



# FY 2019 Renewal Project Application

*e-snaps Navigational Guide*

**Version 3**

# Renewal Project Application

## Table of Contents

- Introduction ..... 1**
  - Objectives..... 1
  - Overview of the Project Application Process..... 1
  - Overview of this Navigational Guide ..... 2
  - Highlights in e-snaps for the FY 2019 CoC Program Competition ..... 3
  - Helpful Reminders from Last Year..... 5
  - "Submission Without Changes" Screen and How it Affects e-snaps Functionality ..... 7
- Accessing e-snaps..... 9**
  - Existing Users..... 10
  - New e-snaps Users..... 10
  - Adding and Deleting Registrants ..... 10
- Project Applicant Profile..... 11**
- Establish the Project Application ..... 12**
  - Funding Opportunity Registration ..... 13
  - Creating the Project Application Project..... 15
  - Submissions ..... 17
- FY 2019 Project Application ..... 18**
  - Accessing the Renewal Project Application ..... 19
  - Before Starting the Renewal Project Application ..... 20
  - 1A. Application Type ..... 21
  - 1B. Legal Applicant ..... 22
  - 1C. Application Details ..... 23
  - 1D. Congressional Districts ..... 24
  - 1E. Compliance..... 26
  - 1F. Declaration..... 27
  - 1G. HUD 2880 ..... 28
  - 1H. HUD 50070..... 29
  - 1I. Certification Regarding Lobbying..... 30
  - 1J. SF-LLL ..... 31
    - If "No" Lobbying Activities ..... 32*
    - If "Yes" Lobbying Activities ..... 33*
  - Information About Submission without Changes ..... 35
  - Recipient Performance..... 36

# Renewal Project Application

- Renewal Expansion Screen ..... 39
  - The Project Application is for a renewal that is NOT requesting funds for an expansion.* 40
  - The Project Application is for a renewal that is requesting funds for an expansion.....* 40
- Renewal Grant Consolidation Screen..... 45
  - The Project Application is for an "Individual" project that will be consolidated into the surviving grant.....* 46
  - The Project Application is the "Fully Consolidated" Project Application INTO which the "Individual" projects will be consolidated .....* 47
- 2A. Project Subrecipients ..... 49
- 3A. Project Detail ..... 53
- 3B. Project Description..... 56
  - 3B. PH Projects; TH Projects, Joint TH - RRH Projects, and SH Projects .....* 57
  - 3B. SSO Projects.....* 59
  - 3B. HMIS Projects .....* 63
- 3C. Dedicated Plus (PH-PSH projects only) ..... 64
- 4A. Supportive Services and HMIS..... 65
  - 4A. Supportive Services for Participants (PH, TH, SH, SSO, and Joint TH & PH-RRH) .* 66
  - 4A. HMIS Standards (HMIS).....* 68
- 4B. Housing Type and Location..... 71
  - 4B. Housing Type and Location (PH: PSH).....* 72
  - 4B. Housing Type and Location Detail (PH: PSH).....* 73
  - 4B. Housing Type and Location (PH: RRH, TH, and SH) .....* 76
  - 4B. Housing Type and Location Detail (PH: RRH, TH, and SH).....* 77
  - 4B. Housing Type and Location (Joint TH & PH-RRH).....* 79
  - 4B. Housing Type and Location Detail (Joint TH & PH-RRH) .....* 80
- Preface to Part 5: Participant Screens ..... 83
- Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations ..... 84
- 5A. Project Participants - Households..... 86
- 5B. Project Participants - Subpopulations..... 87
- Preface to Part 6: Budget Information..... 88
- Part 6: Budget Information..... 89
  - 6A. Funding Request.....* 90
  - 6B. Leased Units Budget.....* 94
  - 6B. Leased Units Budget Detail .....* 95
  - 6C. Rental Assistance Budget .....* 97

# Renewal Project Application

- 6C. Rental Assistance Budget Detail..... 98
- Leased Structures, Supportive Services, Operating, and HMIS Budgets for Renewal Projects - Screen 6E*..... 101
- 6D. Sources of Match ..... 102
- 6D. Sources of Match Detail ..... 103
- 6E. Summary Budget..... 106
- 7A. Attachments..... 108
- 7A. In-Kind Match MOU Attachment..... 111
- 7B. Certification..... 113
- Part 8. Submission Without Changes ..... 114
- 8B. Submission Summary ..... 117
- Submitting the Project Application..... 119**
- Exporting to PDF..... 119
- Trouble-shooting When You Cannot Submit the Project Application ..... 120
- Updating the Applicant Profile ..... 122
- Project Application Changes ..... 123**
- Next Steps..... 125**

# Renewal Project Application

## Introduction

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

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

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

All Project Applicants are strongly encouraged to read the FY 2019 CoC Program Competition NOFA at: <https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa>.

## Objectives

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

- Access *e-snaps*
- Register for the FY 2019 Renewal Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the "Submissions" screen
- Complete and submit the Renewal Project Application to the Collaborative Applicant
  - Only submit an *additional* Renewal Project Application if applying to consolidate two or more projects. This application is referred to as a fully consolidated Renewal Project Application. Refer to the [Renewal Project Consolidation screen section](#) of this guide for more information.
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to the Project Application in *e-snaps*.

### Ask A Question

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

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

## Overview of the Project Application Process

FY 2019 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://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:

# Renewal Project Application

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

## ***Overview of this Navigational Guide***

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to continue with the Project Application process.
  - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2019 Renewal Project Application funding opportunity, creating a FY 2019 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.
- **Project Application.** After accessing the FY 2019 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the Project Application and includes trouble-shooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

# Renewal Project Application

## **Amending an Application**

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

## **Highlights in e-snaps for the FY 2019 CoC Program Competition**

This section highlights the new item in e-snaps this year.

- **Expansion Project Screen.**

**Prior to FY 2019**, Project Applicants who wanted to request funding for expansion funds were required to submit one renewal project application for the original project and one new project application for the expansion portion of the project. If both projects met eligibility requirements and were awarded, then during the post-award process, the Field Office combined the funding in one grant agreement.

**For the FY 2019 CoC Program Competition**, Project Applicants need to submit one renewal project application (same as before), up to two new project application (slight variation as before), and one additional renewal project application that combines the original project information and the new expansion information (completely new).

Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

The CoC will NOT rank this project in the priority project listing.

- **Renewal Grant Consolidation Screen.**

The process for Project Applicants who are consolidating eligible renewal projects works the same as it did last year. For each consolidation, the Project Applicant will submit individual Renewal Project Applications for each individual project plus one additional Renewal Project Application for the fully consolidated application. This additional application combines the surviving project information with the information from each renewal being consolidated. Recipients are not able to consolidate projects outside the competition period. Through this process, a Project Applicant can consolidate up to four (4) renewal grants into one (1) consolidated grant.

# Renewal Project Application

## Grant Consolidation Resources

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

- *Consolidating Eligible Renewals During the CoC Program Competition. Under "Special Topics": <https://www.hudexchange.info/programs/e-snaps/>.*
- *e-snaps FAQs, keyword "consolidation:" <https://www.hudexchange.info/e-snaps/faqs/>*
- *Renewal Project Application Detailed Instructions: <https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>*
- *e-snaps FAQs, keyword "consolidation:" <https://www.hudexchange.info/e-snaps/faqs/>*



# Renewal Project Application

## ***Helpful Reminders from Last Year***

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

- **Importing Data**
  - Project Applicants can import data from prior Project Applications.
  - If you import data, you must carefully review the imported information to ensure it is accurate. If the FY 2018 Project Application was tagged with an issue or condition by HUD that you had to resolve before issuance of the grant agreement, you should ensure the FY 2019 Project Application is corrected accordingly.
  - Similarly, you should also ensure that all responses are compliant with the FY 2019 CoC Program Competition NOFA.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with last year, the HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC planning, and UFA costs), refer to the following resource: <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>.
- **Removal of Budget Detail Screens for Renewal Project Applications.** As with last year, Project Applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the 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.
- **The "Project Application" and "CoC Priority Listing."**
  - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
  - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

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

# Renewal Project Application

- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC.

# Renewal Project Application

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

As with last year, in FY 2019, project applicants who import data into the Renewal Project Application will be unable to edit most of the application screens until they navigate to the "Submission Without Changes" screen and select "Make Changes." The "Submission Without Changes" screen is listed in the left menu bar of the Renewal Project Application in Part 8, directly above the "Submission Summary" screen.

### **Submission without Changes**

*For more guidance, refer to the following resource:*

- *Renewal Project Application Detailed Instructions:*  
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

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

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

### **If data was imported:**

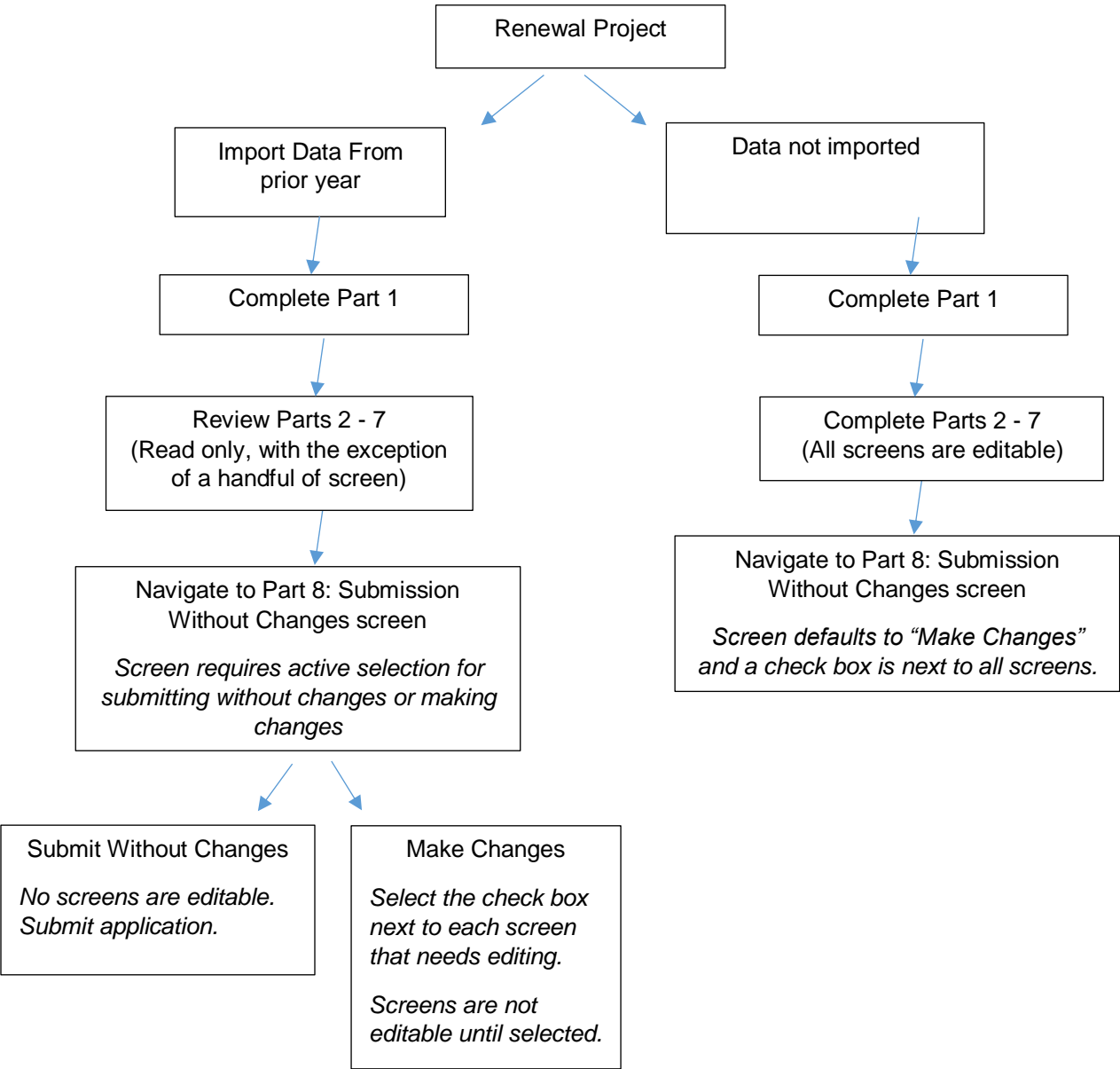
- Most of the screens are in "Read Only" mode.
- After reviewing the data on the Read Only screens and completing the editable screens, Project Applicants will navigate to Part 8: "Submission Without Changes" and indicate whether they want to 1) submit the application without additional changes or 2)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

# Renewal Project Application

**If data was NOT imported**  
(e.g., organization staff forget to import when creating the project on the Projects screen):

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

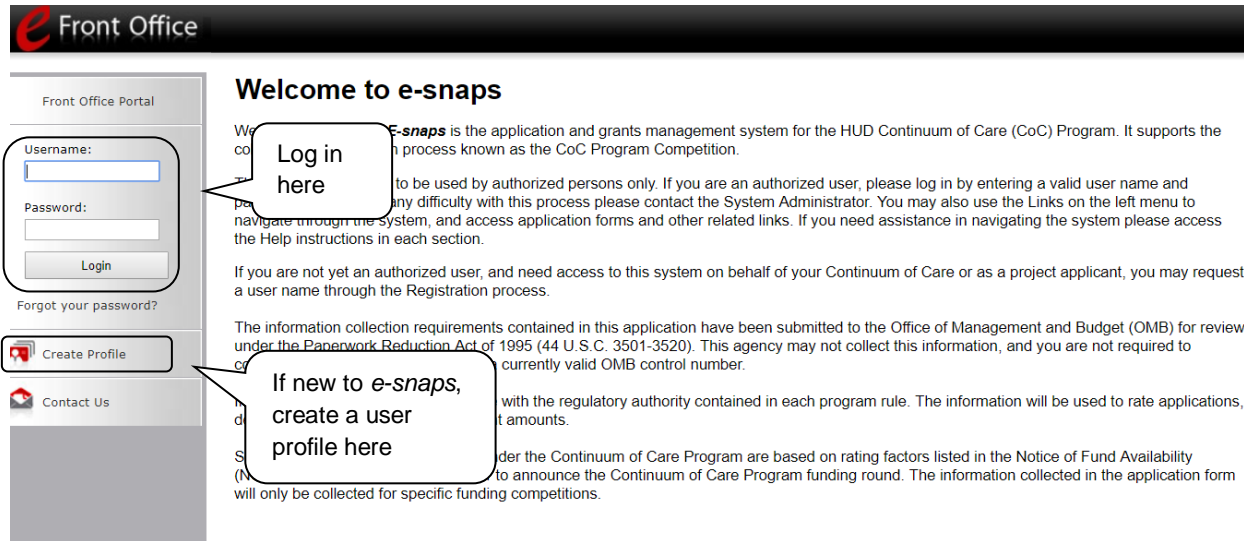
The following depicts the options for importing data, updating information, and submitting the application for a renewal project.



# Renewal Project Application

## Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2019 CoC Program Competition.



The screenshot shows the 'Front Office Portal' interface. On the left, there is a sidebar with a 'Login' button and a 'Create Profile' button. The main content area is titled 'Welcome to e-snaps' and contains text explaining the system. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'.

**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.

**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 <a href="http://www.hud.gov/esnaps">www.hud.gov/esnaps</a> .
2.	On the left menu bar, enter your username and password. You will then enter the <i>e-snaps</i> 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 <i>e-snaps</i> username and password by selecting the "Create Profile" link.
2.	Log in as instructed under Existing Users above.



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

## Adding and Deleting Registrants

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



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

# Renewal Project Application

## Project Applicant Profile

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

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



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

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

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

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>. An organization will establish itself as a Project Applicant in *e-snaps* **one time only**.



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

# Renewal Project Application

## Establish the Project Application

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

- Funding Opportunity Registration
- Projects
- Submissions



# Renewal Project Application

## Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2019 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2019 CoC Program Competition.

### Terminology

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

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

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

Front Office

TestUser1

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants

**Funding Opportunity Registrations**

Projects

Submissions

Contact Us

Applicant: Project Applicant A (20032008)


2. Confirm the correct Applicant listed in the field

1. Select "Funding Opportunity Registrations"

3. Note the Funding Opportunity Name

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 FY2019	0	Sep 16, 2014	Dec 31, 2020
New Project Application FY2019	0		Dec 31, 2024
Renewal Project Application FY2019	0		Dec 31, 2024
UFA Costs Project Application FY2019	0	Sep 16, 2014	Dec 31, 2020
YHDP Project Application FY2019	0	Mar 1, 2014	Dec 31, 2024

1

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 2019."
4.	The "Funding Opportunity Details" screen appears.

# Renewal Project Application

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Applicant: Project Applicant A (030700000) ▾

**Funding Opportunity Details**

**Funding Opportunity Name:** Renewal Project Application FY2019  
**Start Date:** Mar 1, 2014  
**End Date:** Jan 1, 2025

**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.

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

The screenshot shows the 'Front Office Portal' interface. The sidebar menu includes 'Profile', 'My Account', 'Workspace', and 'Applicants'. The 'Projects' section is active, showing a table with columns: 'Edit', 'Project Name', 'Project Number', 'Funding Opportunity Name', 'Applicant Name', 'Applicant Number', and 'Step Status'. A callout box highlights an 'Add' icon (a document with a plus sign) that appears above the table headers after a selection in the 'Funding Opportunity Name' dropdown menu.

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	AN-500 UFA Costs Project Application FY2019	136473	Renewal Project Application FY2019	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 2019" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.



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

Please ensure you are working under the correct Project Applicant.

# Renewal Project Application

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Applicant: Project Applicant A (030700000)

### Create a Project

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

**Funding Opportunity Name:** Renewal Project Application FY2019


**\* Applicant:** Project Applicant A (030700000)

**\* Applicant Project Name:** AN-500 UFA Costs Project Application FY2019

**Import Data From:** None

Save Save & Add Another

Save & Back Cancel

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"><li>Enter the project name that is being renewed that will appear in the grant award letter.</li></ul>
3.	In the "Import Data From:" field, select the project that is being renewed. Importing will ensure that your project information from the FY 2018 Project Application is imported and will decrease the amount of information that must be entered in the FY 2019 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"><li>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</li></ul>



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

# Renewal Project Application

## Submissions

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

### Terminology

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

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

Use the Filters to find the project name

Select "Submissions"

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-000 Renewal 136103	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	AN-500 CoC Planning Application FY2018 136055	CoC Planning Project Application CoC Planning Project Application FY2018	Nov 1, 2015	Nov 19, 2018	Primary Applicant	1	
	AN-500 UFA Costs Project Application FY2018 136057	UFA Costs Project Application FY2018 UFA Costs Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	AN-500 UFA Costs Project Application FY2019 136449	UFA Costs Project Application FY2019 UFA Costs Project Application FY2019	Sep 16, 2014	Nov 19, 2020	Primary Applicant	1	Apr 10, 2019 3:34:19 PM
	AN-500 UFA Costs Project Application FY2019 136473	Renewal Project Application FY2019 Renewal Project Application FY2019	Mar 1, 2019	Sep 1, 2019	Primary Applicant	1	
	Do not use FY2017 135775	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	HMIS Test 135691	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	Import Renewal Test 136093	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	Import Test Renewal V2 136100	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	Main Street Shelter 136146	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	Main Street TH 136104	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	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 Application Test 1 FY2018 136107	New Project Application FY2018 New Project Application FY2018	Sep 16, 2014	Mar 1, 2021	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"> <li>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).</li> <li>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."</li> </ul>
4.	Continue with the instructions in the next section for completing the Renewal Project Application.

# Renewal Project Application

## FY 2019 Project Application

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

### General Guidelines for Navigating through the Upcoming Screens:

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


# Renewal Project Application

## Accessing the Renewal Project Application

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

The screenshot shows the 'Submissions' page in the Front Office system. The left sidebar contains a navigation menu with 'Submissions' highlighted. The main content area includes a filter section with dropdowns for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. A 'Filter' button is located below these options. Below the filter section is a table with columns: Actions, Project Name (with Project Number), Funding Opportunity Name (with Step Name), Start Date, End Date, Associate Type, Version, and Date Submitted. A callout box points to the 'Submissions' menu item. Another callout points to the 'Applicant' dropdown. A third callout points to the filter section. A fourth callout points to the folder icon in the table row.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	XX-XXX Renewal Project Application FY2019 136473	Renewal Project Application Renewal Project Application FY2019	Mar 1, 2019	Sep 1, 2019	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 2019."
4.	The "Before Starting" screen appears.

# Renewal Project Application

## Before Starting the Renewal Project Application

Before you begin the FY 2019 Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

**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) 2019 Continuum of Care (CoC) Program Competition. For more information see FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA and the FY 2018 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 2018 Project Application will be imported into the FY 2019 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the 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 the application requirements set forth in the FY 2019 CoC Program Competition NOFA.

Back Next

Back to Submissions List

Next

Step	Description
1.	Select "Next."

**Back to Submissions link:**

*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 2019 Project Application.

The screenshot shows the '1A. SF-424 Application Type' screen in the e.Forms system. The sidebar on the left contains navigation options: 'Renewal Project Application FY2019', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: XX-XXX Renewal Project Application FY2019', 'Project Number: 136473', 'Renewal Project Application FY2019', 'FY2018 Renewal Project Application Instructions', 'Before Starting', 'Part 1 - Forms', '1A. SF-424 Application Type', and '1B. SF-424 Legal Applicant'. The main form area contains the following fields and instructions:

- 1. Type of Submission: Application
- 2. Type of Application: Renewal Project Application
- If "Revision", select appropriate letter(s): -- select --
- If "Other", specify: [text input]
- 3. Date Received: 04/18/2019
- 4. Applicant Identifier: [text input]
- 5a. Federal Entity Identifier: [text input]
- 5b. Federal Award Identifier: [text input]
- 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).
- The Federal Award Identifier is not in the correct format. Please see the instructions.
- \* Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number [checkbox]
- 6. Date Received by State: [text input]
- 7. State Application Identifier: [text input]

Buttons at the bottom include: Save & Back, Save, Save & Next, Back, and 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"><li>In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "Renewal Project Application."</li></ul>
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"><li>Review the final Grant Inventory Worksheet (GIW). <a href="https://www.hudexchange.info/programs/coc/coc-giw-reports/">https://www.hudexchange.info/programs/coc/coc-giw-reports/</a></li></ul> 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 2019 Project Application.

**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:** 125 Test Street

**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 name of Alternate Contact

**Middle Name:**

**Last Name:** last name of Alternate Contact

**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

NOTE: This section populates the **Alternate Contact** from the Applicant Profile.

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. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of 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 2019 Project Application.

The screenshot shows the 'eForms' interface for '1C. SF-424 Application Details'. On the left sidebar, the user is 'TestUser2' and the application is 'Renewal Project Application FY2019'. The main form area contains the following fields:

- 9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status
- 10. Name of Federal Agency:** Department of Housing and Urban Development
- 11. Catalog of Federal Domestic Assistance Title:** CoC Program
- CFDA Number:** 14,267
- 12. Funding Opportunity Number:** FR-6300-N-18B
- Title:** Continuum of Care Homeless Assistance Competiti
- 13. Competition Identification Number:** (blank)
- Title:** (blank)

At the bottom of the form are 'Back' and 'Next' buttons. A callout box points to fields 9, 10, 11, and 12 with the text 'Verify data in fields 9, 10, 11, and 12'.

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

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

# 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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

**1D. SF-424 Congressional District(s)**

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

Available Items:  
Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California

Selected Items:

Use arrows to move selections from left column to the right column


**15. Descriptive Title of Applicant's Project:** XX-XXX Renewal Project

Confirm name

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"><li>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.</li></ul>
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

Renewal Project Application FY2019

FY2018 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

Information About Submission without Changes

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation

8B Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Submissions List

**16. Congressional District(s):**  
**\* a. Applicant:**  
 (for multiple selections hold CTRL key)

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

Selected Items:  
 DC-000

Populates from Applicant Profile

**\* b. Project:**  
 (for multiple selections hold CTRL key)

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

Selected Items:  
 AK-000

Move correct Congressional District(s) for the project

**17. Proposed Project**

\* a. Start Date: 07/01/2019

\* b. End Date: 07/01/2020

**18. Estimated Funding (\$)**

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:


g. Total:

Save & Back    Save    Save & Next

Back    Next

Check Spelling

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

Step	Description
3.	Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> <li>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.</li> </ul>
4.	For field 16b, select the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> <li>Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>Using the single arrow key, move your selection from the left box to the right box.</li> </ul>
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"> <li>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.</li> <li>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.</li> </ul>
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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot shows the '1E. SF-424 Compliance' screen. The sidebar on the left contains the following information:  
TestUser2  
Renewal Project Application FY2019  
Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473  
Renewal Project Application FY2019  
FY2018 Renewal Project Application Instructions

The main form area contains the following questions and fields:  
\* 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: [Date Field with 23 icon]  
\* 20. Is the Applicant delinquent on any Federal debt? -- select --  
If "YES," provide an explanation: [Text Field]  
Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Step	Description
1.	<p>In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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."</li><li>• If "Program is not covered by E.O. 12372" is selected, you will not be able to access the Project Application.</li></ul>
2.	<p>Select "Yes" or "No" to indicate whether the Applicant is delinquent on any Federal debt.</p> <ul style="list-style-type: none"><li>• If "Yes," an explanation must be entered in the field provided.</li></ul>
3.	<p>Select "Save &amp; Next" to continue to the next screen.</p>



To access the lists of those states that have chosen to participate in the intergovernmental review process visit <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>.

# Renewal Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2019 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 name of Authorized Representative

Middle Name:

Last Name: last name of Authorized Representative

Suffix: Jr.

Title:

Telephone Number: (123) 456-7892   
(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-snap

Date Signed: 05/09/2019

Save & Back Save Save & Next

Back Next

**NOTE:** This section populates the **Authorized Representative** from the Applicant Profile.

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 2019 Renewal Project Application. <b>Note:</b> The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal Project Application is selected for conditional award.
3.	Select "Save and Next" to continue to the next screen.

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

# Renewal Project Application

## 1G. HUD 2880

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

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

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

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



Refer to the *How to Complete the "HUD Form 2880 in e-snaps" resource*:  
<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>.



# 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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

[Back to Submissions List](#)

\* 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)

**Authorized Representative**

**Prefix:** Ms.

**First Name:** first name of Authorized Representative

**Middle Name:**

**Last Name:** last name of Authorized Representative

**Suffix:** Jr.

**Title:** title

**Telephone Number:** (123) 456-7892   
(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-snaps.

**Date Signed:** 04/22/2019

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 2019 New Project Application is correct. <b>Note:</b> The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

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

# 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 2019 Project Application.

**1I. Cert. Lobbying**  
1J. SF-LLL  
Information About Submission without Changes  
Recipient Performance  
Renewal Expansion  
Renewal Grant Consolidation  
8B Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

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:

**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:** Test Organization 2

**Name / Title of Authorized Official:** first name of Authorized Representative last name

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 04/24/2019

Save & Back    Save    Save & Next

Back    Next

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 2019 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities. Additional questions will appear. (see next pages)
<b>NOTE:</b>	<i>If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.</i>

# Renewal Project Application

## If "No" Lobbying Activities

**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?  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 name of Authorized Representative

Middle Name:

Last Name: last name of Authorized Representative

Suffix: Jr.

Title:

Telephone Number: (123) 456-7892  
(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-snaps

**Date Signed:** 04/24/2019

Save & Back   Save   Save & Next

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

# Renewal Project Application

## If "Yes" Lobbying Activities

**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 complete this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program questions as they appear next on this screen. The requirement related to lobbying as LLL instructions states: "The filing of a form is required for each payment or agreement 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? **Yes**

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

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

Congressional District, if known:

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

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-6300-N-18B  
 9. Award Amount: \$0.00

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

# Renewal Project Application

Export to PDF  
Get PDF Viewer  
Back to Submissions List

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

\* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):  
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 name of Authorized Representative  
Middle Name:  
Last Name: last name of Authorized Representative  
Suffix: Jr.  
Title: title  
Telephone Number: (123) 456-7892  
(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-snaps.  
Date Signed: 04/24/2019

Save & Back Save Save & Next

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

**Prime is the required selection:**

*The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.*  
*The subrecipient NEVER submits the Project Application.*

# Renewal Project Application

## Information About Submission without Changes

**Information About Submission without Changes**

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

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

Due to *e-snaps* limitations, only previously submitted renewal applications can import data into the FY 2019 renewal project application. The data from previously submitted new project applications cannot be imported into a FY 2019 renewal project application. The "Submit without Changes" process is not applicable for first time renewing project applications or for a project application that did not import last year's FY 2018 information and *e-snaps* will automatically be set to "Make Changes" and all questions on each screen must be updated.

Renewal projects that select "Fully Consolidated" on the Grant Consolidation screen may not use the "Submit Without Changes" process and *esnaps* will automatically be set to "Make Changes". However, if the applicant selects "Individual Renewal", this project application(s) can use the "Submit Without Changes" process. In addition, *esnaps* will automatically be set to "Make Changes" if the project applicant indicates on the Renewal Expansion Screen, this project application is for a "Combined Renewal Expansion" project application. However, the stand-alone renewal expansion project application(s) can use the "Submit Without Changes" process.

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

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

All other screens in Part 2 through Part 6 begin in "Read-Only" format and should be reviewed for accuracy; including any updates that were made to the 2018 project during the CoC Post Award Issues and Conditions process or as amended. If all the imported data is accurate and no edits or updates are needed to any screens other than the mandatory screens and questions noted above, project applicants should select "Submit Without Changes" in Part 8. If project applicants imported data and do need to make updates to the information on one or more screens, they must navigate to Part 8: "Submission Without Changes" Screen, select "Make Changes", and check the box next to each relevant screen title to unlock screens for editing. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Once a project applicant selects a checkbox and clicks "Save", the project applicant cannot uncheck the box.

Please refer to the Detailed Instructions and *esnaps* navigation guides found on the HUD Exchange to find more in depth information about applying under the FY 2019 CoC Competition.

Back Next

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

# Renewal Project Application

## Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc. The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (\*) on the "Recipient Performance" screen of the FY 2019 Renewal Project Application. The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project. The information provided on this screen will be verified by HUD.

The screenshot shows the 'Recipient Performance' screen in the eForms application. The header includes the 'eForms' logo and a 'Logout' button. The left sidebar shows the user 'TestUser2' and application details for 'Renewal Project Application FY2019'. The main content area contains four mandatory questions, each with a dropdown menu:


- \* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?
- \* 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?
- \* 3. Has the recipient 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?

A callout box on the right side of the screen contains the text: "Select 'Yes' or 'No' for each question. Review screen for additional questions." At the bottom of the screen, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "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 screen capture on the next page.



# Renewal Project Application


Logout

TestUser2

Renewal Project Application FY2019

Applicant Name:  
Project Applicant A

Applicant Number:  
030700000

Project Name:  
XX-XXX Renewal Project Application FY2019

Project Number:  
136473

Renewal Project Application FY2019

FY2018 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

Information About Submission without Changes

**Recipient Performance**

Renewal Expansion

Renewal Grant Consolidation


8B Summary

### 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)  

\* 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.

Save & Back
Save
Save & Next

Back
Next

Step	Description
1.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether you have successfully submitted the APR on time for <i>the most recently expired grant term</i> related to this renewal project request.</p> <ul style="list-style-type: none"> <li>• If "No," one new question will appear.               <ul style="list-style-type: none"> <li>○ Describe why you have not successfully submitted the APR on time.</li> </ul> </li> </ul>
2.	<p>Select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning <i>any previous grant term</i> related to this renewal project request.</p> <ul style="list-style-type: none"> <li>• If "Yes," two new questions will appear.               <ul style="list-style-type: none"> <li>○ Enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the calendar  icon function.</li> </ul> </li> </ul>

# Renewal Project Application

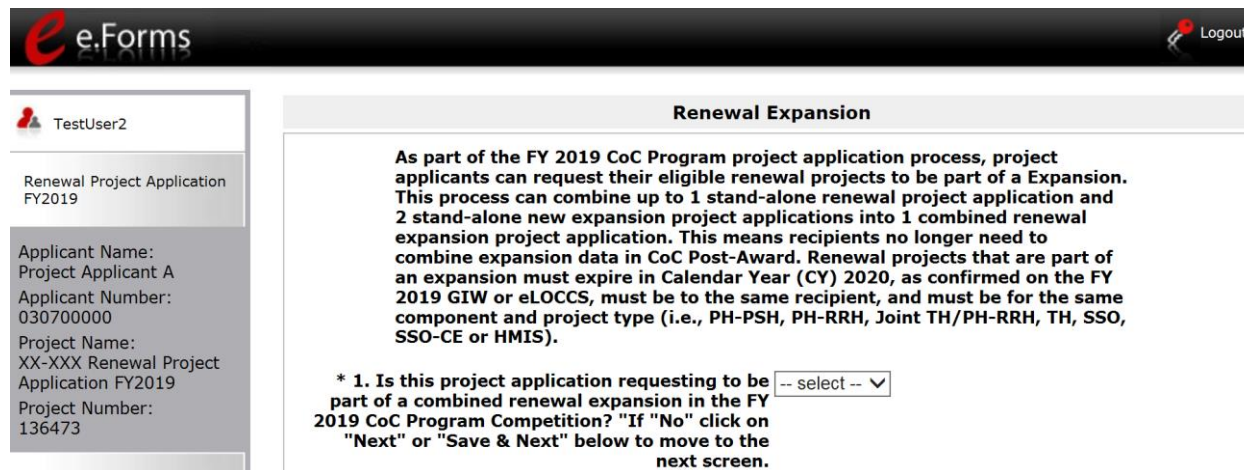
- 
- Explain why the findings remain unresolved in the text box provided.
- 
3. Select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project
- If "No," one new question will 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

## Renewal Expansion Screen

Project applicants can submit an application for an eligible renewal project and also submit an application using the New Project Application to request additional funding to expand the project. In the FY 2019 CoC Program Competition, the process works differently than past years.

The new process allows Project Applicants to submit a Renewal Project Application that combines one renewal and two new expansion projects into one combined renewal expansion project application. A renewal project that is part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS) as the expansion. For more information about the project expansion process, refer to the FY 2019 CoC Program NOFA: <https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa>.



Step	Description
1.	On the Renewal Expansion screen, for the first question asking if this application is going to be part of a project that is applying for expansion funds, select "Yes" or "No" from the dropdown menu.

# Renewal Project Application

The Project Application is for a renewal that is NOT requesting funds for an expansion

**e.Forms** Logout

**Renewal Expansion**

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition? "If "No" click on "Next" or "Save & Next" below to move to the next screen.

\* The renewal project listed above is also the "Surviving" project in a FY 2019 Consolidation request.

"No" = not part of an expansion

Save & Back      Save      Save & Next

Back      Next

**Sidebar:**  
TestUser2  
Renewal Project Application FY2019  
Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473  
Renewal Project Application FY2019  
FY2018 Renewal Project Application Instructions

Step	Description
1.	If the Project Application is NOT requesting funds for an expansion, select "No" from the dropdown menu.  [If an additional question appears, select "No" from the dropdown menu.]

The Project Application is for a renewal that is requesting funds for an expansion

**Question 2:** *Indicating that the Project Application is for a "Stand-Alone Renewal Expansion" project means that the Project Application is for the original renewal project.*

**"Stand-Alone" versus "Combined"** *Indicating that the Project Application is for a "Combined Renewal Expansion" means that the Project Application is for the renewal project that will combine the original renewal project with the expansion project. If the original and new projects are conditionally awarded, HUD will use this combined Project Application for the grant agreement.*

# Renewal Project Application

**Renewal Expansion**

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition? "If "No" click on "Next" or "Save & Next" below to move to the next screen.

Yes

"Yes" = part of an expansion

\* 2. Is this the Stand-alone Renewal (Expansion) project application or the Combined Renewal Expansion project application?

-- select --

Save & Back Save Save & Next

Back Next

Step	Description
1.	If the Project Application is requesting funds for an expansion, select "Yes" from the dropdown menu. An additional question appears.
2.	In question 2, select whether the Project Application is the "Stand-Alone Renewal Expansion" that is being submitted or the "Combined Renewal Expansion."
3.	Continue to the next instructional section.

# Renewal Project Application

## Stand-Alone Renewal Expansion Project

The screen below appears when "Stand-Alone Renewal Application: is selected in question 2.

**Renewal Expansion**

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition?  If "No" click on "Next" or "Save & Next" below to move to the next screen.

\* 2. Is this the Stand-alone Renewal (Expansion) project application or the Combined Renewal Expansion project application?

2a. Input the name and grant number of the combined renewal expansion

\* Combined Renewal Expansion Project Name:

\* combined Renewal Expansion PIN Number:

"Stand-Alone" = existing renewal only

Step	Description
1.	If "Stand-Alone Renewal Expansion" is selected, an additional question will appear.
2.	In question 2a, enter the name and grant number of the combined renewal expansion project. The PIN number for the Stand-Alone Renewal must match the Federal Award Identifier for the grant.
3.	Select "Save & Next" to continue to the Renewal Consolidation screen.

# Renewal Project Application

## Combined Renewal Expansion Project

The screen below appears when "Combined Renewal Application: is selected in question 2.

**Question 2b:**  
**"Stand-Alone New"**  
**versus**  
**"Stand-Alone Renewal"**

*"Stand-Alone Renewal Expansion" refers to the existing renewal project and the Renewal Project Application that contains information only about the existing project.*

*"Stand-Alone New" refers to the new expansion portion that the project applicant would like to add to the existing project and the New Project Application that contains just that information.*

**Renewal Expansion**

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition?

\* 2. Is this the Stand-alone Renewal (Expansion) project application or the Combined Renewal Expansion project application?

**\* 2b. Combined Renewal Expansion Table**

Stand-Alone Renewal or Stand-Alone New	Project Name	Total Requested Amount	PIN Number	Expiration Date
<input type="text" value="Stand-Alone New"/>	New Expansion 1	\$100,000		
<input type="text" value="Stand-Alone Renewal"/>	Renewal Expansion 1	\$100,000	TN1234	05/31/2019
<input type="text" value="-- select --"/>				

**A PIN identified as a Renewal PIN must match the Federal Award Identifier for this grant.**

**Combined Renewal Expansion Summary**

<b>Total Number of Grants in the Combined Renewal Expansion</b>	2
<b>Total Requested Amount in the Combined Renewal Expansion</b>	\$200,000

\* I hereby confirm that I have reviewed the accuracy and submitted all the renewal and new project applications related to this Combined Renewal Expansion request into esnaps and I have attached on Screen 7A the PDF copies of each of the FY 2019 project applications listed above.

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

"Combined" = existing renewal PLUS expansion data

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

- |    |  |
|----|--|
| 1. | <p>If "Combined Renewal Expansion" is selected, complete the "Combined Renewal Expansion Table" by identifying the requested information for each individual grant being consolidated.</p> <ul style="list-style-type: none"> <li>In the first column, select "Stand-Alone New" or "Stand-Alone Renewal" from the drop down menu under the "Stand-Alone Renewal or Stand-Alone New" section</li> <li>In the second column, under the "Project Name" section, enter the name of the project part of the expansion.</li> </ul> |
|----|--|

# Renewal Project Application

- 
- In the third column, under the "Total Requested Amount" section, enter the funding amount being requested for each individual project/grant.
  - In the fourth column, under the "PIN Number" section, enter the PIN Number of the project part of the expansion. The PIN identified for a Stand-Alone Renewal must match the Federal Award Identifier for the grant.
  - In the fourth column, if the project is a "Stand-Alone Renewal," under the "Expiration Date" section, indicate the expiration date of the grant using the calendar icon.

Note: At least 2 rows must be completed in the Combined Renewal Expansion Table

- 
2. Select "Save" after each row is completed and the system will populate the "Renewal Grant Consolidation Summary" table.
- 
3. Select the box stating that you reviewed the accuracy and submitted the renewal Project Application related to the new expansion(s) and to indicate PDF copies of each of the FY 2019 project applications listed in the table are attached to Screen 7A.
- 
4. Select "Save & Next" to continue to the Renewal Consolidation screen.
-



# Renewal Project Application

## Renewal Grant Consolidation Screen

As with last year, in the FY 2019 CoC Program Project Application process, Project Applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. Through this process, a Project Applicant can consolidate up to four renewal grants into one consolidated grant. Recipients are not able to consolidate projects outside the competition period.

All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020 as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE, or HMIS).

For each consolidation, the Project Applicant will submit individual Renewal Project Applications for each individual project plus one additional Renewal Project Application for the fully consolidated application. This additional application combines the surviving project information with the information from each renewal being consolidated. Through this process, a Project Applicant can consolidate up to four (4) renewal grants into one (1) consolidated grant.



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

- *Consolidating Eligible Renewals During the CoC Program Competition. Under "Special Topics":* <https://www.hudexchange.info/programs/e-snaps/>.
- *e-snaps FAQs, keyword "consolidation:"* <https://www.hudexchange.info/e-snaps/faqs/>

**Renewal Grant Consolidation Screen**

HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2019 CoC Program Competition?

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

"No" = not part of a consolidation

Save & Back   Save   Save & Next

Back   Next

Step	Description
1.	In question 1, select "Yes" or "No" from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2019 CoC Program Competition. <ul style="list-style-type: none"><li>• If "No," select "Save &amp; Next" to continue to 2A. Project Subrecipients.</li><li>• If "Yes," continue to the next set of instructional steps.</li></ul>

# Renewal Project Application

The Project Application is for an "Individual" project that will be consolidated into the surviving grant

The screenshot shows the 'Renewal Grant Consolidation Screen' in the eForms system. The left sidebar contains user information for 'TestUser2' and application details for 'Renewal Project Application FY2019'. The main content area includes a header, a paragraph explaining HUD's consolidation policy, and two questions. Question 1 asks if the project is part of a renewal grant consolidation, with a 'Yes' dropdown selected. Question 2 asks if it's an individual or fully consolidated application, with 'Individual' selected. Callout boxes explain that 'Yes' means part of a consolidation and 'Individual' means one renewal project. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A blue instruction text states: 'Click on "Save & Next" to continue completing the remainder of this project application as if the consolidation will be denied by HUD and this individual project application will be assessed for FY 2019 funding.'

Step	Description
1.	If "Yes" is selected in question 1 to indicate the Project Applicant is part of a renewal grant consolidation request, question 2 will appear.
2.	<p>In question 2, select "Individual" or "No" from the dropdown menu to indicate whether this is an individual Project Application or a fully consolidated Project Application.</p> <ul style="list-style-type: none"><li>• If the renewal project being submitted is one of the individual grants being consolidated, select "Individual" from the dropdown menu, and then select "Save &amp; Next" to continue completing the remainder of this Project Application.<ul style="list-style-type: none"><li>○ Complete the remainder of the Project Application for the individual renewal project. In the event HUD rejects the consolidation request, HUD will still be able to assess each project's individual project application for FY 2019 funding.</li></ul></li><li>• If the renewal project being submitted is the fully consolidated application that combines all the information in the grants being consolidated, select "Fully Consolidated" from the dropdown menu, then select "Save."<ul style="list-style-type: none"><li>○ Additional questions will appear, as identified on the next page.</li></ul></li></ul>

# Renewal Project Application

The Project Application is the "Fully Consolidated" Project Application INTO which the "Individual" projects will be consolidated

**Renewal Grant Consolidation Screen**

HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

\* 1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2019 CoC Program Competition?    
 If "No" click on "Next" or "Save & Next" below to move to the next screen.

\* 2. Is this an individual project application or a fully consolidated project application?

**Renewal Grant Consolidation Table**

Project Identification Number PIN	Total Requested Amount	Surviving PIN or Terminating PIN	Operating Start Date	Expiration Date
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	-- select --	<input type="text"/>	<input type="text"/>

\*The surviving PIN must have the earliest operating start date. All Expiration Dates will be set to 2020.

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

**Renewal Grant Consolidation Summary**

Total Number of Grants in Consolidation	<input type="text" value="0"/>
Total Requested Amount in Consolidation	<input type="text" value="\$0"/>

\* I hereby confirm that I have reviewed the accuracy and submitted all the renewal project applications related to this consolidation request into esnaps.

Click on "Save & Next" to continue completing the remainder of this project application combining all the project application data for all the projects listed above into a single fully consolidated project application.

"Fully Consolidated" = surviving renewal PLUS additional renewals being consolidated

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

- |    |  |
|----|--|
| 1. | <p>If "Fully Consolidated" is selected, in question 1, you must complete the "Renewal Grant Consolidation Table" by identifying the requested information for each individual grant being consolidated.</p> <ul style="list-style-type: none"> <li>In the first column, under the "Project Identification Number PIN" section, enter the PIN of each project/grant being consolidated.</li> <li>In the second column, under the "Total Request Amount" section, enter the funding amount being requested for each individual project/grant.</li> <li>In the third column, select "Surviving PIN" or "Terminating PIN" from the dropdown menu to indicate whether the project/grant identified in that row is the surviving grant or the terminated grant.</li> <li>In the fourth column, under the "Operating Start Date" section, indicate the operating start date of the grant using the calendar icon. Note: The surviving PIN must have the earliest operating start date.</li> </ul> |
|----|--|

# Renewal Project Application

- In the fifth column, under the "Expiration Date" section, indicate the expiration date of the grant using the calendar icon.

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

2. Select "Save" after each row is completed and the system will populate the "Renewal Grant Consolidation Summary" table.
3. Select the box stating that you reviewed the accuracy and submitted all of the renewal Project Applications related to the consolidation.
4. Select "Save & Next" to continue to 2A. Project Subrecipients.



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

## **Grant Consolidation Screen**

*If you indicate that the application is for a fully consolidated project, the Submission without Changes functionality is not available. Project Applicants must update the screens to incorporate the combined data for all projects that are part of the consolidation.*

# Renewal Project Application


## 2A. Project Subrecipients



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

This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2019 Project Application.

The screenshot shows the 'e.Forms' application interface. The sidebar on the left displays the user 'TestUser2' and application details for 'Renewal Project Application FY2019', including Applicant Name, Project Applicant A, Applicant Number (030700000), Project Name (XX-XXX Renewal Project Application FY2019), and Project Number (136473). The main content area is titled '2A. Project Subrecipients' and contains the following text: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the Add icon. To view or update subrecipient information already listed, select the view icon.' Below this text is a 'Total Expected Sub-Awards' field set to '\$0' and filter options '[Show Filters]' and '[Clear Filters]'. A table header is visible with columns: 'Delete', 'View', 'Organization', 'Type', 'Type', and 'Sub-Award Amount'. Below the header, it states 'This list contains no items'. At the bottom are 'Back' and 'Next' buttons. Two callout boxes are present: one pointing to the 'Add' icon with the text 'Select "Add"', and another pointing to the 'Next' button with the text 'Select "Next" when finished adding project subrecipients'.

- | 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 2018 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)

The screenshot shows the 'e.Forms' application interface. On the left, a sidebar contains the user name 'TestUser2' and application details for 'Renewal Project Application FY2019', including applicant name, number, project name, and number. The main content area is titled '2A. Project Subrecipients Detail' and contains several required fields: 'a. Organization Name', 'b. Organization Type' (a dropdown menu), 'c. Employer or Tax Identification Number', 'd. Organizational DUNS' (with a 'PLUS 4' field), and 'e. Physical Address' (with sub-fields for Street 1, Street 2, City, State, and Zip Code). A callout box points to the DUNS field with the text '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"><li>Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; or Nonprofit without 501C3 IRS Status.</li></ul> <p>If the organization type does not appear on the list, it is not an eligible subrecipient.</p> <ul style="list-style-type: none"><li>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.</li></ul>
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)

- 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
- Information About Submission without Changes
  - Recipient Performance
  - Renewal Expansion
  - Renewal Grant Consolidation
- Part 2 - Subrecipient Information
  - 2A. Subrecipients**
- 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. Subpopulation
- Part 6 - Budget Information
  - 6A. Funding Record
  - 6D. Match
  - 6E. Summary Budget

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

Available Items: AK-000 AL-001 AL-002 AL-003 AL-004 AL-005	>> > < <<	Selected Items:
--	--------------------	-----------------

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

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

\* i. Expected Sub-Award Amount:

**j. Contact Person**

\* Prefix: -- select --

\* First Name:

Middle Name:

\* Last Name:

Suffix: -- select --

\* Title:

\* E-mail Address:

\* Confirm E-mail Address:

\* Phone Number:

Extension:

Fax Number:

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



Select "Save & Add Another" to add more subrecipients

<input type="button" value="Save"/>	<input type="button" value="Save &amp; Add Another"/>
<input type="button" value="Save &amp; Back to List"/>	<input type="button" value="Back to List"/>

Step	Description
6.	Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located. <ul style="list-style-type: none"> <li>• Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>• Using the single arrow key, move your selection from the left box to the right box.</li> </ul>
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"> <li>• The amount must be in whole dollars (i.e. no decimals).</li> <li>• 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.</li> </ul>
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.

# Renewal Project Application

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

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

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

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

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



# 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 2019 Project Applicants - Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (\*) on the “Project Detail” screen of the application.

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

- 2a and 2b determine which CoC receives the Project Application when submitted in e-snaps:** Points to the '2a. CoC Number and Name' (AK-500 - Anchorage CoC) and '2b. CoC Collaborative Applicant Name' (The Anchorage Coalition to End Homelessness) fields.
- Component Type determines questions on other screens:** Points to the '5. Component Type' dropdown menu, which is currently set to 'PH'.
- Only if you selected "PH" as the Component Type, select "PSH" or "RRH":** Points to the '5a. Does the PH project provide PSH or RRH?' dropdown menu, which is currently set to '-- select --'. A small inset shows the options: '-- select --', 'PSH', and 'RRH'.



Other fields visible on the form include: 'Identification Number (PIN) of expiring grant: AK1111', '3. Project Name: XX-XXX Renewal Project Application FY2019', and '4. Project Status: Standard'.

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

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

**"No CoC"** *"No CoC" can only be selected if your CoC did not register for the FY 2019 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

Step	Description
4.	<p>Verify the name of your project populated with the project name listed on your "Projects" screen.</p> <p>If the project name is incorrect, follow the instructions in the note box on the preceding page.</p>
<b>Incorrect Project Name</b>	<p><i>If the project name is incorrect:</i></p> <ul style="list-style-type: none"><li>• Select the "Save" button to save responses on this screen.</li><li>• Select "Back to Submissions List" on the left menu bar.</li><li>• Select "Projects" on the left menu bar.</li><li>• Select the "View" icon  to the left of your project to open the "Project Details" screen.</li><li>• In the "Project Name" field, type in the correct name of the project, and select the "Save" button.</li></ul> <p><i>Return to the Renewal Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.</i></p>
5.	<p>Select your "Project Status" from the dropdown menu.</p> <ul style="list-style-type: none"><li>• Project Applicants typically select "Standard."</li><li>• See the NOTE below for more information about the "Appeal" option.</li></ul>
<b>Standard v. Appeal</b>	<p><i>If you select "Appeal," this note will appear on the screen:</i></p> <ul style="list-style-type: none"><li>• <i>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 2019 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."</i></li></ul> <p><i>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.</i></p> <p> Refer to the Appeal Project Application navigational guide on the CoC Program Competition Resources page at <a href="https://www.hudexchange.info/programs/e-snaps/">https://www.hudexchange.info/programs/e-snaps/</a>.</p>

# Renewal Project Application

Step	Description
6.	<p>Select the correct "Component Type" from the dropdown menu.</p> <ul style="list-style-type: none"><li>• <b>Component types include PH, TH, SH, SSO, HMIS, and Joint TH &amp; PH-RRH.</b></li></ul> <p><b>Note: The component type determines what questions appear on other forms throughout the Project Application.</b></p> <ul style="list-style-type: none"><li>• If you selected, "PH" from the "Component Type" dropdown menu, an additional question will appear. Select "PSH" or "RRH" from the dropdown menu to identify if the project will provide PSH or RRH.</li></ul>
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.



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

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

# Renewal Project Application

## 3B. Project Description

The following pages provide instruction on completing mandatory fields marked with an asterisk (\*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2019 Project Application.

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

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



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

*See the following pages for instructions:*

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

**NOTE:**

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

# Renewal Project Application

## 3B. PH Projects; TH Projects, Joint TH - RRH Projects, and SH Projects

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

**eForms** Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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  
Information About Submission without Changes  
Recipient Performance  
Renewal Expansion  
Renewal Grant Consolidation  
Part 2 - Subrecipient Information  
2A. Subrecipients  
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  
5A. Households  
5B. Subpopulations

**3B. Project Description**

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

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

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

Chronic Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other	<input 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 type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input 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 & Next  
Back Next  
Check Spelling

If "Yes," identify the populations

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

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"> <li>If "Yes," one new question will appear. <ul style="list-style-type: none"> <li>Select all of the boxes that apply.</li> </ul> </li> </ul>

# Renewal Project Application

- 
- If you select "Other," provide a description of the specific type of population in the text box provided.
- 
3. Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
- 
4. Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
    - If you check the first four boxes, this project will be considered low barrier.
    - If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
- 
5. Select the boxes that apply to indicate which reasons were removed as reasons for program termination.
    - If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
- 
6. Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

**NOTE:** See the FY 2019 CoC Program NOFA regarding requirements for Housing First. <https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa>.
- 
7. Select "Save & Next" to continue to the next screen.
-

# Renewal Project Application

## 3B. SSO Projects

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

**eForms** Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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

Information About Submission without Changes

- Recipient Performance
- Renewal Expansion
- Renewal Grant Consolidation

Part 2 - Subrecipient Information

- 2A. Subrecipients

Part 3 - Project Information

- 3A. Project Detail
- 3B. Description**

Part 4 - Housing, Services, and HMIS

- 4A. Services

Part 5 - Participants

### 3B. Project Description

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

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

**If "Yes," identify the populations**

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

<b>Chronic Homeless</b>	<input checked="" type="checkbox"/>	<b>Domestic Violence</b>	<input type="checkbox"/>
<b>Veterans</b>	<input type="checkbox"/>	<b>Substance Abuse</b>	<input type="checkbox"/>
<b>Youth (under 25)</b>	<input checked="" type="checkbox"/>	<b>Mental Illness</b>	<input type="checkbox"/>
<b>Families with Children</b>	<input type="checkbox"/>	<b>HIV/AIDS</b>	<input type="checkbox"/>
		<b>Other</b>	<input 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.**

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

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

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

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

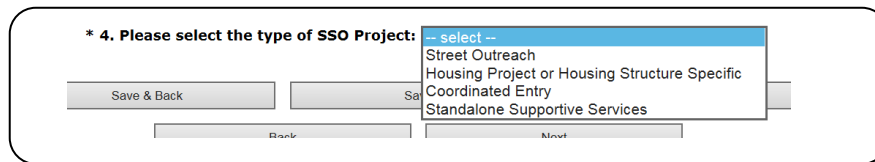
**This response auto-populates based on responses in 3a, 3b, and 3c**

# Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"><li>• If "Yes," one new question will appear.<ul style="list-style-type: none"><li>○ Select all of the boxes that apply.</li><li>○ If you select "Other," please provide a description of the specific type of population in the text box provided.</li></ul></li></ul>
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"><li>• If you check the first four boxes, this project will be considered low barrier.</li><li>• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.</li></ul>
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none"><li>• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.</li></ul>
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. <b>NOTE:</b> See the FY 2019 CoC Program NOFA regarding requirements for Housing First. <a href="https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa">https://www.hudexchange.info/resource/5817/fy-2019-coc-program-nofa</a>



# Renewal Project Application



Step	Description
8.	<p>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."</p> <ul style="list-style-type: none"> <li>If the selection is "Street Outreach," "Housing Project or Housing Structure Specific," or "Standalone Supportive Services," select "Save &amp; Next" to continue to the next screen.</li> <li>If the selection is "Coordinated Entry," select "Save" and six new questions will appear as discussed below.</li> </ul>

- Part 5 - Participants
- 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
- [View Applicant Profile](#)
- Export to PDF
- Get PDF Viewer
- [Back to Submissions List](#)

\* 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 designed 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 --

Save & Back
Save
Save & Next

Back
Next

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"> <li>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.</li> <li>In 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible.</li> <li>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.</li> </ul>

# Renewal Project Application

- 
- 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 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.

---

# Renewal Project Application

## 3B. HMIS Projects

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

**e.Forms** Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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)

**3B. Project Description**

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

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

If "Yes," identify the populations

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

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

(Click 'Save' to update)

Other:

Save & Back Save Save & Next

Back Next

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. Select all of the boxes that apply. Multiple selections are permissible. <ul style="list-style-type: none"><li>• If "No," select "Save &amp; Next" to continue to the next screen.</li><li>• If "Yes," one new question will appear.<ul style="list-style-type: none"><li>○ Select all of the boxes that apply. Multiple selections are permissible.</li><li>○ If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.</li></ul></li></ul>
3.	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.

**e.Forms** Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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

Information About Submission without Changes

- Recipient Performance
- Renewal Expansion
- Renewal Grant Consolidation

Part 2 - Subrecipient Information

- 2A. Subrecipients

Part 3 - Project

### 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 --

Select an option from the dropdown

Save & Back Save Save & Next Back Next

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 2019 Project Application.

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



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

*See the following pages for instructions:*

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

# Renewal Project Application

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

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

The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2019 Project Application should capture the capacity of the project to efficiently provide supportive services to project participants. The information provided must be accurate and complete.

**4A. Supportive Services for 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	Applicant	Weekly
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

**Supportive Services:** Assessment of Service Needs, Assistance with Moving Costs, Case Management, Child Care, Education Services, Employment Assistance and Job, Food, Housing Search and Counseling Services, Legal Services, Life Skills Training, Mental Health Services, Outpatient Health Services, Outreach Services, Substance Abuse Treatment Services, Transportation, Utility Deposits.

**Provider:** Applicant, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --.

**Frequency:** Weekly, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --, -- select --.

**Callouts:**

- You must enter at least one type of service in the "Supportive Services Provided" table.
- Please enter all values for at least one line item.
- \* 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? -- select --
- \* 2b. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? -- select --
- \* 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.

**Buttons:** Save & Back, Save, Save & Next, Back, Next.

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

# Renewal Project Application

<b>Step</b>	<b>Description</b>
1.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.
2.	Under question 2, using the dropdowns provided, select "Yes" or "No" to indicate whether the project: <ul style="list-style-type: none"><li>• Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.</li><li>• Follows up at least annually with participants to ensure mainstream benefits are received and renewed.</li></ul>
3.	Select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency. <ul style="list-style-type: none"><li>• If "Yes," an additional question will appear. Select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance completed SOAR training in the last 24 months.</li></ul>
4.	Select "Save & Next" to continue to the next screen.

# 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).

The screenshot shows the eForms application interface. The top header includes the eForms logo and a Logout button. The sidebar on the left contains the following navigation items: TestUser3, Renewal Project Application FY2019, Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: XX-XXX Renewal Project Application FY2019, Project Number: 136473, Renewal Project Application FY2019, FY2018 Renewal Project Application Instructions, Before Starting, Part 1 - Forms, and 1A. SF-424 Application Type. The main content area is titled "4A. HMIS Standards" and contains two questions:

**\* 1a. Is the HMIS currently programmed to collect all required Data Elements as set forth in the 2017 HMIS Data Standards?** Yes

**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 (this will be the Logitudinal System Analysis next year), data for CAPER/ESG reporting, SPM and Data Quality Table, etc).** Yes

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

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

**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)

- 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
- Information About Submission without Changes
- Recipient Performance
- Renewal Expansion
- Renewal Grant Consolidation
- Part 2 - Subrecipient Information
- 2A. Subrecipients
- Part 3 - Project Information
- 3A. Project Detail
- 3B. Description
- Part 4 - Housing, Services, and HMIS
- 4A. HMIS Standards**
- Part 6 - Budget Information
- 6A. Funding Request
- 6D. Match
- 6E. Summary Budget
- Part 7 - Attachment(s) & Certification
- 7A. Attachment(s)

\* 3a. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS?

3b. If no, explain why and the planned steps for achieving this. **Max. 500 characters**

\* 4. Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC?

\* 5. Does your HMIS implementation have a staff person responsible for insuring the implementation meets all privacy and security standards as required by HUD and the federal partners?

\* 6. Does your organization conduct a background check on all employees who access HMIS or view HMIS data?

\* 7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis?

\* 8. 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.)

\* a. How long does it take to remove access rights to former HMIS users?

Save & Back

Save

Save & Next

Back

Next

Step	Description
	In 3a., select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all the Federal partners including HUD, VA, and HHS. <ul style="list-style-type: none"> <li>• If you answered "No" to Question 3a, you are required to explain why and discuss the planned steps for compliance in Question 3b.</li> </ul>
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all security standards as required by HUD and the federal partners.
7.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
8.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
9.	Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.).

# Renewal Project Application

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

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

# 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 2019 Project Application.

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



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

See the following pages for instructions:

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


# 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.

The screenshot displays the '4B. Housing Type and Location' screen. On the left sidebar, the user is identified as 'TestUser2' and the project as 'Renewal Project Application FY2019'. Project details include: Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: XX-XXX Renewal Project Application FY2019, and Project Number: 136473. The main content area features a title '4B. Housing Type and Location' and an instruction: '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 three summary fields: 'Total Units: 10', 'Total Beds: 10', and 'Total Dedicated CH Beds: 0'. A table lists housing sites with columns for 'Delete', 'View', 'Housing Type', 'Housing Type (JOINT)', 'Units', and 'Beds'. One entry is visible: 'Scattered-site apartments (...)' with 10 units and 10 beds. A '1' is shown below the table, and 'Back' and 'Next' buttons are at the bottom.

- | 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.

**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. 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:**

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

\* Street 1:

Street 2:

\* City:

\* State: -- select --

\* ZIP Code:

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

Available Items: 240036 Annapolis, 240066 Baltimore, 240156 Bowie City, 240378 Cumberland, 240552 Frederick, 240582 Gaithersburg

Selected Items:

**Please select at least one area.**

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

**Callouts:**

- Callout 1: Points to the Housing Type dropdown menu. List: -- 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.
- Callout 2: Points to the 'Save & Add Another' button. Text: "Select 'Save and Add Another' to add another housing type"
- Callout 3: Points to the 'Save & Back to List' button. Text: "Select 'Save & Back to List' when finished adding housing types"

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"> <li>• Barracks</li> <li>• Dormitory, shared or private rooms</li> <li>• Shared housing</li> <li>• Single Room Occupancy (SRO) units</li> <li>• Clustered apartments</li> </ul>

# Renewal Project Application

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

# Renewal Project Application

**e.Forms** Logout

---

**TestUser2**

---

Renewal Project Application FY2019

---

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473



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Renewal Project Application FY2019

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FY2018 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:**

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												Housing Type (JOINT)				Units	Beds							
		Scattered-site apartments (...)												---				10	10							
<b>1</b>																										

- NOTE:** On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.
- To edit the information on the “Housing Type and Location” screen, select the “View” icon  to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”
  - To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon  to the left of the housing type.

# Renewal Project Application

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



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

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

The screenshot shows the e.Forms application interface. The sidebar on the left contains the following information:

- TestUser2
- Renewal Project Application FY2019
- Applicant Name: Project Applicant A
- Applicant Number: 030700000
- Project Name: XX-XXX Renewal Project Application FY2019
- Project Number: 136473
- Renewal Project Application FY2019
- FY2018 Renewal Project Application Instructions





The main content area is titled "4B. Housing Type and Location". It contains the following text:

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.


Below this text are two input fields: "Total Units: 35" and "Total Beds: 35".

A callout box points to the "Add" icon with the text "Select 'Add'".

The table below shows the list of housing sites:

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		Housing Type (JOINT)		Units	Beds																			
		Scattered-site apartments (...)		---		10	10																			
		Scattered-site apartments (...)		---		25	25																			

At the bottom of the table, there is a page indicator "1" and two buttons: "Back" and "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: RRH, TH, and SH)

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

The screenshot shows the '4B. Housing Type and Location Detail' form. On the left is a sidebar with navigation links. The main form area contains 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.**
  - \* a. Units: [input field]
  - \* b. Beds: [input field]
- 3. Address:**

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

  - \* Street 1: [input field]
  - Street 2: [input field]
  - \* City: [input field]
  - \* State: --select-- [dropdown]
  - \* ZIP Code: [input field]
- 4. Select the geographic area(s) associated with the address:** (for multiple selections hold CTRL Key)
  - Available Items: 240036 Annapolis, 240066 Baltimore, 240156 Bowie City, 240378 Cumberland, 240552 Frederick, 240582 Gaithersburg
  - Selected Items: [empty list]
  - Buttons: >>, >, <, <<

Callouts provide additional instructions:

- Callout 1: "Select 'Save & Back to List' when finished adding housing types" (points to the 'Save & Back to List' button).
- Callout 2: "Select 'Save and Add Another' to add another housing type" (points to the 'Save & Add Another' button).

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

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"> <li>• Barracks</li> <li>• Dormitory, shared or private rooms</li> <li>• Shared housing</li> <li>• Single Room Occupancy (SRO) units</li> <li>• Clustered apartments</li> <li>• Scattered site apartments (including efficiencies)</li> <li>• Single-family homes/townhouses/duplexes.</li> </ul>

# Renewal Project Application

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

**e.Forms** Logout

**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	Housing Type (JOINT)	Units	Beds												
		Scattered-site apartments (...)	---	10	10												
		Scattered-site apartments (...)	---	25	25												

**1**

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

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

# Renewal Project Application

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

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

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

**4B. Housing Type and Location**

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

	TH	RRH	Total
Total Units:	0	0	0
Total Beds:	0	0	0

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
This list contains no items					

Save & Back Save Save & Next

Back Next

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

# Renewal Project Application

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

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

The screenshot shows the '4B. Housing Type and Location Detail' form. The sidebar on the left lists various application steps. The main form contains the following sections:

- 1. Is this housing type for the TH or RRH portion of the project?** (Dropdown menu with options: -- select --, TH, RRH)
- 2. Housing Type:** (Dropdown menu)
- \* 3. What is the funding source for these units and beds?** (Dropdown menu)
- 4. Indicate the maximum number of units and beds available for project housing site.** (Input fields for units and beds)
- 5. Address:** (Input fields for Street 1, Street 2, City, State, ZIP Code)
- 6. Select the geographic area(s) associated with the address:** (List of available items and selected items)

Callout boxes provide the following instructions:

- "If 'TH', additional questions will appear" points to the dropdown menu for question 1.
- "Select 'Save and Add Another' to add another housing type" points to the 'Save & Add Another' button.
- "Select 'Save & Back to List' when finished adding housing types" points to the 'Save & Back to List' button.

Step	Description
1.	<p>In question 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project the housing type is for.</p> <ul style="list-style-type: none"> <li>If "TH" is selected in question 1, select in question 1a "Yes" or "No" from the dropdown menu to indicate if this TH portion of the project has private rooms for each household.</li> <li>If yes, in 1b, select "Yes" or "No" from the dropdown menu to indicate if they are private or semi-private rooms.</li> </ul> <p>For both RRH and TH, answer the remaining questions on the screen.</p>

# Renewal Project Application

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

---
3. Identify the funding source for the unit and beds from the dropdown menu:
  - CoC
  - ESG
  - Section 8
  - HUD-VASH
  - Mixed Funding - *select this option if the funds are from multiple sources*
  - Other - If other, identify the funding source in the text box

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

---
6. Enter the physical address for this proposed project.  
For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.

---
7. Select the geographic area(s) in which the project is located.
  - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
  - Using the single arrow, move your selection from the left box to the right box.

---
8. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 7.

---
9. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

---
10. When your list is complete, select "Next" to continue to the next screen.

---

# Renewal Project Application

e.Forms
Logout

TestUser2

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
 Applicant Number: 030700000  
 Project Name: XX-XXX Renewal Project Application FY2019  
 Project Number: 136473

Renewal Project Application FY2019

FY2018 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:

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	Housing Type (JOINT)	Units	Beds
		Scattered-site apartments (...)	---	10	10
		---	---	0	0

**1**

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

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

# Renewal Project Application

## ***Preface to Part 5: Participant Screens***

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

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

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

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

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

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

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

# 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.

The screenshot shows the 'e.Forms' interface. On the left is a sidebar with application details. The main area is titled '5A. Project Participants - Households'. It contains a table for household counts and a table for subpopulation characteristics. Callouts explain that the 'Total Persons' field on screen 5A is the sum of the 'Total' column on screen 5B, and that the household type is 'HHs with at least 1 adult and 1 child'. An example callout shows the household type from screen 5A.

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	1			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
Adults over age 24	1			1
Persons ages 18-24				0
Accompanied Children under age 18	1			1
Unaccompanied Children under age 18				0
<b>Total Persons</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

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

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

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



# Renewal Project Application

These 3 columns are mutually exclusive.

Total of these 3 columns cannot exceed the "Total Persons" field on 5A for the corresponding Household type (example: cannot exceed 2)

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

People counted in column 10 cannot be counted in columns 1-9. See Note: Field Calculations below.

## Field Calculations

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

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

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

# Renewal Project Application

## 5A. Project Participants - Households

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

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

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

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

### NOTE: Subpopulations

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

# Renewal Project Application

## ***Preface to Part 6: Budget Information***

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

- **Removal of Budget Detail Screens for Renewal Project Applications.** Project applicants will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Rental Assistance.** There is only one rental assistance screen to use for short/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.
- **Reallocation.** For renewal project budgets that are being reduced through the CoC's Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.
- **FMRs.** Project Applicants will apply for projects in the FY 2019 CoC Program Competition using the FY 2018 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2019 application process, GIWs will also use FY 2018 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2019 application submission deadline.

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

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

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

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

# Renewal Project Application

## Part 6: Budget Information

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

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

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

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

**Renewal Projects:  
Possible Component Types and Eligible Activities**

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

# Renewal Project Application

## 6A. Funding Request

The activities you select on this screen will determine the budget screens that *e-snaps* will require you to access and complete.

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

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

**6A. Funding Request**

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

\* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project?

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

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

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

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

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base

**The applicant must complete at least one row in the indirect cost rate schedule.**

\* b. Has this rate been approved by your cognizant agency?

\* c. Do you plan to use the 10% de minimis rate?

\* I hereby confirm that I have attached a negotiated indirect cost rate agreement signed by the cognizant agency

4. Renewal Grant Term:

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

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

These options depend on the project's program component

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

Step	Description
1.	Select "Yes" or "No" to indicate if there is an active restrictive covenant on the project properties.
2.	Select "Yes" or "No" to indicate if the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project.
3.	Select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate. <ul style="list-style-type: none"> <li>• If you select "Yes," indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the <i>e-snaps</i> post-award process.</li> </ul>

# Renewal Project Application

- 
- In 3a, complete the indirect cost rate schedule shown, by entering the "Administering Department/Agency," the "Indirect Cost Rate," and "Direct Cost Base."  
Note: You must enter information in at least one row.
  - In 3b, select "Yes" or "No" to indicate whether this rate has been approved by your cognizant agency.
  - In 3c., select "Yes" or "No" to indicate whether you plan to use the 10% de minimis rate.
- 
4. Select the checkbox to confirm that you have attached a negotiated indirect cost rate agreement signed by the cognizant agency.  
Upload the documentation on the Attachment screen using "Other Attachment."
- 
5. The grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
- 
6. Select all the eligible costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
- 
7. Select "Save and Next" to proceed to the first budget screen.
-

# Renewal Project Application

## Funding Request for Renewal PH (RRH) Projects

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

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

**Rental Assistance**

**Supportive Services**

**HMIS**

## Funding Request for Renewal SH Projects

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

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

**Leased Units**

**Leased Structures**

**Supportive Services**

**Operating**

**HMIS**



# Renewal Project Application

## Funding Request for Renewal SSO Projects

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

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

**Leased Structures**

**Supportive Services**

**HMIS**

## Funding Request for Renewal Dedicated HMIS Projects

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

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

**HMIS**

# Renewal Project Application


## 6B. Leased Units Budget

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

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

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

The screenshot displays the '6B. Leased Units Budget' screen in the eForms application. On the left sidebar, the user is identified as 'TestUser3' and the application is for 'Renewal Project Application FY2019'. The applicant name is 'Project Applicant A' with number '030700000'. The project name is 'XX-XXX Renewal Project Application FY2019' with number '136473'. The main content area features a summary of funds requested, including 'Total Annual Assistance Requested', 'Grant Term' (1 Year), 'Total Request for Grant Term', and 'Total Units'. A red error message indicates that the 'Total Assistance Requested Amount has to be greater than \$0.'. Below this is a table with columns for 'Delete', 'View', 'FMR Area', 'Total Units Requested', 'Total Annual Budget Requested', and 'Total Budget Requested'. The table currently contains no items. A callout box highlights the 'Add' icon above the 'All' filter in the table's header.

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

# Renewal Project Application

## 6B. Leased Units Budget Detail

eForms
Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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  
Information About Submission without Changes

### Leased Units Budget Detail

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

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

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

Click the 'Save' button to automatically calculate totals.

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




- | Step | Description   |
|------|---|
| 1.   | Select the FY 2018 FMR area in which the project is located. The list is sorted by state abbreviation.  |
| 2.   | Enter the number of units of each bedroom size for which the project is requesting leased units assistance.   |
| 3.   | Enter the Total Request of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent Grant Agreement or Grant Agreement, as amended.  |
| 4.   | The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen. The grant term for renewal projects must be one year only.   |
| 5.   | Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.  |
| 6.   | If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen. <ul style="list-style-type: none"> <li>• If the project is housed in more than one FMR Area, select "Save &amp; Add Another" and repeat steps 1 through 4 for each structure in the project for which you are requesting leased units funds.</li> </ul> |

# Renewal Project Application

- 
- Once you have completed all of the “Leased Units Budget Detail” screens that your project requires, select “Save & Back to List.”
- 

## Completion of Leased Units Budget

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

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

# Renewal Project Application


## 6C. Rental Assistance Budget

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

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

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

The screenshot shows the '6C. Rental Assistance Budget' screen in the e.Forms system. The sidebar on the left contains user information for 'TestUser2' and application details for 'Renewal Project Application FY2019', including applicant name, number, project name, and number. The main content area features a title bar, a summary paragraph, two input fields for 'Total Request for Grant Term' and 'Total Units', a red warning message, and a table with columns: Delete, View, Type of Rental Assistance, FMR Area, Total Units Requested, and Total Request. The table is currently empty, displaying 'This list contains no items'. There are 'Back' and 'Next' buttons at the bottom.

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

# Renewal Project Application

## 6C. Rental Assistance Budget Detail

eForms
Logout

TestUser2

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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  
Information About Submission without Changes  
Recipient Performance  
Renewal Expansion  
Renewal Grant Consolidation  
Part 2 - Subrecipient Information  
2A. Subrecipients

### Rental Assistance Budget Detail

\* Type of Rental Assistance:

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

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	\$728	\$728	12	\$0
0 Bedroom	<input type="text"/>	\$970	\$970	12	\$0
1 Bedroom	<input type="text"/>	\$1,285	\$1,285	12	\$0
2 Bedrooms	<input type="text"/>	\$1,521	\$1,521	12	\$0
3 Bedrooms	<input type="text"/>	\$1,907	\$1,907	12	\$0
4 Bedrooms	<input type="text"/>	\$2,072	\$2,072	12	\$0
5 Bedrooms	<input type="text"/>	\$2,383	\$2,383	12	\$0
6 Bedrooms	<input type="text"/>	\$2,694	\$2,694	12	\$0
7 Bedrooms	<input type="text"/>	\$3,004	\$3,004	12	\$0
8 Bedrooms	<input type="text"/>	\$3,315	\$3,315	12	\$0
9 Bedrooms	<input type="text"/>	\$3,626	\$3,626	12	\$0
<b>Total Units and Annual Assistance Requested</b>					<input type="text" value="0"/>
<b>Grant Term</b>					<input type="text" value="15 Years"/>
<b>Total Request for Grant Term</b>					<input type="text" value="\$0"/>

Click the 'Save' button to automatically calculate totals.

Are you requesting a 15 year renewal per section IV.B.3.b. This request is only available for PRA rental assistance projects and 1 year of funding according to the relevant section of the FY 2015 CoC Program Competition NOFA.

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

- |    |  |
|----|--|
| 1. | <p>Select the "Type of Rental Assistance:" N/A, PRA, TRA, or SRA. (not applicable, project rental assistance, tenant rental assistance, or sponsor rental assistance).</p> <ul style="list-style-type: none"> <li>If you select PRA, the following statement will appear at the bottom of the screen "Are you requesting a 15 year renewal per section IV.B.3.b? This request is only available for PRA rental assistance projects and 1 year of funding according to the relevant section of the FY 2015 CoC Program Competition NOFA." If this statement applies to your Project Application, select the checkbox next to this statement after completing steps 1 through 5. If you select this box indicating a 15 year request, it will change the auto-populated "Grant Term" in other budget forms as well.</li> </ul> |
| 2. | <p>Select the FY 2018 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.</p>  |

# Renewal Project Application

- 
3. Indicate whether the request for rental assistance funding is for less than the area's per unit fair market rents.

---

  4. Enter the number of units of each bedroom size for which the project is requesting rental assistance.

---

  5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed. For renewal projects, the total number and size of units must match the number and size of units on the final FY 2019 GIW.
    - If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
    - If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.

---

  6. The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only.
    - For renewal projects, the grant term may only be 1 year.

---

  7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

---

  8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.
    - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting rental assistance funds.
    - Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."
-




# Renewal Project Application

## Completion of Rental Assistance Budget

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

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

---

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

---

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



# Renewal Project Application

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

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

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

**6E. Summary Budget**

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

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

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

Step	Description
1.	<p>For renewal project applications with imported data,</p> <ul style="list-style-type: none"> <li>Verify that the budget information is correct for the applicable budget activities: leased structures, supportive services, operating, and/or HMIS.</li> <li>If it is not correct and if you cannot edit the data, navigate to the "Submission Without Changes" screen to enable the editing of the screen.</li> </ul> <p>If data is not imported,</p> <ul style="list-style-type: none"> <li>Enter the requested funding amount for the applicable budget activities.</li> </ul>
2.	Select "Save & Next."

# Renewal Project Application

## 6D. Sources of Match

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


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

The screenshot shows the '6D. Sources of Match' screen in the eForms application. The sidebar on the left contains user information (TestUser3) and application details for 'Renewal Project Application FY2019'. The main content area features a summary table for match commitments, a dropdown menu for generating program income, and a table with columns: Delete, View, Match, Type, Source, Contributor, Date of Commitment, and Value of Commitments. A callout box labeled '"Add" icon' points to the 'Add' icon in the table header. The table currently contains no items, and the message 'This list contains no items' is displayed. Navigation buttons include 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

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

generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? -- select --

Delete	View	Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
This list contains no items							

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

# Renewal Project Application

## 6D. Sources of Match Detail

The screenshot shows the 'e.Forms' interface for 'Sources of Match Detail'. On the left, a sidebar displays the user 'TestUser3' and application details for 'Renewal Project Application FY2019', including applicant name, number, project name, and number. The main form area contains six numbered fields: 1. A dropdown menu set to 'Yes'. 2. A dropdown menu for 'Type of Commitment'. 3. A dropdown menu for 'Type of Source'. 4. A text input field for 'Name the Source of the Commitment'. 5. A date picker for 'Date of Written Commitment'. 6. A text input field for 'Value of Written Commitment'. At the bottom, there are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

Step	Description
1.	Question one will automatically populate as "Yes."
2.	From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.  If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.  The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen. <ul style="list-style-type: none"><li>• If the project has another source of match, select "Save &amp; Add Another" and repeat steps 1 through 6 for each source of match.</li></ul> Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."

# Renewal Project Application

## Completion of Sources of Match

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

The screenshot displays the '6D. Sources of Match' screen. On the left is a sidebar with navigation links. The main content area includes a summary of match commitments, a question about generating program income, and a table for listing match sources. A callout box labeled 'Add icon' points to the plus sign icon in the table header.

**6D. Sources of Match**

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

**Summary for Match**

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$0

Generate program income as described in 24 CFR  that will be used as Match for this grant?

[Show Filters] [Clear Filters]

Delete	View	Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
This list contains no items							




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

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

# Renewal Project Application

**NOTE:**

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

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

# Renewal Project Application

## 6E. Summary Budget

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

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

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

**6E. Summary Budget**

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

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

Save & Back   Save   Save & Next

Back   Next

Gray-shaded cells auto-calculate.

Clear cells are editable. Enter the budget amount directly in these cells.

# Renewal Project Application

Step	Description
1.	Review the funding amounts in the gray-shaded fields. <ul style="list-style-type: none"><li>If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.</li></ul>
2.	Review the funding amounts in the Leased Structures, Supportive Services, Operating, and HMIS budget lines and confirm they are correct. <ul style="list-style-type: none"><li>If they are not correct, edit the fields on the screen.</li></ul>
3.	In the "Admin." field (line 7 for renewal projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
4.	"Save & Next" at the bottom of the screen. You will proceed to the Part 7 - "Attachment(s) & Certification" screen.

**NOTE:**

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

# Renewal Project Application

## 7A. Attachments

The "Attachment" screen has three attachment placeholders:

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of the subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
  - **Approved Indirect Cost Rate documentation.** If the Project Applicant indicated on 6A. Funding Request that it has an indirect cost rate approved by the cognizant agency, the documentation should be uploaded using one of the "Other Attachment" options.

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

- **CoC Rejection Letter.** A project identified as an "Appeal" project on screen 3A. Project Details under "Project Status" is required to upload documentation to one of the "Other Attachment" screens. Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.

**NOTE:**

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

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



# Renewal Project Application

**eForms** Logout

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

Select a link


### 7A. Attachment(s)

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 FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

### Attachment Details

\* **Document Description:**

\* **File Name:**  No file chosen

**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.

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"><li>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.</li></ul>
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."



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

# Renewal Project Application

## 7A. In-Kind Match MOU Attachment

New in FY 2019, if a project applicant selects "In-Kind" as a source of match of screen 6D, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.

The screenshot shows the 'e.Forms' application interface. On the left, a sidebar displays the user 'TestUser2' and application details: 'Renewal Project Application FY2019', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', and 'Project Name: XX-XXX Renewal Project Application FY2019'. The main content area is titled '7A. In-Kind Match MOU Attachment' and features a table with the following columns: 'Delete', 'Document Type', 'Required?', 'Download', 'Document Description', and 'Date Attached'. A single row is visible with 'In-Kind Match MOU' in the 'Document Type' column, 'No' in 'Required?', and 'No Attachmen' in 'Date Attached'. Below the table are 'Back' and 'Next' buttons.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<input type="text" value="In-Kind Match MOU"/>	No	--		No Attachmen

Step	Description
1.	Select In-Kind Match MOU under Document Type.
2.	The "Attachment Detail" screen appears. Select "Save & Back to List" to return to the "Attachments" screen.

# 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.

The screenshot shows the 'e.Forms' application interface. On the left, a sidebar displays the user 'TestUser2' and application details for 'Renewal Project Application FY2019', including applicant and project information. The main area is titled 'Attachment Details' and contains the following fields and controls:

- \* Document Description:** A text input field with a callout box pointing to it containing the text: "Enter the Description, including the Project Number".
- \* File Name:** A text input field followed by a 'Browse...' button.
- Document Type:** In-Kind Match MOU
- 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:** For In-Kind Match Only: Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. MOU must be attached to the project application

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

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"><li>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.</li></ul>
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

# 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 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.

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:** first name of Authorized Representative last |  
**Date:** 05/05/2019  
**Title:** title  
**Applicant Organization:** Test Organization 2  
**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).

\* Active SAM Status Requirement.  
I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

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, 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 the check box to certify your organization has an active System for Award Management (SAM) registration.
9.	Select “Save & Next” to continue to the next screen.

# Renewal Project Application

## Part 8. Submission Without Changes

Project Applicants who imported data from the FY 2018 project for which a renewal Project Application is being submitted and Project Applicants who did not import the information must answer question 1 on the "Submission Without Changes" screen. The other questions may or may not be editable, as discussed in the instructions below.

Project	Description	Submission without Changes screen
renewal: data not imported	This project is a regular stand-alone renewal or a renewal that is the "Individual" project that is part of a consolidation. Staff did not import the FY 2018 project application when creating the FY 2019 project on other Project screen.	Defaults to "make changes" and all screens check-marked as editable.
renewal: data imported	The project can be a regular stand-alone renewal or a renewal that is the "Individual" project that is part of a consolidation. Staff imported the FY 2018 project application when creating the FY 2019 project on other Project screen.	Must actively select "Make Changes" in order to make the listed screens editable.
renewal: "fully consolidated"	This renewal combines surviving renewal and other individual renewals. It may or may not have imported date. The applicant selected "Fully Consolidated" on "Renewal Grant Consolidation Screen."	Must actively select "Make Changes" in order to make the listed screens editable.
ALL renewals	All renewal listed above.	Not applicable to the following screens that REQUIRE applicants to actively complete:  Recipient Performance Renewal Expansion Renewal Consolidation Screen 3A: Project Detail Screen 6D: Sources of Match All of Part 7: Attachments and Certification All of Part 8: Submission Summary

# Renewal Project Application

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

**eForms**

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: XX-XXX Renewal Project Application FY2019  
Project Number: 136473

Renewal Project Application FY2019

FY2018 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

Information About Submission without Changes

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

**Submission Without Changes**

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

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

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

<b>Part 2 - Subrecipient Information</b>	
2A. Subrecipients	<input checked="" type="checkbox"/>
<b>Part 3 - Project Information</b>	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
<b>Part 4 - Housing Services and HMIS</b>	
4A. Services	<input checked="" type="checkbox"/>
4B. Housing Type	<input checked="" type="checkbox"/>
<b>Part 5 - Participants and Outreach Information</b>	
5A. Households	<input checked="" type="checkbox"/>
5B. Subpopulations	<input checked="" type="checkbox"/>
<b>Part 6 - Budget Information</b>	
6A. Funding Request	<input checked="" type="checkbox"/>
6B. Leased Units	<input checked="" type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input checked="" type="checkbox"/>
<b>Part 7 - Attachment(s) &amp; Certification</b>	
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

Once checked, the box cannot be unchecked.

A screen with a checked box can be edited.

\* The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that w 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" a checked regardless of whether a change to data on the corresponding screen will be made.

Save & Back Save Save & Next

Back Next

# Renewal Project Application

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 2018 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2019 CoC Program Competition.
2.	Review question 2. <ul style="list-style-type: none"><li>• For Project Applicants who imported data, the response will need a selection: "Make Changes" or "Submit Without Changes."</li><li>• For Project Applicants who did not import or who indicated they were submitting a fully consolidated Renewal Project Application, the response will default to "Make Changes," and you cannot change the response.</li></ul>
3.	Review question 3. <ul style="list-style-type: none"><li>• For Project Applicants who selected "Submit Without Changes" in question 2, the check boxes next to the form name are not editable.</li><li>• For Project Applicants who selected "Make Changes" in question 2, the Project Applicant will need to check the boxes for the specific screen or screens that needs to be updated.</li><li>• For Project Applicants whose response defaulted to "Make Changes" in question 2, all of the check boxes will be selected, and the applicant must review and complete each screen and save the data.</li></ul>
4.	In question 4, provide a brief description of the changes that will be made to the project information screens or write "Not Applicable."
5.	Select "Save & Next" to continue to the next screen.



# Renewal Project Application

## **8B. Submission Summary**

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

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

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

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

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

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

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant. Notification is recommended to 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.

Complete		Last Updated	Mandatory
✓		06/07/2018	Yes
--		No Input Required	No
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	No
✓	<a href="#">1D. SF-424 Congressional District(s)</a>	05/25/2018	Yes
✓	<a href="#">1E. SF-424 Compliance</a>	05/25/2018	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	05/25/2018	Yes
✓	<a href="#">1G. HUD-2880</a>	05/25/2018	Yes
✓	<a href="#">1H. HUD-50070</a>	05/25/2018	Yes
✓	<a href="#">1I. Cert. Lobbying</a>	05/25/2018	Yes
✓	<a href="#">1J. SF-LLL</a>	06/04/2018	Yes
✓	<a href="#">Recipient Performance</a>	06/07/2018	Yes
✓	<a href="#">Renewal Grant Consolidation</a>	06/07/2018	Yes
✓	<a href="#">2A. Subrecipients</a>	05/29/2018	Yes
✓	<a href="#">3A. Project Detail</a>	06/04/2018	Yes
✓	<a href="#">3B. Description</a>	06/04/2018	Yes
✓	<a href="#">4A. Services</a>	06/04/2018	Yes
✓	<a href="#">4B. Housing Type</a>	06/04/2018	Yes
✓	<a href="#">5A. Households</a>	05/29/2018	Yes
--	<a href="#">5B. Subpopulations</a>	No Input Required	No
✗	<a href="#">5C. Outreach</a>	Please Complete	Yes
✗	<a href="#">6A. Funding Request</a>	Please Complete	Yes
✗	<a href="#">6D. Match</a>	Please Complete	Yes
✗	<a href="#">6E. Summary Budget</a>	Please Complete	Yes
--	<a href="#">7A. Attachment(s)</a>	No Input Required	No
✗	<a href="#">7B. Certification</a>	Please Complete	Yes
✗	<a href="#">Submission Without Changes</a>	Please Complete	Yes

Notes:

- The Total must equal 100% in order to submit.
- Renewal total request must be greater than \$0.

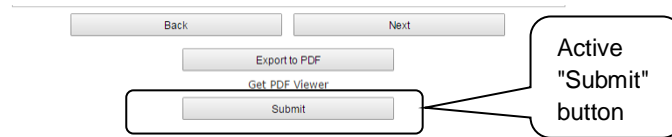
Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (Inactive)

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	06/07/2018	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)	05/25/2018	Yes
✓	1E. SF-424 Compliance	05/25/2018	Yes
✓	1F. SF-424 Declaration	05/25/2018	Yes
✓	1G. HUD-2880	05/25/2018	Yes
✓	1H. HUD-50070	05/25/2018	Yes
✓	1I. Cert. Lobbying	05/25/2018	Yes
✓	1J. SF-LLL	06/04/2018	Yes
✓	Recipient Performance	06/07/2018	Yes
✓	Renewal Grant Consolidation	06/07/2018	Yes
✓	2A. Subrecipients	05/29/2018	Yes
✓	3A. Project Detail	06/04/2018	Yes
✓	3B. Description	06/04/2018	Yes
✓	4A. Services	06/04/2018	Yes
✓	4B. Housing Type	06/04/2018	Yes
✓	5A. Households	05/29/2018	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:**

- 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

# Renewal Project Application

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

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

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

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

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


**NOTE:**

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

# 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:

<b>Step</b>	<b>Description</b>
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"><li>• 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.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.</li></ul>
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"><li>• Log in to <i>e-snaps</i>.</li><li>• Select “Submissions” on the left menu bar.</li><li>• Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none"><li>○ Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.</li><li>○ The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.</li></ul></li><li>• Select the “Open Folder” icon  to the left of the project with no submission date.</li><li>• Make the required change(s), saving each form as it is revised.</li><li>• Select the “Submit” button.</li><li>• Notify the Collaborative Applicant that the Project Application has been re-submitted.</li></ul>

# Renewal Project Application

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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 2019 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

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