessing the Renewal Project Application

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

Front Office

TestUser3

Front Office Portal

Profile

My Account

Workspace

Applicants

Funding Opportunity

Registration

Projects

Submissions

Contact Us

Applicant: Project Applicant A (030700000)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Renewal Application Test FY2017

Date Submitted: On [Calendar Icon]


Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Renewal Application Test FY2017 135686	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "Renewal Project Application FY 2017."
4.	The "Before Starting" screen appears.

Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2017 Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

The "Before Starting the Project Application" screen also contains the links to resources needed to complete the Project Application at <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants> and [HUD Exchange Ask a Question](#).

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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
8B Summary

Export to PDF
Get PDF Viewer

Back to Submissions List

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in *e-snaps* may be directed to HUD via the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition. For more information see FY 2017 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2017 CoC Program NOFA and the FY 2016 General Section NOFA.
- Detailed instructions can be found on the left menu within *e-snaps*. They contain more comprehensive instructions and so should be used in tandem with onscreen text and the hide/show instructions found on each individual screen.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in *e-snaps*.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2016 Project Application will be imported into the FY 2017 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the FY 2016 post award process or a grant agreement amendment. Data entered in the post award and amendment forms in *e-snaps* will not be imported into the project application.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. **If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.** HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and is set forth in the FY 2017 CoC Program Competition NOFA.

Back to Submissions List

Next

Back Next

Step	Description
------	-------------

1.	Select "Next."
----	----------------

NOTE:

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

Renewal Project Application

1A. Application Type



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

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2017 Project Application.

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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

1A. SF-424 Application Type

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

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

If "Other", specify:

3. Date Received: 06/26/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier: 123456

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

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

6. Date Received by State:

7. State Application Identifier:

Save & Back Save Save & Next

Back Next

Step	Description
1.	Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen. <ul style="list-style-type: none">In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "Renewal Project Application."
2.	Leave fields 4, 5a, 6 and 7 blank.
3.	In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number: <ul style="list-style-type: none">Review the final Grant Inventory Worksheet (GIW). https://www.hudexchange.info/programs/coc/coc-giw-reports/ Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4.	Select "Save and Next" to continue to next screen.

Renewal Project Application

1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2017 Project Application.

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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
8B Summary

Export to PDF
Get PDF Viewer

Back to Submissions List

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Test Organization 2

b. Employer/Taxpayer Identification Number (EIN/TIN): 12-1234567

c. Organizational DUNS: 111111111 **PLUS 4**

d. Address

Street 1: 123 Test St.
Street 2:
City: Washington
County:
State: District of Columbia
Country: United States
Zip / Postal Code: 20410

e. Organizational Unit (optional)

Department Name:
Division Name:

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

Prefix: Ms.
First Name: first
Middle Name:
Last Name: last
Suffix: -- select --
Title: title 2
Organizational Affiliation: Test Organization 2
Telephone Number: (123) 456-7890
Extension:
Fax Number: (123) 456-7890
Email: Last@organization.com

Verify the data is accurate

Back Next

Step	Description
------	-------------

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

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

Renewal Project Application

1C. Application Details

The following steps provide instruction on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2017 Project Application.

The screenshot shows the 'eForms' application interface. On the left sidebar, the user is logged in as 'TestUser3' and is viewing the 'Renewal Project Application FY2017'. The main content area is titled '1C. SF-424 Application Details'. A callout box points to fields 9, 10, 11, and 12, with the text 'Verify data in fields 9, 10, 11, and 12'. The form fields are as follows:

- 9. Type of Applicant: M. Nonprofit with 501C3 IRS Status
- 10. Name of Federal Agency: Department of Housing and Urban Developm
- 11. Catalog of Federal Domestic Assistance Title: CoC Program
- CFDA Number: 14.267
- 12. Funding Opportunity Number: FR-6100-N-25
- Title: Continuum of Care Homeless Assistance Co
- 13. Competition Identification Number: (blank)
- Title: (blank)

At the bottom of the form are 'Back' and 'Next' buttons.

Step	Description
1.	Verify that the information populated in fields 9, 10, 11 and 12 is correct. <ul style="list-style-type: none">Field 9 pre-populates from the Project Applicant Profile.Fields 10, 11, and 12 pre-populate and cannot be edited.
2.	Leave field 13 blank.
3.	Select "Save & Next" to continue to the next screen.

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

Renewal Project Application


1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2017 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. <ul style="list-style-type: none">Highlight one State or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2.	Field 15 is pre-populated with the name entered on the "Projects" screen when the project Application was initiated.


Editing the Project Name in Field 15b

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

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

Renewal Project Application

The screenshot displays the 'Renewal Project Application FY2017' interface. On the left is a sidebar with navigation links: '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', '8B Summary', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area is divided into sections: '16. Congressional District(s):' with sub-sections 'a. Applicant' (pre-populated with DC-000) and 'b. Project' (empty); '17. Proposed Project' with 'a. Start Date' (09/30/2017) and 'b. End Date' (09/30/2018); and '18. Estimated Funding (\$)' with input fields for Federal, Applicant, State, Local, Other, Program Income, and Total. Callouts indicate that the 'a. Applicant' field is pre-populated from the Applicant Profile and that the correct Congressional District(s) should be moved from the 'Available Items' list to the 'Selected Items' box. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

Step	Description
3.	Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> If the pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.
4.	For field 16b, select the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> Highlight one district, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
5.	For field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the calendar  icon function. <ul style="list-style-type: none"> These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW. For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.
6.	Field 18 "Estimated Funding" cannot be edited.
7.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2017 Project Application, as well as reviewing information populated from the "Applicant Profile."

1E. SF-424 Compliance

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

If "YES", enter the date this application was made available to the State for review: 23

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

If "YES," provide an explanation:

Save & Back Save Save & Next

Back Next

Check Spelling

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

- | Step | Description |
|------|---|
| 1. | In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu. <ul style="list-style-type: none">If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar icon function.If the State or U.S. Territory does not require review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."If "Program is not covered by E.O. 12372" is selected, you will not be able to access the project application. |
| 2. | Select "Yes" or "No" to indicate whether the Applicant is delinquent on any Federal debt. <ul style="list-style-type: none">If "Yes," an explanation must be entered in the field provided. |
| 3. | Select "Save & Next" to continue to the next screen. |



To access the lists of those states that have chosen to participate in the intergovernmental review process visit http://www.whitehouse.gov/omb/grants_spoc.

Renewal Project Application

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2017 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

1F. SF-424 Declaration

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

* I AGREE: ☒ Select

21. Authorized Representative

Prefix: Ms. ▼

First Name: first

Middle Name:

Last Name: last

Suffix: -- select -- ▼

Title: title

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

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

Email: Name@Organization.org

Signature of Authorized Representative: Considered signed upon submission in e-sna

Date Signed: 06/26/2017

Save & Back Save Save & Next

Back Next

Check Spelling

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2017 Renewal Project Application. Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal project application is selected for conditional award.
3.	Select "Save and Next" to continue to the next screen.

NOTE: If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.

Renewal Project Application

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications. The following steps provide instructions on completing the "HUD 2880" screen for **Part 1: SF-424** of the FY 2017 Project Application.

NOTE: Additional information for completing the HUD Form 2880 in the Applicant Profile and Screen 1G in the Project Application is in the [HUD Detailed Instructions for Renewal Project Applications](#).

Also available is the resource: [How to Complete the HUD Form 2880 in e-snaps](#). This resource has trouble-shooting tips for error messages.

The screenshot shows the 'eForms' interface for '1G. HUD 2880'. The title is 'Applicant/Recipient Disclosure/Update Report - Form 2880' from the 'U.S. Department of Housing and Urban Development'. The form is divided into sections: 'Applicant/Recipient Information', '1. Applicant/Recipient Name, Address, and Phone', '2. Employer ID Number (EIN)', '3. HUD Program', '4. Amount of HUD Assistance Requested/Received', and '5. State the name and location (street address, city and state) of the project or activity'. Callouts explain that applicant information (Agency Legal Name, Prefix, First Name, Middle Name, Last Name, Suffix, Title, Organizational Affiliation, Telephone Number, Extension, Email, City, County, State, Country, Zip/Postal Code) populates from the 'Authorized Representative' screen. Callout 2 states that field 4 is not editable and the amount populates from the 'Summary Budget' screen. A note at the bottom of the form states: 'Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.'

Step	Description
1.	The information in 1. Applicant/Recipient Name, Address, and Phone populates from the "Authorized Representative" screen of the Project Applicant Profile. If you need to edit it, go back to the Project Applicant Profile and update the information on the "Authorized Representative" screen.
2.	Field 2: Employer ID Number populates from the "Authorized Representative" screen of the Project Applicant Profile.
3.	Field 3: HUD Program auto-populates with "Continuum of Care Program."
4.	Field 4 is not editable. The amount populates from the Summary Budget screen.
5.	Field 5 is not editable. This information populates from other screens in the Application.

Renewal Project Application

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

Part 8 - Submission Summary

Submission Without Changes

8B Summary

Export to PDF

Get PDF Viewer

Back to Submissions List

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes (For further information, see 24 CFR Sec. 4.3).

*** 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD) involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.** No

Certification
Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

*** I AGREE:** ☒

Name / Title of Authorized Official: first last, title

Signature of Authorized Official: Considered signed upon submission in e-snap

Date Signed: 07/25/2017

Save & Back
Save
Save & Next

Back
Next

Check Spelling

Populates from the Project Applicant Profile.

Check the box.

Step	Description
6.	Under Part I, question 1 auto-populates as "Yes."
7.	Question 2 populates from the Project Applicant Profile. If you need to edit the response, go back to the Project Applicant Profile and update the response.
7a.	If the answer to question 2 is "No": <ul style="list-style-type: none"> Select the box stating that you certify that the information on the HUD 2880 in the SF-424 section of the FY 2017 New Project Application is correct. If you get an error message, refer to the resource "How to Complete the HUD Form 2880 in e-snaps" on the HUD Exchange at CoC Program Competition: e-snaps Resources .
7b.	If the answer to question 2 is "Yes": <ul style="list-style-type: none"> Review the information in Part II and Part III as you completed them in the Project Applicant Profile. If you need to edit the information, update it in the Project Applicant Profile. Select the box stating that you certify that the information on the HUD 2880 in the SF-424 section of the FY 2017 New Project Application is correct.
8.	Select "Save & Next."

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

Renewal Project Application

1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the " HUD 50070 - Drug Free Workplace Certification" screen for Part 1: SF-424 of the FY 2017 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

eForms

Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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
8B Summary

Export to PDF
Get PDF Viewer

Back to Submissions List

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Test Organization 2

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---
(1) The dangers of drug abuse in the workplace
(2) The Applicant's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

d. Notifying the agency in writing, within ten calendar days of receiving notice under subparagraph d.(2) from any employee who is so convicted ---
(1) Taking appropriate personnel action against the employee, up to and including termination, in accordance with the requirements of the Rehabilitation Act of 1973, as amended;
(2) Requiring such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, education, or other appropriate agency;

e. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph d.

<

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.
[Workplaces, including addresses, entered in the attached project application.](#)
[Refer to addresses entered into the attached project application.](#)

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

☒

Select

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

Authorized Representative

Prefix: Ms.

First Name: first

Middle Name:

Last Name: last

Suffix: -- select --

Title: title

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

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

Email: Name@Organization.org

Signature of Authorized Representative: Considered signed upon submission in e-sna

Date Signed: 06/26/2017

Save & Back

Save

Save & Next

Back

Next

Check Spelling

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Renewal Project Application


Step	Description
1.	Verify that the pre-populated information is complete and accurate.
2.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2017 New Project Application is correct. Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.


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

Renewal Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2017 Project Application.

Logout

 TestUser3

Renewal Project Application
FY2017

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
Renewal Application Test
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. Cert. Lobbying
1J. SF-LLL
Additional Information
Part 2 - Recipient and
Subrecipient Information
2A. Subrecipients
2B. Recipient
Performance
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
Part 5 - Participants and
Outreach Information
5A. Households

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

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

Renewal Project Application

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-LLL - Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY 2017 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the '1J. SF-LLL' form titled 'DISCLOSURE OF LOBBYING ACTIVITIES'. The form is part of the 'Renewal Project Application FY2017'. The left sidebar contains a navigation menu with items like 'TestUser3', 'Renewal Project Application FY2017', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: Renewal Application Test FY2017', 'Project Number: 135686', '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. Cert. Lobbying', '1J. SF-LLL', 'Additional Information', 'Part 2 - Recipient and Subrecipient Information', and 'Logout'. The main form area has a title '1J. SF-LLL' and a subtitle 'DISCLOSURE OF LOBBYING ACTIVITIES'. It includes instructions to 'Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Approved by OMB0348-0046'. The form asks 'HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.' and 'Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."' and 'Answer "No" if your organization is NOT engaged in lobbying.' The form has a dropdown menu for 'Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration of congress) in connection with the CoC Program?' with a value of '-- select --'. A callout bubble points to this dropdown with the text 'Select "Yes" or "No" to reveal additional questions'. Below the dropdown is the 'Authorized Representative' section with fields for 'Prefix: Ms.', 'First Name: first', 'Middle Name:', 'Last Name: last', 'Suffix: -- select --', 'Title: title', 'Telephone Number: (123) 456-7890', 'Fax Number: (123) 456-7890', and 'Email: Name@Organization.org'. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

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

NOTE: If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.

Renewal Project Application

If "No" Lobbying Activities

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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. Cert. Lobbying

1J. SF-LLL

Additional Information

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Recipient Performance

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

1J. SF-LLL

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

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

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

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

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

No

Select "No" and confirm information

* Legal Name: Test Organization 2

* Street 1: 125 Test Street

Street 2:

* City: Washington

* County:

* State: District of Columbia

* Country: United States

* Zip / Postal Code: 20410

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

* I certify that this information is true and complete.

Select check box to certify

Authorized Representative

Prefix: Ms.

First Name: first

Middle Name:

Last Name: last

Suffix: -- select --

Title:

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

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

Email: Name@Organization.org

Signature of Authorized Official: Considered signed upon submission in e-sna

Date Signed: 07/18/2017

Save & Back Save Save & Next

Back Next

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

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Renewal Project Application

If "Yes" Lobbying Activities

Renewal Project Application

TestUser3

Renewal Project Application
FY2017

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
Renewal Application Test
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. Cert. Lobbying
1J. SF-LLL
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Part 2 - Recipient and
Subrecipient Information
2A. Subrecipients
2B. Recipient
Performance
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
Part 5 - Participants and
Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Budget
Information
6A. Funding Request
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) &
Certification
7A. Attachment(s)
7B. Certification
Part 8 - Submission
Summary
Submission Without
Changes
8B. Summary

Export to PDF
Get PDF Viewer

Back to Submissions List

1J. SF-LLL

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

HUD requires a new SF-LLL submitted with each annual CoC competition and compliance requirement.

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

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

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

Yes

Review and complete the required fields

1. Type of Federal Action: Grant

2. Status of Federal Action: Application

3. Report Type: Initial Filing

* 4. Name and Address of Reporting Entity: Choose one option that applies from the following list

☒ Prime

☐ Subrecipient

Select "Yes" and review questions

Select Prime

Refer to project name, addresses and contact information entered into the attached project application on screen

Congressional District, if known:

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

Selected Items:
DC-000

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

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

8. Federal Action Number: FR-5900-N-18B

9. Award Amount: \$0.00

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

Required Text

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

Required Text

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

* I certify that this information is true and complete.

☒

Select check box to certify

Authorized Representative

Prefix: Ms.

First Name: first

Middle Name:

Last Name: last

Suffix: --select--

Title: title

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

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

Email: Name@Organization.org

Signature of Authorized Official: Considered signed upon submission in e-sna

Date Signed: 07/18/2017

Save & Back

Save

Save & Next

Back

Next

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Renewal Project Application

Step	Description
1.	If "Yes" lobbying activities, review the pre-populated data in fields 1, 2, and 3.
2.	In field 4, indicate that the reporting entity is the Prime. The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3.	Confirm the Congressional districts and edit as needed.
4.	Review fields 6, 7, 8, and 9.
5.	In field 10a, identify the lobbying registrant's name and address.
6.	In field 10b, identify individuals performing services. It is a required field and requires text.
7.	After completing the questions, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
8.	Select "Save & Next" to continue to the next screen.

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

The subrecipient NEVER submits the Project Application.

Renewal Project Application

Additional Information

Project Applicants must complete Part 1 of the application before the “Additional Information” screen and Parts 2 through 7 appear.

Project applicants must review the instructions on the “Additional Information” screen in order to successfully submit the project application.

If data was imported, Project Applicants must review every screen. The application is in “Read Only” mode; the only editable screens are screens 3C (Dedicated Plus for PH-PSH), 6D (Sources of Match), 7A (Attachments), and 7B (Certification). After reviewing all the information, 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; however, there is no harm in doing so: just ensure the data on the screen is correct.

If data was NOT imported, Project Applicants must complete every screen.

The screenshot shows the 'Additional Information' screen in the eForms application. The left sidebar contains a navigation menu with the following items: 'TestUser3', 'Renewal Project Application FY2017', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: Renewal Application Test FY2017', 'Project Number: 135686', 'Renewal Project Application FY2017', 'FY2016 Renewal Project Application Instructions', and 'Before Starting'. The main content area displays the following text: 'Now that you have completed Part 1 of the application, please review Parts 2-7, which are in Read Only mode. Screen 3C, which is mandatory for all PH-PSH projects and screens 6D, 7A and 7B which are mandatory for all projects will be editable and must be answered prior to submission. Once you are done reviewing, you will be guided to a "Submissions without Changes" screen. At this screen if you decide no edits or updates are required to any screens other than the mandatory questions for 3C and/or 6D, 7A and 7B, you are allowed to submit the application without ever needing to edit the rest of the application. However, if you determine that changes need to be made to the application, we have given you the ability to open up individual screens for edit, instead of the entire application. Once you select the screens you want to edit via checkboxes, you will click "Save", and those screens will be available for edit. An important reminder, once you make those selections and click "Save", you cannot uncheck those boxes. You are allowed to select additional boxes even after saving your initial selections. Again, you must click "Save" for those newly selected screens to be available for edit. If your project is a First Time Renewal, your project will not be able to utilize the "Submit Without Changes" function. The Submissions Without Changes page will be automatically set to "Make Changes" and you will be required to input data into the application for all required fields relevant to the component type.' At the bottom of the main content area are 'Back' and 'Next' buttons.

Step	Description
1.	Review the instructions on the Additional Information screen.
2.	Select the “Next” button.

Renewal Project Application

2A. Project Subrecipients



Remember, applicants must complete Part 1: SF-424 before the rest of the application will appear.

This screen lists all of the Project Applicant's subrecipients as applicable. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2017 Project Application.

2A. Project Subrecipients

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

Total Expected Sub-Awards:

[Show Filters] [Clear Filters]

Delete	View	Organization	Type	Type	Sub-Award Amount
This list contains no items					

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

NOTE: *Data from the FY 2016 Project Application will populate this screen if you used the import feature noted previously. Returning Project Applicants will not have to re-enter the information for all subrecipients, unless information has changed and needs to be updated.*

Renewal Project Application

2A. Subrecipients (continued)

eForms Log

TestUser3

Renewal Project Application FY2017

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

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions Before Starting

2A. Project Subrecipients Detail

* a. Organization Name:

* b. Organization Type:

* c. Employer or Tax Identification Number:

* d. Organizational DUNS: PLUS 4

e. Physical Address

* Street 1:

Street 2:

* City:

* State:

* Zip Code:

Enter Subrecipient Organization's DUNS number

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu. <ul style="list-style-type: none">Nonprofit subrecipients (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.If "Other" is selected, you must provide an explanation in the "If 'Other' specify" field. If you do not, the "Submission Summary" screen will show this screen as incomplete. If the information entered is for an individual, select "Other" and provide an explanation.
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.

Renewal Project Application

2A. Subrecipients (continued)

The screenshot shows the '2A. Subrecipients' section of a web application. On the left is a sidebar menu with options like 'Part 1 - Forms', 'Part 2 - Recipient and Subrecipient Information', and 'Part 3 - Project Information'. The main form area contains several sections:

- * f. Congressional District(s):** A section with 'Available Items' (AK-000, AL-001, AL-002, AL-003, AL-004, AL-005) and 'Selected Items' boxes with arrow buttons for moving items between them.
- * g. Is the subrecipient a Faith-Based Organization?** A dropdown menu with '-- select --'.
- * h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** A dropdown menu with '-- select --'.
- * i. Expected Sub-Award Amount:** A text input field.
- j. Contact Person:** A section with fields for:
 - * Prefix:** A dropdown menu with '-- select --'.
 - * First Name:** Text input.
 - Middle Name:** Text input.
 - * Last Name:** Text input.
 - Suffix:** A dropdown menu with '-- select --'.
 - * Title:** Text input.
 - * E-mail Address:** Text input.
 - * Confirm E-mail Address:** Text input.
 - * Phone Number:** Text input.
 - Extension:** Text input.
 - Fax Number:** Text input.

At the bottom of the form are several buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. Two callout boxes provide instructions:

- A callout pointing to the 'Save & Back to List' button says: "Select 'Save & Back to List' when finished adding subrecipients".
- A callout pointing to the 'Save & Add Another' button says: "Select 'Save & Add Another' to add more".

Step	Description
6.	Under “Congressional Districts,” select the Congressional district(s) in which the subrecipient is located. <ul style="list-style-type: none"> Highlight one district, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
7.	Select “Yes” or “No” to indicate if the subrecipient is a faith-based organization.
8.	Select “Yes” or “No” to indicate if the subrecipient has ever received a federal grant.
9.	Enter the total amount of funds that the Project Applicant expects to award to this subrecipient. <ul style="list-style-type: none"> The amount must be in whole dollars (i.e. no decimals). This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person’s first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person’s email address, and in the next field re-enter the contact person’s email address to verify that you entered it correctly.
13.	Enter the contact person’s telephone number, starting with the area code.
14.	Enter the extension of the contact person’s telephone number, if applicable.
15.	Enter the contact person’s fax number, starting with the area code.
16.	To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15. <ul style="list-style-type: none"> Repeat these steps for each subrecipient you need to add. When you are finished, select “Save & Back to List” to return to the “2A. Project Subrecipients” screen.

Renewal Project Application

2A. Subrecipients (continued)

2A. Project Subrecipients

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

Total Expected Sub-Awards:

[Show Filters] [Clear Filters]

Delete	View	Organization	Type	Type	Sub-Award Amount
		Subrecipient 1	M. Nonprofit with 501C3 IRS Status		\$100,000

Back Next

Select "Next" when finished adding project subrecipients

Step	Description
17.	<p>After you return to the "2A. Project Subrecipients" screen, review the list.</p> <ul style="list-style-type: none"> To edit the information you entered, select the "View" icon to the left of the entry. <p>To delete an entry from the list, select the red "Delete" icon. </p>
18.	Select "Next" when you have completed reviewing the list.

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

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

Refer to the Project Applicant Profile instructional guide 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>.

Renewal Project Application

2B. Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc. The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (*) on the “Recipient Performance” screen of the FY 2017 Renewal Project application. The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project. The information provided on this screen will be verified by HUD.

eForms

TestUser3

Renewal Project Application FY2017

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

Renewal Project Application FY2017

2B. Recipient Performance

* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? -- select --

* 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request? -- select --

* 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? -- select --

* 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? -- select --

Select "Yes" or "No" for each question. Review screen for additional questions.

Save & Back Save Save & Next

Back Next

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

Renewal Project Application

2B. Recipient Performance

* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? No "No" = new question

* Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.

* 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request? Yes "Yes" = new question

* Date HUD or OIG issued the oldest unresolved finding(s) 03/23

* Explain why the finding(s) remains unresolved

* 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? No "No" = new question

* Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request.

* 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? Yes "Yes" = new question

* Explain the circumstances that led HUD to recapture funds from the most recently expired grant term related to this renewal project request.

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

Step

Description

1. Select "Yes" or "No" from the dropdown menu to indicate whether you have successfully submitted the APR on time for *the most recently expired grant term* related to this renewal project request.
 - If "No," one new question will appear.
 - Describe why you have not successfully submitted the APR on time.
2. Select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning *any previous grant term* related to this renewal project request.
 - If "Yes," two new questions will appear.
 - Enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the calendar icon function.
 - Explain why the findings remain unresolved in the text box provided.
3. Select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project
 - If "No," one new question will appear.
 - Explain why the recipient has not maintained consistent Quarterly Drawdowns in the text box provided.
4. Select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for *the most recently expired grant term* related to this renewal project request.
 - If "Yes," one new question will appear.
 - Explain the circumstances that led HUD to recapture funds in the text box provided.
5. Select "Save & Next" to move to the next screen.

Renewal Project Application

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type” and “Projects” screens in **Part 3: Project Information** of the FY 2017 Project Applicants - Renewal Application, as well as completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.

2a and 2b determine which CoC receives the project application when submitted in e-snaps

Component Type determines questions on other screens

**2a:
CoC Name
and
Number**

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

**2a:
"No CoC"**


"No CoC" can only be selected if your CoC did not register for the FY 2017 CoC Competition or your project is located in a geographic area that is unclaimed. If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area. See the About Grantees page: <https://www.hudexchange.info/grantees/>

Renewal Project Application

3A. Project Detail (continued)

3: Incorrect Project Name

If the project name is incorrect:

- Select the "Save" button to save responses on this screen.
- Select "Back to Submissions List" on the left menu bar.
- Select "Projects" on the left menu bar.
- Select the "View" icon  to the left of your project to open the "Project Details" screen.
- In the "Project Name" field, type in the correct name of the project, and select the "Save" button.

Return to the Renewal Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.

4: Standard v. Appeal

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

- You have selected "Appeal" and therefore are designating this application as an appeal due to the CoC's decision to not approve and rank this project on the CoC Priority Listing (the project application was rejected by the CoC in the local competition). To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and submit the details of your appeal to be considered as a Solo Applicant as outlined in Section X.C. of the FY 2017 CoC Program Competition NOFA. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard".

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



Refer to the Appeal Project Application instructional guide 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>.

Renewal Project Application

3A. Project Detail (continued)

Step	Description
1.	Verify that the “Expiring Grant Number” field populated with information from the “Federal Award Identifier” field on the “Applicant Type” screen.
2.	Select your “CoC Number and Name” from the dropdown menu.
3.	Select your "CoC Applicant Name" from the dropdown menu.
4.	Verify the name of your project populated with the project name listed on your "Projects" screen. If the project name is incorrect, follow the instructions in the note box on the preceding page.
5.	Select your "Project Status" from the dropdown menu. Project Applicants typically select "Standard." For more information about the "Appeal" option, see the note box on the preceding page.
6.	Select the correct “Component Type” from the dropdown menu. <ul style="list-style-type: none">• Component types include PH, TH, SH, SSO, and HMIS. Note: The component type determines what questions appear on other forms throughout the Project Application.
7.	Select “Yes” or “No” to indicate if the project includes one or more of the project properties conveyed under Title V.
8.	Select “Save & Next” to move to the next screen.

Renewal Project Application

3B. Project Description

The following pages provide instruction on completing mandatory fields marked with an asterisk (*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2017 Project Application.

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

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



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

See the following pages for instructions:

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

NOTE:

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

Renewal Project Application

3B. PH Projects

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

TestUser3

Renewal Project Application
FY2017

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

Renewal Project
Application FY2017

FY2016 Renewal Project
Application Instructions

Before Starting
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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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
Part 5 - Participants and
Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Budget
Information
6A. Funding Request
6B. Leased Units
6C. Rental Assistance
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) &
Certification
7A. Attachment(s)

3B. Project Description

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

Test

* 2. Does your project have a specific population focus?

Yes

* 2a. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless

☐

Domestic Violence

☒

Veterans

☐

Substance Abuse

☐

Youth (under 25)

☐

Mental Illness

☐

Families with Children

☐

HIV/AIDS

☐

Other

☒

(Click 'Save' to update)

* Other:

3. Housing First

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

Yes

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

Having too little or little income

☒

Active or history of substance use

☒

Having a criminal record with exceptions for state-mandated restrictions

☒

History of victimization

☒

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

☐

None of the above

☐

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services

☒

Failure to make progress on a service plan

☒

Loss of income or failure to improve income

☒

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

☒

None of the above

☐

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

Yes

* 4. Does the PH project provide PSH or RRH?

-- select --

* Is this an SHP Project that had been approved by HUD to change the renewal project budget from leasing to rental assistance?

-- select --

Save & Back

Save

Back

Next

Check Spelling

If "Yes," identify the populations

This response auto-populates based on responses in 3a, 3b, and 3c

Select "PSH" or "RRH"

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Renewal Project Application


Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> Applicants must not exceed the maximum character limit.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"> If "Yes," one new question will appear. <ul style="list-style-type: none"> Select all of the boxes that apply. If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. <ul style="list-style-type: none"> If you check the first four boxes, this project will be considered low barrier. If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none"> If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. NOTE: See the FY 2017 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/
7.	Select "Yes" or "Not" to indicate whether your project provides PSH or RRH.
8.	Select "Yes" or "No" to indicate this is a first-time renewal SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. [This change must have been listed on the final GIW. See 24 CFR 578.49(b)(8)].
9.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

3B. SH Projects

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

Logout

TestUser3

Renewal Project Application
FY2017

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

Renewal Project
Application FY2017

FY2016 Renewal Project
Application Instructions

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1A. SF-424 Application
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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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
Part 5 - Participants and
Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Budget
Information
6A. Funding Request
6B. Leased Units
6D. Match

3B. Project Description

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

Test

*** 2. Does your project have a specific population focus?** Yes ☐

*** 2a. Please identify the specific population focus. (Select ALL that apply)**

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

*** Other:**

3. Housing First
3a. Does the project quickly move participants into permanent housing Yes ☐

*** 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.**

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

*** 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.**

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

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

Save & Back

Save

Save

Back

Next

Check Spelling

If "Yes," identify the populations

This response auto-populates based on responses in 3a, 3b, and 3c

Renewal Project Application

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	<p>Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.</p>
4.	<p>Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.</p> <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	<p>Select the boxes that apply to indicate which reasons were removed as reasons for program termination.</p> <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	<p>Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.</p> <p>NOTE: See the FY 2017 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/</p>
7.	<p>Indicate whether your project provides PSH or RRH.</p>
8.	<p>Select "Save & Next" to continue to the next screen.</p>

Renewal Project Application

3B. TH Projects

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

TestUser3

Renewal Project Application
FY2017

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

Renewal Project
Application FY2017

FY2016 Renewal Project
Application Instructions

Before Starting
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1D. SF-424
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Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. SF-LLL
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Subrecipient Information
2A. Subrecipients
2B. Recipient
Performance
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
Part 5 - Participants and
Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Budget
Information
6A. Funding Request
6B. Leased Units
6C. Rental Assistance
6D. Match
6E. Summary Budget
Part 7 - Attachment(s) &

3B. Project Description

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

Test

* 2. Does your project have a specific population focus?

Yes

* 2a. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless

Veterans

Youth (under 25)

Families with Children

Domestic Violence

Substance Abuse

Mental Illness

HIV/AIDS

Other
(Click 'Save' to update)

☐

☐

☐

☐

☐

☐

☐

☒

* Other:

3. Housing First

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

Yes

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

Having too little or little income

Active or history of substance use

Having a criminal record with exceptions for state-mandated restrictions

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

None of the above

☒

☒

☒

☒

☐

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

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

None of the above

☒

☒

☒

☐

☐

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

Yes

* Is this an SHP Project that had been approved by HUD to change the renewal project budget from leasing to rental assistance?

-- select --

Save & Back

Save

Save & Next

Back

Next

Check Spelling

If "Yes," identify the populations

This response auto-populates based on responses in 3a, 3b, and 3c

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Renewal Project Application

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	<p>Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.</p>
4.	<p>Indicate whether your project ensures that participants are not screened out for certain situations. Select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.</p> <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	<p>Select the boxes that apply to indicate which reasons were removed as reasons for program termination.</p> <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	<p>Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.</p> <p>NOTE: See the FY 2017 CoC Program NOFA regarding requirements for Housing First. https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/</p>
7.	<p>Select "Yes" or "No" to indicate this is a first-time renewal SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. [This change must have been listed on the final GIW. See 24 CFR 578.49(b)(8)].</p>
8.	<p>Select "Save & Next" to continue to the next screen.</p>

Renewal Project Application

3B. SSO Projects

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

TestUser3

Renewal Project Application
FY2017

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

Renewal Project
Application FY2017

FY2016 Renewal Project
Application Instructions

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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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
Part 5 - Participants and
Outreach Information
Part 6 - Budget
Information
6A. Funding Request
6D. Match

3B. Project Description

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

Test

If "Yes,"
identify the
populations

* 2. Does your project have a specific population focus? Yes

* 2a. Please identify the specific population focus. (Select ALL that apply)

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

* Other:

3. Housing First

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

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

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

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	
None of the above	

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

This response auto-populates based on responses in 3a, 3b, and 3c

Renewal Project Application

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," please provide a description of the specific type of population in the text box provided.
3.	<p>Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.</p>
4.	<p>Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.</p> <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	<p>Select the boxes that apply to indicate which reasons were removed as reasons for program termination.</p> <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	<p>Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.</p> <p>NOTE: See the FY 2017 CoC Program NOFA regarding requirements for Housing First.</p> <p>https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/</p>

Renewal Project Application

* 4. Please select the type of SSO Project:

- select --
- Street Outreach
- Housing Project or Housing Structure Specific
- Coordinated Entry
- Standalone Supportive Services

Buttons: Save & Back, Save, Back, Next

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

* 4. Please select the type of SSO Project: Coordinated Entry

* 4a. Will the coordinated entry process funded in part by this grant cover the CoC's entire geographic area? -- select --

* 4b. Will the coordinated entry process funded in part by this grant be easily accessible? -- select --

* 4c. Describe the advertisement strategy for the coordinated entry process to reach those with the highest barriers to accessing assistance.

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

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

* 4f. If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth? -- select --

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

If Coordinated Entry, a series of questions will appear.

Step	Description
9.	<p>If you select "Coordinated Entry," select "Save." Six new questions will appear.</p> <ul style="list-style-type: none"> In 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area. In 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible. In 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance in the text box provided. In 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process. In 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided. In 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain

Renewal Project Application

populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth in the text box provided.

10. Select "Save & Next" to continue to the next screen.

3B. HMIS Projects

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

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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

3B. Project Description

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

Test

*** 2. Does your project have a specific population focus?** Yes

*** 2a. Please identify the specific population focus. (Select ALL that apply)**

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

Other:

Save & Back Save Save & Next

Back Next

Check Spelling

If "Yes," identify the populations

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus. Select all of the boxes that apply. Multiple selections are permissible.</p> <ul style="list-style-type: none">• If "No," select "Save & Next" to continue to the next screen.• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply. Multiple selections are permissible.○ If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.○ Select "Save & Next" to continue to the next screen

Renewal Project Application

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

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

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

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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

3C. Dedicated Plus

Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

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

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

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

* 1. Indicate whether the project is "100% Dedicated", "DedicatedPLUS", or "N/A", according to the information provided above.

-- select --
100% Dedicated
DedicatedPLUS
N/A

Save & Back Save Save & Next

Back Next

Select an option from the dropdown

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

Renewal Project Application

4A. Supportive Services and HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2017 Project Application.

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



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

See the following pages for instructions:

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

Renewal Project Application

4A. Supportive Services for Participants (PH, TH, SH, SSO)

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

The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2017 Project Application should capture the capacity of the project to efficiently provide supportive services to project participants. The information provided must be accurate and complete.

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS

4A. Supportive Services for Participants

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

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

2. Please identify whether the project includes the following activities:

*** 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?** Yes

*** 2b. Use of a single application form for four or more mainstream programs?** Yes

*** 2c. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?** Yes

*** 3. Do project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?** Yes

*** 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months.** -- select --

If "Yes," 3a. will appear.

Save & Back Save Save & Next

Back Next

Renewal Project Application

Step	Description
1.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and frequency of service that will be provided to project participants.
2.	<p>Using the dropdowns provided, select "Yes" or "No" to indicate whether the project:</p> <ul style="list-style-type: none">• Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.• Uses a single application form for four or more mainstream programs.• Follow-ups at least annually with participants to ensure mainstream benefits are received and renewed.• Provides access to program participants to SSI/SSDI technical assistance, by either the applicant, a subrecipient, or a partner agency. <p>If the response to this question is "Yes," select "Save" and a new field appears.</p> <ul style="list-style-type: none">○ Select "Yes" or "No" to indicate if the staff person providing the technical assistance completed SOAR training in the past 24 months.
3.	Select "Save & Next" to continue to the next screen.

NOTE: *You must enter at least one type of service in the "Supportive Services Provided" table.*

Renewal Project Application

4A. HMIS Standards (HMIS)

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

eForms

TestUser3

Renewal Project Application FY2017

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

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting

4A. HMIS Standards

* 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the HMIS Data Standard Notice? -- select --

1b. If no, explain why and the planned steps for compliance.
Max. 500 characters

* 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells, and data for CAPER/ESG reporting, etc). -- select --

2b. If no, explain why and the planned steps for compliance.
Max. 500 characters

Step	Description
1.	<p>In 1a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.</p> <ul style="list-style-type: none">If you answered "No" to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.
2.	<p>In 2a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting.</p> <ul style="list-style-type: none">If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.

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

Renewal Project Application

4A. HMIS Standards (HMIS) (continued)

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
 Part 3 - Project Information
 3A. Project Detail
 3B. Description

- * 3. Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC? Yes ▼
- * 4. Does your HMIS implementation have a staff person responsible for insuring the implementation meets all security standards as required by HUD and the federal partners? Yes ▼
- * 5. Does your organization conduct a background check on all employees who access HMIS or view HMIS data? Yes ▼
- * 6. Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis? Yes ▼
- * 7. Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.) Yes ▼
- * a. How long does it take to remove access rights to former HMIS users? -- select -- ▼

Save & Back Save Save & Next

Back Next

Check Spelling

Step	Description
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a security officer.
7.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
8.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Security Training and follows up on security standards on a regular basis.
9.	Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.). <ul style="list-style-type: none"> If "Yes," one new question will appear. <ul style="list-style-type: none"> Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users.
10.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

4B. Housing Type and Location

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2017 Project Application.

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



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

See the following pages for instructions:

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

Renewal Project Application

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

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

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

e.Forms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 2 - PH-PSH
Project Number: 135693

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

4B. Housing Type and Location

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

Total Units: 0
Total Beds: 0
Total Dedicated CH Beds: 0

Select "Add"

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																								Housing Type	Units	Beds
This list contains no items																											

Back Next

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

Renewal Project Application

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

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

e.Forms Logout

4B. Housing Type and Location Detail

1. Housing Type: -- select --

Indicate the maximum number of units and beds available for project participants at the selected housing site.

* a. Units:

* b. Beds:

*** 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?**

This includes both the "dedicated" and "prioritized" beds from previous competitions.

4. Address:

* Street 1:

Street 2:

* City:

* State: -- select --

* ZIP Code:

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

Available Items: 110006 District Of Columbia

Selected Items:

Please select at least one area.

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

Callout 1: Select "Save & Back to List" when finished adding housing types

Callout 2: Select "Save and Add Another" to add another housing type

Step	Description
1.	<p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none">• Barracks• Dormitory, shared or private rooms• Shared housing• Single Room Occupancy (SRO) units• Clustered apartments• Scattered site apartments (including efficiencies)• Single-family homes/townhouses/duplexes.
2.	<p>Enter the number of units and beds available for project participants at the selected housing site.</p>

Renewal Project Application

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

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 2 - PH-PSH
Project Number: 135693

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

4B. Housing Type and Location

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

Total Units:
Total Beds:
Total Dedicated CH Beds:

		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	Housing Type	Units	Beds																							
		Scattered-site apartments (...)	25	40																							

1

Back Next

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

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


Renewal Project Application

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

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

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

The screenshot shows the eForms application interface. On the left is a sidebar with the user 'TestUser3' and project details for 'Renewal Project Application FY2017'. The main content area is titled '4B. Housing Type and Location'. It contains instructions: 'The following list summarizes each housing site in the project. To add a housing site to the list, select the + icon. To view or update a housing site already listed, select the magnifying glass icon.' Below this are input fields for 'Total Units' and 'Total Beds', both set to 0. A list of housing sites is shown with columns for 'Delete', 'View', 'Housing Type', 'Units', and 'Beds'. The list is currently empty, displaying 'This list contains no items'. A 'Back' button is at the bottom. A callout box points to the 'Add' icon in the sidebar with the text 'Select "Add"'.

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

Renewal Project Application

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

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

eForms Logout

4B. Housing Type and Location Detail

1. Housing Type: -- select --

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

* a. Units:

* b. Beds:

3. Address

* Street 1:

Street 2:

* City:

* State: -- select --

* ZIP Code:

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

Available Items: 110006 District Of Columbia

Selected Items:

Please select at least one area.

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

Callout Boxes:

- Housing Type:** -- select --
Barracks
Dormitory, shared or private rooms
Shared housing
Single Room Occupancy (SRO) units
Clustered apartments
Scattered-site apartments (including efficiencies)
Single family homes/townhouses/duplexes
- Save & Back to List:** Select "Save & Back to List" when finished adding housing types
- Save & Add Another:** Select "Save and Add Another" to add another housing

Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. <ul style="list-style-type: none">• Barracks• Dormitory, shared or private rooms• Shared housing• Single Room Occupancy (SRO) units• Clustered apartments• Scattered site apartments (including efficiencies)• Single-family homes/townhouses/duplexes.
2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.

Renewal Project Application

4. Select the geographic area(s) in which the project is located.
 - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.
5. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 4.
6. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7. When your list is complete, select "Next" to continue to the next screen.

e.Forms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 1 - PH-RRH
Project Number: 135690

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

4B. Housing Type and Location

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

Total Units:
Total Beds:

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	Housing Type	Units	Beds	
		Scattered-site apartments (...)	30	40	
		Single family homes/townhou...	5	5	

1

Back Next

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

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


Renewal Project Application

4B. Housing Type and Location (TH)

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

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

The screenshot displays the '4B. Housing Type and Location' interface. On the left sidebar, the user is identified as 'TestUser3' and the application is for 'Renewal Project Application FY2017'. Project details include 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: Renewal Test 3 - TH', and 'Project Number: 135694'. The main content area features a title bar, a descriptive text block, and two input fields for 'Total Units' and 'Total Beds', both currently set to 0. Below these is a table with headers 'Delete', 'View', 'Housing Type', 'Units', and 'Beds'. The table is currently empty, displaying the message 'This list contains no items'. A callout bubble highlights the 'Add' icon in the table header, instructing the user to 'Select "Add"'. At the bottom of the table area are 'Back' and 'Next' navigation buttons.

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

Renewal Project Application

4B. Housing Type and Location Detail (TH)

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

The screenshot shows the '4B. Housing Type and Location Detail' form in the eForms system. The left sidebar contains a navigation menu with items like 'Renewal Project Application FY2017', 'FY2016 Renewal Project Application Instructions', and various application steps. The main form area includes:

- 1. Housing Type:** A dropdown menu with a callout box listing options: Barracks, Dormitory, shared or private rooms, Shared housing, Single Room Occupancy (SRO) units, Clustered apartments, Scattered-site apartments (including efficiencies), and Single family homes/townhouses/duplexes.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.** Fields for 'a. Units' and 'b. Beds'.
- 3. Address:** Fields for 'Street 1', 'Street 2', 'City', 'State' (dropdown), and 'ZIP Code'.
- 5. Select the geographic area(s) associated with the address:** A section with 'Available Items' (listing '110006 District Of Columbia') and 'Selected Items' boxes, with arrows for moving items between them. A red message says 'Please select at least one area.' Below this are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'.

Callouts provide instructions: 'Select "Save & Back to List" when finished adding housing types' points to the 'Save & Back to List' button; 'Select "Save and Add Another" to add another housing' points to the 'Save & Add Another' button.

Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. <ul style="list-style-type: none">• Barracks• Dormitory, shared or private rooms• Shared housing• Single Room Occupancy (SRO) units• Clustered apartments• Scattered site apartments (including efficiencies)• Single-family homes/townhouses/duplexes.
2.	Enter the number of units and beds available for project participants at the selected housing site.
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
4.	Select the geographic area(s) in which the project is located. <ul style="list-style-type: none">• Highlight one geographic area, or hold the CTRL Key to make more than one selection.• Using the single arrow, move your selection from the left box to the right box.
5.	To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 5.

Renewal Project Application

6. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7. When your list is complete, select "Next" to continue to the next screen.

e.Forms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 3 - TH
Project Number: 135694

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

4B. Housing Type and Location

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

Total Units:
Total Beds:

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	Housing Type	Units	Beds
		Single family homes/townhou...	8	40

1

Back Next

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

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


Renewal Project Application

4B. Housing Type and Location (SH)

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

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

The screenshot shows the 'eForms' application interface. On the left is a sidebar with the user 'TestUser3' and project details for 'Renewal Project Application FY2017'. The main area is titled '4B. Housing Type and Location'. It contains instructions: 'The following list summarizes each housing site in the project. To add a housing site to the list, select the Add icon. To view or update a housing site already listed, select the View icon.' Below this are five input fields for 'Total Units', 'Total Beds', 'Total Veterans Beds', 'Total Family Beds', and 'Total Youth Beds', each with a value of 0. A table header is visible with columns: 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, Housing Type, Units, Beds. A callout box labeled 'Select "Add"' points to the 'Add' icon in the 'All' column. Below the table, it says 'This list contains no items'. At the bottom are 'Back' and 'Next' buttons.

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

Renewal Project Application

4B. Housing Type and Location Detail (SH)

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

The screenshot shows the 'eForms' application interface for '4B. Housing Type and Location Detail (SH)'. The sidebar on the left contains navigation links for various parts of the application, including 'Renewal Project Application FY2017', 'FY2016 Renewal Project Application Instructions', and 'Part 1 - Forms'. The main content area is divided into several sections:

- 1. Housing Type:** A dropdown menu with options: Barracks, Dormitory, shared or private rooms, Shared housing, Single Room Occupancy (SRO) units, Clustered apartments, Scattered-site apartments (including efficiencies), and Single family homes/townhouses/duplexes.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.** Fields for 'a. Units' and 'b. Beds'.
- 3. Beds for Veterans:** Field for 'a. How many of the total beds entered in "2b. Beds" are dedicated to veterans?'.
- 4. Beds for Families:** Field for 'a. How many of the total beds entered in "2b. Beds" are dedicated to the families?'.
- 5. Beds for Youth:** Field for 'a. How many of the total beds entered in "2b. Beds" are dedicated to the youth?'.
- 6. Address:** Fields for 'Street 1', 'Street 2', 'City', 'State' (dropdown), and 'ZIP Code'.
- 7. Select the geographic area(s) associated with the address (for multiple selections hold CTRL Key):** A list of 'Available Items' (110006 District Of Columbia) and a 'Selected Items' list with navigation buttons (>>, >, <, <<).

At the bottom, there are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A red message states 'Please select at least one area.'.

Callouts provide additional instructions:

- A callout points to the 'Housing Type' dropdown menu, stating: 'Select "Save & Back to List" when finished adding housing types'.
- A callout points to the 'Save & Add Another' button, stating: 'Select "Save and Add Another" to add another housing'.

Description

Step

- From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.
- Enter the number of units and beds available for project participants at the selected housing site.
- Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to veterans.
- Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to family.

Renewal Project Application

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

TestUser3

Renewal Project Application
FY2017



Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
Renewal Test 3 - TH
Project Number:
135694

Renewal Project
Application FY2017

FY2016 Renewal Project
Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application
Type

4B. Housing Type and Location

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



Total Units:



Total Beds:

Total Veterans Beds:

Total Family Beds:



Total Youth Beds:

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																			Housing Type					Units	Beds	
																				Scattered-site apartments (...)					4	30	
<div style="display: flex; justify-content: center; gap: 10px;"> Back Next </div>																											

Select "Next" when finished adding housing types and locations

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

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

Renewal Project Application

Preface to Part 5: Participant Screens

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

NOTE: *The questions related to project participants are applicable to all projects, except HMIS-dedicated projects.*
If you selected "HMIS" as the component on screen 3A, you will not see the Part 5 screens as these screens do not apply to HMIS projects.

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

- NOTE:** (1) *The data gathered on these “Project Participants” screens consist of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*
- NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*
- NOTE:** (3) *For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*

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

Renewal Project Application

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

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

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

eForms Logout

Trainer1

Renewal Project Application FY2016

Applicant Name: Project Applicant A
Applicant Number: 157019902
Project Name: Test Renewal FY 2016
Project Number: 135042

Renewal Project Application FY2016

FY2015 Renewal Detailed Instructions

Before Starting
Part 1 - SF-424
1A. Application Type
1B. Legal Applicant
1C. Application Details
1D. Congressional District(s)

5A. Project Participants - Households

Households

Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
1	0		1

Characteristics

Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
1	0		1
	0		0
1			1
			0
2	0	0	2

Click Save to automatically calculate totals

Save & Back Save Save & Next Back Next

Household Type:
HHs with at least 1 adult and 1 child

"Total Persons"
for this Household Type

Renewal Project Application

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

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

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

These 3 columns are mutually exclusive.

The total of these 3 columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type

Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation.

Example: Household Type: HHs with at least 1 adult and 1 child from 5A

See Note: Field Calculations below.

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

Field
Calculations

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

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

Renewal Project Application

5A. Project Participants - Households

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

5A. Project Participants - Households

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				0

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

Click Save to automatically calculate totals

At least one person in the Households Grid must be served.

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

Callouts:
- Select "Save" to calculate totals (points to Save button)
- Select "Save & Next" to proceed (points to Save & Next button)

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

Renewal Project Application

5B. Project Participants - Subpopulations

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

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

- The first three columns that are in dark gray, along with column 10, for "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 1 through 9.

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

The screenshot shows the eForms application interface for '5B. Project Participants - Subpopulations'. It features three tables corresponding to different household types. Each table has columns for various characteristics and a 'Total Persons' column. Callouts indicate that users should select 'Save' to calculate totals and 'Save & Next' to proceed.

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Total Persons	0	0	0	0	0	0	0	0	0	0

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

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

NOTE: Subpopulations

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

Renewal Project Application

5C. Participants and Outreach Information

The following steps provide instruction on completing screen 5C in **Part 5: Participants and Outreach Information** of the FY 2017 Project Application.

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



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

See the following pages for instructions:

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

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

	PH- PSH	PH- RRH	TH	SH	SSO
Directly from the street or other locations not meant for human habitation	X	X	X	X	X
Directly from emergency shelters	X	X	X	X	X
Directly from safe havens	X	X	X	X	X
Persons fleeing domestic violence	X	X	X	X	X
Directly from the TH Portion of a Joint TH and PH-RRH Component project	X	X	X		X
Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program	X	X	X		X
Directly from transitional housing eliminated in the FY 2017 CoC Program Competition		X			
Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)			X		X
Directly from transitional housing			X		X

Renewal Project Application

5C. Outreach for Participants (PH-PSH)

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

eForms Logout

TestUser3

Renewal Project Application FY2017

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

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type

5C. Outreach for Participants

1. Enter the percentage of project participants that will be coming from each of the following locations.

*

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.
<input type="text"/>	Directly from the TH Portion of a Joint TH and PH-RRH Component project.
<input type="text"/>	Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.
<input type="text"/>	Total of above percentages

0%

Total must equal 100%

Save & Back Save Save & Next

Back Next

Select "Save" to calculate totals

Select "Save & Next" to proceed

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• Directly from the street or other locations not meant for human habitation• Directly from emergency shelters• Directly from safe havens• Persons fleeing domestic violence• Directly from the TH Portion of a Joint TH and PH-RRH Component project• Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

Renewal Project Application

5C. Outreach for Participants (PH-RRH)

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

5C. Outreach for Participants

1. Enter the percentage of project participants that will be coming from each of the following locations.

*

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.
<input type="text"/>	Directly from transitional housing eliminated in the FY 2017 CoC Program Competition.
<input type="text"/>	Directly from the TH Portion of a Joint TH and PH-RRH Component project.
<input type="text"/>	Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program.
<input type="text"/>	Total of above percentages

0%

Total must equal 100%

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

Callouts: Select "Save" to calculate totals, Select "Save & Next" to proceed

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• Directly from the street or other locations not meant for human habitation• Directly from emergency shelters• Directly from safe havens• Persons fleeing domestic violence• Directly from transitional housing eliminated in the FY 2017 CoC Program Competition• Directly from the TH Portion of a Joint TH and PH-RRH Component project• Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

Renewal Project Application

5C. Outreach for Participants (TH)

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

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 3 - TH
Project Number: 135694

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 App Type
1B. SF-424 Leg Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance

5C. Outreach for Participants

1. Enter the percentage of project participants that will be coming from each of the following locations.

*

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO Projects Only)
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.
<input type="text"/>	Directly from transitional housing.
<input type="text"/>	Directly from the TH Portion of a Joint TH and PH-RRH Component project.
<input type="text"/>	Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program.
<input type="text"/>	Total of above percentages

0%

Total must equal 100%

Save & Back Save Save & Next Back Next

Select "Save" to calculate totals

Select "Save & Next" to proceed

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• Directly from the street or other locations not meant for human habitation• Directly from emergency shelters• Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)• Directly from safe havens• Persons fleeing domestic violence• Directly from the TH Portion of a Joint TH and PH-RRH Component project• Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

Renewal Project Application

5C. Outreach for Participants (SH)

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

The screenshot shows the 'eForms' interface for '5C. Outreach for Participants'. The sidebar on the left contains user information for 'TestUser3' and details for a 'Renewal Project Application FY2017'. The main form area has a title '5C. Outreach for Participants' and a instruction '1. Enter the percentage of project participants that will be coming from each of the following locations.' Below this is a list of locations with corresponding input fields: 'Directly from the street or other locations not meant for human habitation.', 'Directly from emergency shelters.', 'Directly from safe havens.', 'Persons fleeing domestic violence.', and 'Total of above percentages'. A red text 'Total must equal 100%' is displayed. At the bottom are buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. Two callout boxes provide instructions: 'Select "Save" to calculate totals' pointing to the 'Save' button, and 'Select "Save & Next" to proceed' pointing to the 'Save & Next' button.

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• Directly from the street or other locations not meant for human habitation• Directly from emergency shelters• Directly from safe havens• Persons fleeing domestic violence
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

Renewal Project Application

5C. Outreach for Participants (SSO)

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

eForms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 4 - SH
Project Number: 135707

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Type
1B. SF-424 Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration

5C. Outreach for Participants

1. Enter the percentage of project participants that will be coming from each of the following locations.

*

Directly from the street or other locations not meant for human habitation.

Directly from emergency shelters.

Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO Projects Only)

Directly from safe havens.

Persons fleeing domestic violence.

Directly from transitional housing.

Directly from the TH Portion of a Joint TH and PH-RRH Component project.

Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program.

Total of above percentages

0%

Total must equal 100%

Save & Back Save Save & Next

Back Next

Select "Save" to calculate totals

Select "Save & Next" to proceed

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• Directly from the street or other locations not meant for human habitation• Directly from emergency shelters• Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)• Directly from safe havens• Persons fleeing domestic violence• Directly from transitional housing• Directly from the TH Portion of a Joint TH and PH-RRH Component project• Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

Renewal Project Application

Part 6: Budget Information

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

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

The budgets you are required to complete must correlate to the budget line items indicated on the most recent Grant Agreement or Grant Agreement as amended.

For renewal project budgets that are being reduced through the CoC's Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.



Because there are numerous budget screens and instructions on how to complete these screens, there is a separate instructional guide on budgets that may be found on the CoC Program Competition: e-snaps Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

Next, this instructional guide will discuss Attachments for FY 2017.

Renewal Project Application

7A. Attachments

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

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

NOTE:

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

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

Renewal Project Application

eForms Logout

TestUser3

Renewal Project Application FY2017

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

Renewal Project Application FY2017


7A. Attachment(s) Select a link

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1) Subrecipient Nonprofit Documentation	No	--		No Attachment
	2) Other Attachmenbt	No	--		No Attachment
	3) Other Attachment	No	--		No Attachment

Back Next

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

NOTE: *To delete an uploaded attachment.*

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

Renewal Project Application

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

e.Forms Logout

TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Test 4 - SH
Project Number: 135707

Renewal Project Application FY2017

FY2016 Renewal Project Application Instructions

Attachment Details

* Document Description:

* File Name: Browse...

Document Type: 1) Subrecipient Nonprofit Documentation

Maximum Size: 5 MB

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

Instructions: Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization.

Save

Save & Back to List Back to List

Check Spelling

Enter the Description, including the Project Number

Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. <ul style="list-style-type: none">The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."



For instructions on how to zip a file that may be too large to upload, refer to *Creating a Zip File* document in the General Resources section of the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

Renewal Project Application

7B. Certification

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

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

7B. Certification
Part 8 - Submission Summary
Submission Without Changes
8B Summary
Export to PDF
Get PDF Viewer
Back to Submissions List

C. Explanation.
Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official:
Date:
Title:
Applicant Organization:
PHA Number (For PHA Applicants Only):

* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001). ☒

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

Save & Back Save Save & Next
Back Next
Check Spelling

Check the box


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


Renewal Project Application

Part 8. Submission Without Changes

New for the FY 2017 CoC Program Competition, project applicants who import data from the FY 2016 project for which a renewal project application is being submitted have the opportunity to submit the project application with no changes.

If the project applicant did not import the information, the applicant needs to answer question 1 on the "Submission Without Changes" screen; everything else will be gray-shaded and not editable.





TestUser3

Renewal Project Application FY2017

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: Renewal Application Test 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

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Dedicated Plus

Part 4 - Housing Services and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Budget Information

6A. Funding Request

6D. Match

6E. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7B. Certification

Submission Without Changes

* 1. Are the requested renewal funds reduced from the previous award as a result of reallocation?

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

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

Part 2 - Recipient and Subrecipient Information	
2A. Subrecipients	<input checked="" type="checkbox"/>
2B. Recipient Performance	<input checked="" type="checkbox"/>

Part 3 - Project Information	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
3C. Dedicated Plus	<input checked="" type="checkbox"/>

Part 4 - Housing Services and HMIS	
4A. Services	<input checked="" type="checkbox"/>
4B. Housing Type	<input checked="" type="checkbox"/>

Part 5 - Participants and Outreach Information	
5A. Households	<input checked="" type="checkbox"/>
5B. Subpopulations	<input checked="" type="checkbox"/>
5C. Outreach	<input checked="" type="checkbox"/>

Part 6 - Budget Information	
6A. Funding Request	<input checked="" type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input checked="" type="checkbox"/>

Part 7 - Attachment(s) & Certification	
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

* The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

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

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Renewal Project Application

Imported FY 2016 Project Information

Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the project application budget is less than the amount of the FY 2016 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2017 CoC Program Competition.
2.	For question 2, select "Make Changes" or "Submit Without Changes" from the dropdown menu.
3.	For question 3, review the list of application screens and check the boxes next to the screens that require changes. The selection will enable the applicant to edit those specific screens.
4.	Provide a brief description of the changes that will be made to the project information screens. Applicants may use bullet formatting.
5.	Select "Save & Next" to continue to the next screen.

Did Not Import FY 2016 Project Information

Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the project application budget is less than the amount of the FY 2016 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2017 CoC Program Competition.
2.	Review question 2; it will show "Make Changes" as the default and it will not be editable.
3.	Review question 3; all of the check boxes will be selected, and the applicant must complete each screen and save the data.
4.	Provide a brief description of the changes that will be made to the project information screens. Applicants may use bullet formatting.
5.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

8B. Submission Summary

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

The "Submission Summary" screen shows the Project Application screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete
- "No Input Required" if there is no input required
- "Please Complete" if more information is needed

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

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

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

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

Renewal Project Application

8B. Submission Summary (continued)

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

8B Submission Summary

Complete	Last Updated	Mandatory
✓	06/27/2017	Yes
--	No Input Required	No
--	No Input Required	No
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✓	06/27/2017	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✓	06/30/2017	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
--	No Input Required	No
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
✗	Please Complete	Yes
--	No Input Required	No
✗	Please Complete	Yes
✗	Please Complete	Yes

Notes:

- 4B. Housing Type list contains 1 incomplete item.
- At least one person in the Households Grid must be served.
- The Total must equal 100% in order to submit.
- Renewal total request must be greater than \$0.

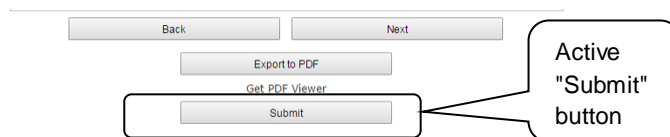
Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (Inactive)

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

Renewal Project Application

Submitting the Project Application

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



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

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



Exporting to PDF

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



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

Renewal Project Application

Trouble-shooting When You Cannot Submit the Project Application

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

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

8B Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Type	06/27/2017	Yes
--	1B. SF-424 Legal Applicant	No Input Required	No
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	06/27/2017	Yes
✓	1E. SF-424 Compliance	06/27/2017	Yes
✓	1F. SF-424 Declaration	06/27/2017	Yes
✓	1G. HUD-2880	06/27/2017	Yes
✓	1H. HUD-50070	06/27/2017	Yes
✓	1I. SF-LLL	06/27/2017	Yes
✓	2A. Subrecipients	06/27/2017	Yes
✗	2B. Recipient Performance	Please Complete	Yes
✗	3A. Project Detail	Please Complete	Yes
✗	3B. Description	Please Complete	Yes
✓	3C. Dedicated Plus	06/30/2017	Yes
✗	4A. Services	Please Complete	Yes
✗	4B. Housing Type	Please Complete	Yes
✗	5A. Households	Please Complete	Yes
--	5B. Subpopulations	No Input Required	No
✗	5C. Outreach	Please Complete	Yes
✗	6A. Funding Request	Please Complete	Yes
✗	6D. Match	Please Complete	Yes
✗	6E. Summary Budget	Please Complete	Yes
--	7A. Attachment(s)	No Input Required	No
✗	7B. Certification	Please Complete	Yes
✗	Submission Without Changes	Please Complete	Yes

Notes:

- 4B. Housing Type list contains 1 incomplete item.
- At least one person in the Households Grid must be served.
- The Total must equal 100% in order to submit.
- Renewal total request must be greater than \$0.

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

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

Renewal Project Application

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

- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” identifies the screen that are not required for completion by all projects. You are strongly encouraged to double-check these screens to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you. Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable screen and error(s).


NOTE:

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

Renewal Project Application

Updating the Applicant Profile


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

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

Renewal Project Application

Project Application Changes

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

Step	Who	Description
1.	Either one	<p>If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of <i>e-snaps</i> (via email or phone).</p> <ul style="list-style-type: none">• If a Project Applicant determines that a change to the project application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2.	Collaborative Applicant	<p>The Collaborative Applicant will notify the Project Applicant outside of <i>e-snaps</i> (via email or phone) that the Project Application has been sent back for changes.</p>
3.	Project Applicant	<p>After the Project Application has been sent back for amendment, any person who is an authorized <i>e-snaps</i> user with the Project Applicant's organization will be able to reopen the project.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none">• Log in to <i>e-snaps</i>.• Select "Submissions" on the left menu bar.• Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none">○ Review the list under the Project Name column, or use the Project Name dropdown menu and "Filter" button.○ The Project Name for the Project Application will be listed, but it will no longer have a date under the "Date Submitted" column.• Select the "Open Folder" icon  to the left of the project with no submission date.• Make the required change(s), saving each form as it is revised.• Select the "Submit" button.• Notify the Collaborative Applicant that the Project Application has been re-submitted.

Renewal Project Application

-
- | | | |
|----|-------------------------|---|
| 4. | Collaborative Applicant | After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings. |
|----|-------------------------|---|
-

Renewal Project Application

Next Steps

Congratulations on submitting your Renewal Project Application!

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

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2017 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

For additional resources, such as the New Project Application instructional guide, go to the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at:

<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.