



# FY 2021 Renewal Project Application

*e-snaps Navigational Guide*

**Version 2**

# Renewal Project Application

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# Renewal Project Application

## Introduction

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

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

Prior to using this navigational guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile Navigational Guide is available at:

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

All Project Applicants are strongly encouraged to read the FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

### Have a question?

The e-snaps AAQ on HUD Exchange is no longer active. For questions related to the FY21 NOFO or navigating e-snaps, send questions to the appropriate HUD.gov email address:

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

## Objectives

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

- Access *e-snaps*.
- Register for the FY 2021 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*.

# Renewal Project Application

## **Posted Resources**

HUD has determined that some CoC and *e-snaps* related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2021 NOFO information (e.g., detailed instructions), including the FY 2021 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC and *e-snaps* related technical resources will remain on the HUD Exchange.

## **Overview of the Project Application Process**

FY 2021 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at:

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

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

The CoCs will:

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

## **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://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2021 Renewal Project Application funding opportunity, creating a FY 2021 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.

# Renewal Project Application

- **Project Application.** After accessing the FY 2021 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** 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.

## Amending an Application

*If the CoC amends the Project Application back to the Project Applicant for revision or correction, both of them must ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD.*

*If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.*

# Renewal Project Application

## ***Highlights in e-snaps for the FY 2021 CoC Program Competition***

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

### **Renewal Grant Consolidation or Renewal Grant Expansion Screen.**

The FY 2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

### **For the FY 2021 CoC Program Competition,**

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

All renewal projects that are part of an expansion or consolidation must expire in Calendar Year (CY) 2022 as confirmed on the FY 2021 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

### **Grant Consolidation Resources**

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

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

# Renewal Project Application

## Helpful Reminders from Prior Years

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

- **Importing Data.** Project Applicants can import data from prior Project Applications. If you import data, you must carefully review the imported information to ensure it is accurate. If the FY 2020 Project Application was tagged with an issue or condition by HUD that you had to resolve before the issuance of the grant agreement, you should ensure the FY 2021 Project Application is corrected accordingly. Similarly, you should also ensure that all responses are compliant with the FY 2021 CoC Program Competition NOFO.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with last year, the HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC planning, and UFA costs), refer to the following resource: <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>.
- **Removal of Budget Detail Screens for Renewal Project Applications.** As with last year, Project Applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the 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.
- **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 2021, project applicants who import data into the Renewal Project Application will be unable to edit most of the application screens until they navigate to the "Submission Without Changes" screen and select "Make Changes." The "Submission Without Changes" screen is listed in the left menu bar of the Renewal Project Application in Part 8, directly above the "Submission Summary" screen.

### **Submission without Changes**

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

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

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

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

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

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

# 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.

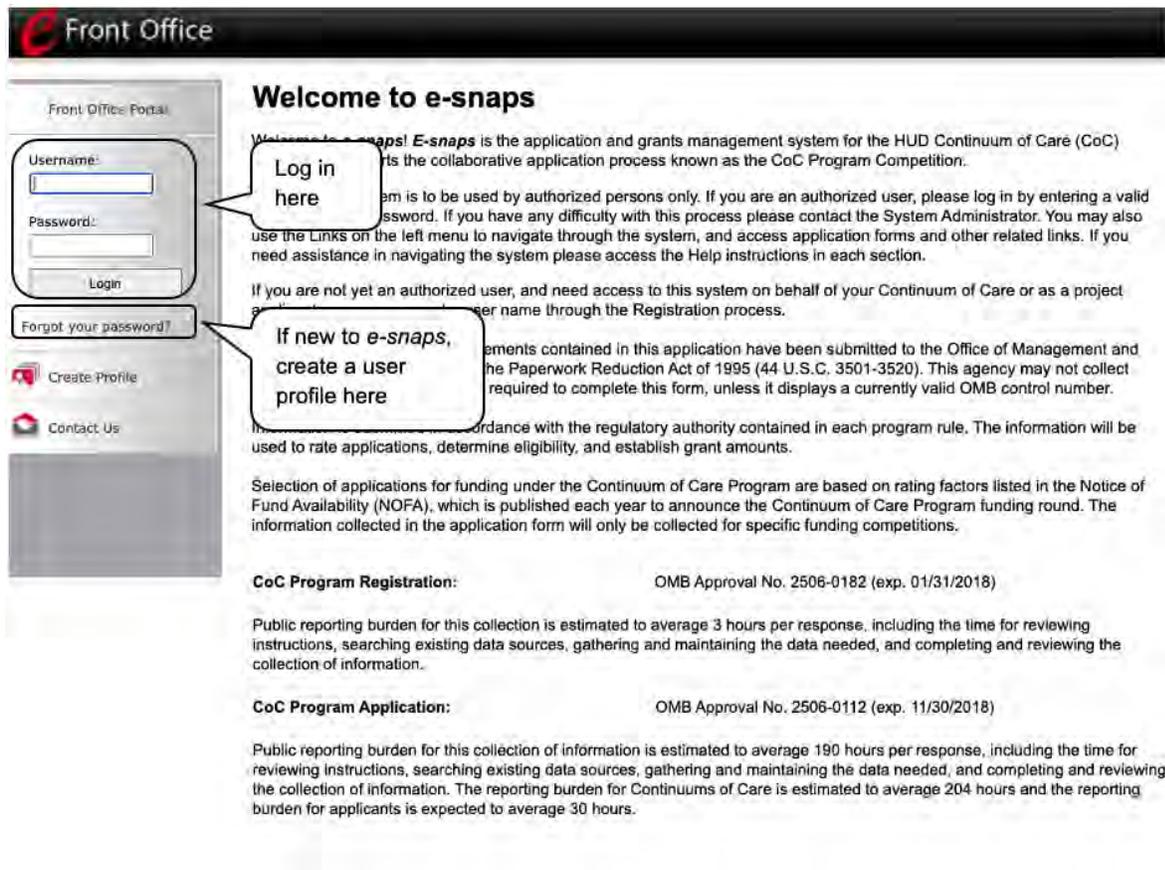
The following depicts the options for importing data, updating information, and submitting the application for a renewal project.

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

# Renewal Project Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2021 CoC Program Competition.



The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left, there is a navigation menu with 'Create Profile' and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here', and another pointing to the 'Forgot your password?' link with the text 'If new to e-snaps, create a user profile here'. Below the login form, there is a 'CoC Program Registration' section with an OMB Approval No. 2506-0182 (exp. 01/31/2018) and a 'CoC Program Application' section with an OMB Approval No. 2506-0112 (exp. 11/30/2018). The text describes the system as a collaborative application process for HUD Continuum of Care (CoC) and provides information about the registration process and the reporting burden for users.

### NOTE:

*Each e-snaps user must have his or her unique login credentials.*

*Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

## Existing Users

1. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3. If you forgot your password, select the "Forgot your password?" under the "Login" button.

# Renewal Project Application

## ***New e-snaps Users***

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

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

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

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

# Renewal Project Application

## Project Applicant Profile

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

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



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

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

- **Access the 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, send an email to: [e-snaps@HUD.gov](mailto:e-snaps@HUD.gov). The *e-snaps* AAQ on HUD Exchange is no longer active.
- **First-Time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>. An organization will establish itself as a Project Applicant in *e-snaps* **one time only**.



*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile.*

*Contact the HUD Exchange Ask-A-Question if you need assistance at:*

- <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.

### Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2021 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2021 CoC Program Competition.

#### Terminology

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

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

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

Funding Opportunity Name	Applicants Registered	Start Date	End Date
CoC Planning Project Application FY2021	3	Jan 11, 2021	Dec 31, 2025
CoC Registration and Application FY2021	1		31, 2025
New Project Application FY2021	1		31, 2026
Renewal Project Application FY2021	1	Jan 1, 2020	Dec 31, 2026
UFA Costs Project Application FY2020	1	Sep 16, 2014	Dec 31, 2022
UFA Costs Project Application FY2021	1	Jan 11, 2021	Dec 31, 2025
YHDP Renewal Project Application FY2021	1	Mar 8, 2021	Dec 31, 2026

#### Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen will appear.
3. Select the "Register" icon  next to "Renewal Project Application FY 2021."
4. The "Funding Opportunity Details" screen will appear.

# Renewal Project Application

The screenshot shows the Front Office portal interface. At the top, there is a navigation bar with the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. On the left side, there is a user profile section for 'jsmith-02' with links for 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area displays the 'Applicant: Project Applicant 21 (08)' dropdown menu. Below this, there are two sections: 'Funding Opportunity Details' and 'Funding Opportunity Registration'. The 'Funding Opportunity Details' section shows the 'Funding Opportunity Name: Renewal Project Application FY2021', 'Start Date: Jan 1, 2020', and 'End Date: Jan 1, 2027'. The 'Funding Opportunity Registration' section shows the message 'Project Applicant 21 (08) has been registered.' and a 'Back' button.

## Steps

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



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

*Please ensure you are working under the correct Applicant.*

## Creating the Project Application Project

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

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

## Terminology

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

# Renewal Project Application

"Add" icon appears after the selection in the dropdown menu

Front Office

jsmith-02

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
**Projects**  
Submissions

City and County of San Francisco (155440829)

**Projects**

Project Status: Open Projects

Funding Opportunity Name: Renewal Project Application FY2021

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
Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status																				
	PSH Renewal FY2021	137100	Renewal Project Application FY2021	City and County of San Francisco	155440829	In Progress																				

## Steps

1. Select "Projects" on the left menu bar.
2. The "Projects" screen will appear.
3. Select "Renewal Project Application FY 2021" from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add"  icon appears on the left side of the screen above the column headings.
5. Select the "Add"  icon.
6. The "Create a Project" screen will appear.



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

*Please ensure you are working under the correct Project Applicant.*

# Renewal Project Application

Front Office

jsmith-02

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Applicant: City and County of San Francisco (155440829)

### Create a Project

**Funding Opportunity Name:** Renewal Project Application FY2021

**\* Applicant:** City and County of San Francisco (155440829)

**\* Applicant Project Name:** PSH Renewal FY2021

**Import Data From:** None

Save Save & Add Another

Save & Back Cancel

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

## Steps

1. On the "Create a Project" screen, the "Funding Opportunity" and "Applicant" fields will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
  - Enter the project name that is being renewed that will appear in the grant award letter.
3. In the "Import Data From:" field, select the project that is being renewed.
4. Importing will ensure that your project information from the FY 2020 Project Application is imported and will decrease the amount of information that must be entered in the FY 2021 Project Application.
5. Select "Save & Back" to return to the "Projects" screen.
6. The project name is listed in the menu.
  - Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



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

# Renewal Project Application

## Submissions

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

### Terminology

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

*This screen also includes applications that are created by mistake and are not intended to be submitted.*

*Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.*

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
	1075 Le Conte CA1168L9T011200	New Project Application FY2012 CoC Full APR FY2012 - General	Nov 9, 2012	Dec 31, 2017	Primary Applicant	1	Apr 3, 2015 10:16:10 PM
	1075 Le Conte CA1168L9T011200	New Project Application FY2012 New Project Application	Nov 9, 2012	Jan 17, 2013	Primary Applicant	1	Jan 14, 2013 5:23:26 PM

### Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Locate the Project Application project you established.
  - Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).
  - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."
4. Continue with the instructions in the next section for completing the Renewal Project Application.

# Renewal Project Application

## FY 2021 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 and save it, then change it back and save it again.*
- *Navigate to the "Submission Summary" and select "Complete."*
- *Log out of e-snaps.*
- *Log in again. Navigate to your Project Application. The information should be updated.*

*Importing: If you chose to import, information in the Project Application from which you imported will pre-populate in e-snaps. You should review and update each screen to ensure that the imported information is current and all fields have been completed.*

*Saving: Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*

*Review the instructions in the [Submitting the Project Application](#) section in this guide.*

# Renewal Project Application

## Accessing the Renewal Project Application

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

The screenshot shows the 'Front Office' interface. The top navigation bar includes 'Front Office', 'Help', and 'Logout'. The user 'jsmith-02' is logged in. The left sidebar contains navigation options: 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions' (highlighted). The main content area is titled 'Submissions' and shows filters for 'Applicant' (City and County of San Francisco), 'Applicant Project Name' (PSH Renewal FY2021 test), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A table below lists project applications, with one entry highlighted: 'PSH Renewal FY2021 test' (Project Number 137111) under 'Renewal Project Application' (Funding Opportunity Name Step Name), with a start date of Feb 1, 2020, and an end date of Dec 31, 2021. Callouts indicate: 1. Select 'Submissions' on the left menu bar; 2. Confirm the correct Project Applicant; 3. Use the Filters to find the correct project; 4. Access the Project Application.

### Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "Renewal Project Application FY 2021."
4. The "Before Starting" screen will appear.

# Renewal Project Application

## Before Starting the Renewal Project Application

Before you begin the FY 2021 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.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc) or 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) 2021 Continuum of Care (CoC) Program Competition. For more information see FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program NOFO.
- 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 navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- 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 2019 Project Application will be imported into the FY 2021 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.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- 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 2021 CoC Program Competition NOFA.

Next

Back to Submissions List

### Steps

1. Select "Next."

### Back to Submissions List:

When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar.

From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.

# Renewal Project Application

## 1A. Application Type



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

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2021 Project Application.

**1A. SF-424 Application Type**

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

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

If "Other", specify: [ ]

3. Date Received: 06/03/2021

4. Applicant Identifier: [ ]

5a. Federal Entity Identifier: [ ]

\* 5b. Federal Award Identifier: [ ]

**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

6. Date Received by State: [ ]

7. State Application Identifier: [ ]

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

### Steps

1. Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
  - In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "Renewal Project Application."
2. Leave fields 4, 5a, 6, and 7 blank.
3. In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number:
  - Review the final Grant Inventory Worksheet (GIW).  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition/giws](https://www.hud.gov/program_offices/comm_planning/coc/competition/giws)
  - Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4. Select "Save & Next" to continue to the 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 2021 Project Application.

**eForms** Logout

**1B. SF-424 Legal Applicant**

**B. Applicant**

**a. Legal Name:** Project Applicant - jsmith-02 Test

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 151222333

**c. Organizational DUNS:** 111222333 **PLUS 4**

**d. Address**

**Street 1:** 111 jsmith-02 Street

**Street 2:**

**City:** Anytown

**County:**

**State:** California

**Country:** United States

**Zip / Postal Code:** 90602

**e. Organizational Unit (optional)**

**Department Name:**

**Division Name:**

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

**Prefix:**

**First Name:** J

**Middle Name:**

**Last Name:** Smith-02

**Suffix:**

**Title:** Director

**Organizational Affiliation:** Project Applicant - jsmith-02 Test

**Telephone Number:** (111) 222-3333

**Extension:**

**Fax Number:** (111) 222-3232

**Email:** jsmith02@test.com

**Verify the data is accurate**

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

### Steps

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 2021 Project Application.

The screenshot shows the '1C. SF-424 Application Details' form. A callout box with a black border and white background contains the text 'Verify data in fields 9, 10, 11, and 12'. The form fields are as follows:

- 9. Type of Applicant: M: Nonprofit with 501(c)(3) 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-6500-N25
- Title: Continuum of Care Homeless Assistance Compe
- 13. Competition Identification Number: (blank)
- Title: (blank)

Buttons for 'Back' and 'Next' are located at the bottom of the form.

### Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
  - Field 9 pre-populates from the Project Applicant Profile.
  - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select "Next" to continue 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 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

### Steps

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

### Editing the Project Name in Field 15b

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

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

# Renewal Project Application

The screenshot displays the 'Renewal Project Application FY2021' interface. On the left is a navigation menu with options like 'View Applicant Profile' and 'Export to PDF'. The main form area is divided into sections:

- 16. Congressional District(s):**
  - a. Applicant:** A list of 'Available Items' (AK-000 to AL-005) and a 'Selected Items' box containing 'CA-001'. A callout box states: 'Populates from Applicant Profile'.
  - b. Project:** A list of 'Available Items' and a 'Selected Items' box containing 'CA-001'. A callout box points to the right arrow button, stating: 'Move correct Congressional District(s) for the project'.
- 17. Proposed Project:** Fields for 'a. Start Date' and 'b. End Date'.
- 18. Estimated Funding (\$):** Fields for 'a. Federal', 'b. Applicant', 'c. State', 'd. Local', 'e. Other', 'f. Program Income', and 'g. Total'.

At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A red note at the bottom reads: 'Note: This formlet contains mandatory fields for which no value has been saved.'

## Steps

- Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
  - If the pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.
- For field 16b, select the congressional district(s) in which the project operates in the "Projects" field.
  - Highlight one district, or hold the CTRL key to make more than one selection.
  - Using the single arrow key, move your selection from the left box to the right box.
- For field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the calendar  icon function.
  - These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW.
  - For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.
- Field 18 "Estimated Funding" cannot be edited.
- 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 2021 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot displays the '1E. SF-424 Compliance' form. The sidebar on the left includes the user's name 'jsmith-02' and application details for 'Renewal Project Application FY2021'. The main form area contains two mandatory questions marked with an asterisk (\*). Question 19 asks if the application is subject to review by state Executive Order 12372, with a dropdown menu and a date field with a calendar icon. Question 20 asks if the applicant is delinquent on any federal debt, with a dropdown menu and a text area for explanation. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

### Steps

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



To access the lists of those states that have chosen to participate in the intergovernmental review process, visit:

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>

# Renewal Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2021 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: Mr

First Name: J

Middle Name:

Last Name: Smith-02

Suffix: --Select--

Title: Director

Telephone Number: ((111) 222-3333)  
(Format: 123-456-7890)

Fax Number: ((111) 222-3333)  
(Format: 123-456-7890)

Email: ismith-02@testuser.test

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

Date Signed: 06/03/2021

Save & Back    Save    Save & Next

Back    Next

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

### Steps

1. Verify that the Authorized Representative 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 2021 Renewal Project Application.

**Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal Project Application is selected for conditional award.

3. Select "Save & 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):

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

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

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



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

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

# Renewal Project Application

## 1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

**I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.**

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

**Authorized Representative**

Prefix: Mr

First Name: J

Middle Name:

Last Name: Smith-02

Suffix:

Title: Director

Telephone Number: (111) 222-3333  
(Format: 123-456-7890)

Fax Number: (111) 222-3333  
(Format: 123-456-7890)

Email: jsmith-02@testuser/test

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

Date Signed: 09/02/2021

Save & Back Save Save & Next Back Next Check Spelling

### Steps

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 2021 New Project Application is correct.

**Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.

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

### NOTE:

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.*

*To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) section of this guide.*

# 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 2021 Project Application.

1F. SF-424 Declaration  
1G. HUD-7880  
1H. HUD-50070  
**1I. Cert. Lobbying**  
1J. SF-411  
Information About Submission without Changes  
Recipient Performance  
Renewal Grant  
Consolidation or Renewal Grant Expansion  
BB Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

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)**

Applicant's Organization: Project Applicant - Smith-02 Test

Name / Title of Authorized Official: J Smith-02, Director

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

Date Signed: 08/05/2021

Save & Back Save Save & Next

Back Next

Check Spelling

### Steps

1. Review the information on this screen.
2. Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3. Select "Save & Next" to continue 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 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the "1J. SF-LLL" form titled "DISCLOSURE OF LOBBYING ACTIVITIES". The form is part of the "Renewal Project Application FY2021" and is approved by OMB0348-0046. It requires completion of the form to disclose lobbying activities pursuant to 31 U.S.C. 1352. The form includes instructions and a dropdown menu for the question: "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?". A callout box points to this dropdown, stating "Select 'Yes' or 'No' to reveal additional questions". Below the question is the "Authorized Representative" section, which includes fields for Prefix, First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number, and Email. The form also has buttons for "Skip & Back", "Save", "Save & Mail", "Back", and "Next".

### Steps

1. Verify that the Authorized Representative information is complete and accurate.
2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.

Additional questions will appear (see next pages).

### 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

## If "No" Lobbying Activities

**11. SF-LLL**

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

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

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

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

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

**Legal Name:** Project Applicant: Janith-02 Inc  
**Street 1:** 111 Janith-02 Street  
**Street 2:**  
**City:** Anytown  
**County:**  
**State:** California  
**Country:** United States  
**Zip / Postal Code:** 90902

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

I certify that this information is true and complete

**Authorized Representative:**  
**Prefix:** Ms  
**First Name:** J  
**Middle Name:**  
**Last Name:** Smith-02  
**Suffix:**  
**Title:** Director

### Steps

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

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

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

1. Type of Federal Action:

2. Status of Federal Action:

3. Report Type:

\* 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 1.

Congressional District, if known:

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

6. Federal Department/Agency:

7. Federal Program Name/Description and (CFDA Number):

8. Federal Action Number:

9. Award Amount:

### Steps

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 the pre-populated data in fields 6, 7, 8, and 9.

# Renewal Project Application

Consolidation of Renewal Grant Application  
#B Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

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

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

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

I certify that this information is true and complete

Authorized Representative:

Prefix: (M)

First Name: J

Middle Name:

Last Name: Smith-02

Suffix: (select) (M)

Title: Director

Telephone Number: (111) 222-3333  
(format: 123-456-7890)

Fax Number: (111) 222-3333  
(format: 123-456-7890)

Email: jsmith-02@restuser-test

Signature of Authorized Official: (Considered signed upon submission to a-signa)

Date Signed: 06/15/2021

Save & Back Save Save & Next

Back Next

## Steps

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 under field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
8. Select "Save & Next" to continue 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

## 1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

**IK. SF-424B**

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

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

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

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

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

Select check box to certify

**Authorized Representative for:**

**Prefix:** Mr.

**First Name:** J

**Middle Name:**

**Last Name:** Smith-02

**Suffix:**

**Title:** Director

**Signature of Authorized Certifying Official:**

**Date Signed:** 08/12/2021

### Steps

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

# Renewal Project Application

## Information About Submission without Changes

eFormsLogout

jsmith-02

Renewal Project Application  
FY2021

Applicant Name:  
Project Applicant 21  
Applicant Number:  
08  
Project Name:  
Renewal Project FY 2021  
Test 1122  
Project Number:  
137112

Renewal Project  
Application FY2021

FY2019 Renewal Detailed  
Instructions

Before Starting  
Part 1 - Forms  
1A. SF-424 Application  
Type  
1B. SF-424 Legal  
Applicant  
1C. SF-424 Application  
Details  
1D. SF-424  
Congressional District(s)  
1E. SF-424 Compliance  
1F. SF-424 Declaration  
1G. HUD-2880  
1H. HUD-50070  
1I. Cert. Lobbying  
1J. SF-LLL

**Information About  
Submission without  
Changes**

Submission Without  
Changes  
Recipient Performance  
Renewal Grant  
Consolidation or Renewal  
Grant Expansion

Part 2 - Subrecipient  
Information  
2A. Subrecipients

Part 3 - Project  
Information  
3A. Project Detail

**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 2021 renewal project application. The data from previously submitted new and renewal project applications can be imported into a FY 2021 renewal project application. The "Submit without Changes" process is not applicable for:

- first time renewing project applications
- a project application that did not import last FY 2019 information

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

Renewal projects that select "Yes - Individual Application in a Renewal Grant Consolidation" on the Renewal Grant Consolidation or Renewal Grant Expansion Screen may not use the "Submit Without Changes" process and esnaps will automatically be set to "Make Changes". In addition, esnaps will automatically be set to "Make Changes" if the project applicant indicates on the Renewal Grant Consolidation or Renewal Grant Expansion Screen, this project application is for a "Yes - Stand-Alone Renewal Application in a New Grant Expansion" project application.

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

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

All other screens in Part 2 through Part 6 begin in "Read-Only" format and should be reviewed for accuracy; including any updates that were made to the 2019 or 2020 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 found on the left side menu of e-snaps or hud.gov to find more in depth information about applying under the FY 2021 CoC Competition.

BackNext

### Steps

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 2021 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.

**Recipient Performance**

\* 1. Did you submit your previous year's Annual Performance Report (APR) on time? -- select --

\* 2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? -- select --

\* 3. Do you draw funds quarterly for your current renewal project? -- select --

\* 4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? -- select --

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

Save & Back Save Save & Next

Back Next

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

## Steps

1. Select "Yes" or "No" from the dropdown for each of the four questions on the screen.

Depending on the selection, additional questions will appear, as identified in the screen capture below.

**Recipient Performance**

\* 1. Did you submit your previous year's Annual Performance Report (APR) on time? No

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

\* 2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? Yes

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

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

\* 3. Do you draw funds quarterly for your current renewal project? No

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

\* 4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? Yes

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

"No" = new question

"Yes" = new question

"No" = new question

"Yes" = new question

Save & Back Save Save & Next

Back Next

# Renewal Project Application

## Steps

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

# Renewal Project Application

## **Renewal Grant Consolidation or Renewal Grant Expansion Screen**

The FY 2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects.

A few changes have occurred that differentiate the process from FY 2019.

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

All renewal projects that are part of an expansion or consolidation must expire in Calendar Year (CY) 2022, as confirmed on the FY 2021 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS) as the expansion. For more information about the consolidation or expansion process, refer to the FY 2021 CoC Program NOFO at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

The screenshot shows the 'eForms' application interface. The title bar reads 'Renewal Grant Consolidation or Renewal Grant Expansion'. The main content area contains the following text:

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

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

Below the text is a form field with the label: **1. Is this renewal project application requesting to consolidate or expand?** The field has a dropdown menu with two options: 'No' (selected) and 'Yes'. Below the dropdown is a legend: 'Yes - Individual Application in a Renewal Grant Consolidation' and 'Yes - Stand-Alone Renewal Application in a New Grant Expansion'. Below the legend are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

### **Steps**

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

# Renewal Project Application

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

The screenshot shows the e.Forms application interface. The top header includes the e.Forms logo and a Logout button. The sidebar on the left contains the user's name (jsmith-02) and a list of navigation options for the Renewal Project Application FY2021, including sections for Before Starting, Part 1 - Forms, and Compliance. The main content area is titled "Renewal Grant Consolidation or Renewal Grant Expansion" and contains the following text:

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

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

Question 1: **\* 1. Is this renewal project application requesting to consolidate or expand?** The dropdown menu is set to "Yes - Individual Application in a Renewal Grant Consolidation".

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

HUD encourages the consolidation of renewal grants. As part of the FY 2021 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant with the final fully consolidated grant completed in the CoC post award process. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2022, as confirmed on the FY 2021 GIW and also confirmed with dates from eLOCCS. In addition, the project must be to the same recipient, same component and project type (i.e., PH-PSH, PH-RRH, Joint Title, etc.) or HMIS).

Question 2: **\* 2. Is this renewal project application the surviving or terminating grant?** The dropdown menu is set to "Survivor".

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

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

### Steps

1. Select "Yes—Individual Application in a Renewal Grant Consolidation." Field 2 will appear.

# Renewal Project Application

2. Select whether the project is the Surviving or the Terminating Grant.

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

**Renewal Grant Consolidation Table for SURVIVING GRANT**

Surviving PIN or Terminating PIN	Project Identification Number PIN	Total Annual Renewal Amount (ARA) from 2021 GIW	Operating Start
CA1111			

**Renewal Grant Consolidation Summary**

Total Number of Grants in Consolidation: 1  
Total Requested Amount in Consolidation: \$0

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

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

I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into eSNAPS. **NOTE: DO NOT SUBMIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 CoC COMPETITION.**

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

Save & Back    Save    Save & Next

Back    Next

- If the project is the Terminating grant, fields 2a and 2b will appear. Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the SURVIVING GRANT in FY 2021 for the consolidation. Then check the acknowledgment box.

**Renewal Grant Consolidation Screen for TERMINATING GRANT**

Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the SURVIVING GRANT in FY 2021 for the consolidation.

2a. Eligible SURVIVING PIN: \_\_\_\_\_

2b. Eligible SURVIVING Project Name: \_\_\_\_\_

I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into eSNAPS. **NOTE: DO NOT SUBMIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 CoC COMPETITION.**

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

Save & Back    Save    Save & Next

Back    Next

3. Select "Save & Next" to continue completing the remainder of this individual project application.

# Renewal Project Application

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

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

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

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

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

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

As part of the FY 2021 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. They can combine up to 1 renewal project application and 2 new expansion project applications. Renewal projects that are part of an expansion must expire in Year (CY) 2021, as confirmed on the FY 2021 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., RR04, Joint TH/PH-RR04, TH, S50, S50-CE or HHIS).

2. In the fields below, enter the Project Name, PIN and Total Amount Requested of the Stand-Alone Renewal project application and the Project Name and Total Amount requested for the Stand-Alone New project application as entered in e-snaps for the FY 2021 CoC Competition. There is no PIN for the Stand-Alone New; the field will automatically fill as "NA". **The Total Requested Amount for the Stand-Alone Renewal will automatically pull from the summary budget.**

Stand-Alone Renewal or Stand-Alone New	Project Name	Total Requested Amount	PIN Number
Stand-Alone Renewal		\$1,000	CA1111
Stand-Alone New			NA

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

Renewal Expansion Summary	
Total Number of Grants in the Expansion	0
Total Requested Amount in the Expansion	\$1,000

Any Collaborative Applicant of this expansion request to be listed on a special attachment identifying this expansion request.

\* I acknowledge that I have reviewed the accuracy and submitted all new expansion project applications related to this expansion request into e-snaps. **NOTE: DO NOT SUBMIT A FULLY COMBINED NEW OR RENEWAL PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2021 CoC COMPETITION.**

Click on "Save & Next" to continue completing the remainder of this stand-alone renewal project application

Save & Back Save Save & Next

### Steps

1. Select "Yes—Stand-Alone Renewal Application in a New Grant Expansion."

Additional fields will appear.

2. In the Renewal Grant Expansion Table, enter the Project Name, PIN, and Total Amount Requested of the Stand-Alone Renewal project application and the Project Name and Total Amount requested for the Stand-Alone New project application.

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

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

Note: Do not submit a fully combined new or renewal project Expansion application in e-snaps as part of the FY 2021 CoC competition.

4. Select "Save & Next" to continue completing the remainder of this stand-alone renewal project application.

# Renewal Project Application



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

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

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

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

*FAQs (pre-FY21):*

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

*FAQs (FY21):*

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

# Renewal Project Application

## 2A. Project Subrecipients



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

This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2021 Project Application.

### Steps

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 2020 Project Application will populate this screen if you used the import feature noted previously.*

*Returning Project Applicants will not have to re-enter the information for all subrecipients unless the information has changed and needs to be updated.*

# Renewal Project Application

## 2A. Subrecipients (continued)

The screenshot shows the '2A. Project Subrecipients Detail' form in the e.Forms system. The form is divided into several sections:

- a. Organization Name:** A text input field.
- b. Organization Type:** A dropdown menu with '-- select --' as the current selection.
- c. Employer or Tax Identification Number:** A text input field.
- d. Organizational DUNS:** A text input field followed by a 'PLUS 4' label and another text input field. A callout box points to this field with the text 'Enter Subrecipient Organization's DUNS number'.
- e. Physical Address:** A section containing:
  - Street 1:** Text input field.
  - Street 2:** Text input field.
  - City:** Text input field.
  - State:** Dropdown menu with '-- select --'.
  - Zip Code:** Text input field.

### Steps

1. Enter the legal name of the subrecipient organization.
2. Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.

Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103 ), ); and public housing agencies, as such term is defined in 24 CFR 5.100

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

Nonprofit subrecipients (those who select options M or N as an ) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *e-snaps* using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.

3. Enter the subrecipient's 9-digit TAX ID/EIN number.
4. Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable).
5. Enter the subrecipient's address, city, State, and zip code.

# Renewal Project Application

## 2A. Subrecipients (continued)

The screenshot shows a web-based application form for adding subrecipients. On the left is a navigation menu with sections like 'Part 1 - Forms', 'Part 2 - Subrecipient Information', and 'Part 3 - Project Information'. The main form area is titled '2A. Subrecipients' and contains several sections:

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

At the bottom of the form are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Two callout boxes are present: one pointing to the 'Save & Add Another' button with the text 'Select "Save & Add Another" to add more subrecipients', and another pointing to the 'Save & Back to List' button with the text 'Select "Save & Back to List" when finished adding subrecipients'.

### Steps

6. Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located.
  - Highlight one district, or hold the CTRL key to make more than one selection.
  - Using the single arrow key, move your selection from the left box to the right box.
7. Select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8. Select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9. Enter the total amount of funds that the Project Applicant expects to award to this subrecipient.
  - The amount must be in whole dollars (i.e., no decimals).
  - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.
10. Select the appropriate prefix from the dropdown menu.
11. Enter the contact person's first, middle (optional), and last name, as well as their suffix (optional) and title.
12. Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13. Enter the contact person's telephone number, starting with the area code.
14. Enter the extension of the contact person's telephone number, if applicable.
15. Enter the contact person's fax number (optional), starting with the area code.

# Renewal Project Application

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.

The screenshot shows the '2A. Project Subrecipients' screen in the eForms system. The sidebar on the left contains user information for 'jsmith-02' and application details for 'Renewal Project: Application FY2021'. The main content area includes a title '2A. Project Subrecipients', a description of the form's purpose, and a table of subrecipients. The table has columns for 'Delete', 'View', 'Organization', 'Type', and 'Sub-Awards'. A 'Total Expected Sub-Awards' field is set to '\$10,000'. A 'Next' button is highlighted with a callout box that says 'Select "Next" when finished adding project subrecipients'.

## Steps

17. After you return to the "2A. Project Subrecipients" screen, review the list.

- To edit the information you entered, select the "View" icon  to the left of the entry.
- To delete an entry from the list, select the red "Delete" icon .

18. Select "Next" when you have completed reviewing the list.

## NOTE:

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

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

Refer to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at:

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

# Renewal Project Application

## 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type” and “Projects” screens in **Part 3: Project Information** of the FY 2021 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:

- 1. Expiring Grant Project Identification Number (PIN):** CA111
- 2. CoC Number and Name:** AK-501 - Alaska Balance of State CoC. Callout: "2a and 2b determine which CoC receives the Project Application when submitted in e-snaps"
- 3. CoC Collaborative Applicant Name:** Alaska Balance of State
- 4. Project Name:** Renewal Project FY 2021 Test 1122
- 5. Project Status:** Standard
- 6. Component Type:** PH. Callout: "Component Type determines questions on other screens"
- 6a. Select the type of PH project:** --select--. Callout: "Only if you selected 'PH' as the Component Type, select 'PSH' or 'RRH'". A dropdown menu shows options: PSH, RRH.
- 6b. Selected subrecipient a victim service provider, as defined in 24 CFR 378.3 and uses a comparable HMIS database?** Yes

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

### Steps

1. Verify that the “Expiring Grant Project Identification Number (PIN)” 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 Collaborative Applicant Name" from the dropdown menu.

### CoC Name and Number

You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your Renewal Project Application will be submitted.

If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.

### "No CoC"

"No CoC" can only be selected if your CoC did not register for the FY 2021 CoC Competition or your project is located in a geographic area that is unclaimed.

If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area. See the About Grantees page at:

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

# Renewal Project Application

4. Verify the "Project Name" populated with the project name listed on your "Projects" screen.  
If the project name is incorrect, follow the succeeding instructions.

## **Incorrect Project Name**

*If the project name is incorrect:*

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

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

5. Select your "Project Status" from the dropdown menu.
  - Project Applicants typically select "Standard."
  - See the note below for more information about the "Appeal" option.

## **Standard v. Appeal**

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

- *You have selected "Appeal" and therefore are designating this application as an appeal due to the CoC's decision to not approve and rank this project on the CoC Priority Listing (the Project Application was rejected by the CoC in the local competition). To proceed, you must fill out an additional form, Part 8A—Notice of Intent to Appeal, and submit the details of your appeal to be considered as a Solo Applicant as outlined in Section X.C. of the FY 2021 CoC Program Competition NOFO. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard."*

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



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

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

# Renewal Project Application

6. Select the correct "Component Type" from the dropdown menu.

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

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

- If you selected "PH" from the "Component Type" dropdown menu, an additional question will appear. Select "PSH" or "RRH" from the dropdown menu to identify if the project will provide PSH or RRH.
  - If you selected "SSO" from the "Component Type" dropdown menu, an additional question will appear. Select the appropriate type of SSO project from the dropdown menu.
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 2021 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, Transitional Housing, Joint TH and PH-RRH, and Safe Haven projects](#)
- [3B. Supportive Services-Only \(SSO\) projects](#)
- [3B. HMIS projects](#)

**NOTE:**

*When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text.*

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

# Renewal Project Application

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

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

The screenshot shows the '3B. Project Description' form. It includes a sidebar with navigation options and a main content area with the following sections:

- 1. Provide a description that addresses the entire scope of the proposed project.** (Text input field)
- 2. Check the appropriate box(es) if this project will have a specific subpopulation focus. (Select all that apply)**
  - Chronic Homeless
  - Veterans
  - Youth (under 25)
  - Families with Children
  - Domestic Violence
  - Substance Abuse
  - Mental Illness
  - HIV/AIDS
  - N/A - Project Serves All Subpopulations
  - Other (Click "Save" to update)
- 3. Housing First**
  - 3a. Does the project quickly move participants into permanent housing?** (Dropdown menu)
  - 3b. Does the project enroll program participants who have the following barriers? Select all that apply.**
    - Having too little or little income
    - Active or history of substance use
    - Having a criminal record with exceptions for state-mandated restrictions
    - History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
    - None of the above
  - 3c. Does the project prevent program participants termination from the project for the following reasons? Select all that apply.**
    - Failure to participate in supportive services
    - Failure to make progress on a service plan
    - Loss of income or failure to improve income
    - Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
    - None of the above
  - 3d. Does the project follow a "Housing First" approach?** (Dropdown menu)

### Steps

1. In field 1, provide a detailed description that addresses the entire scope of the project.
2. In field 2, select the appropriate boxes if the project has a specific population focus.
  - Select "N/A" if the project serves all subpopulations.
  - If you select "Other," click "Save" to update, then provide a description of the specific type of population in the text box provided.
3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4. In field 3b, indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
  - If you check the first four boxes, this project will be considered low barrier.
  - If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5. In field 3c, select the boxes that apply to indicate which reasons were removed as reasons for program termination.
  - If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6. Based on your selections to the questions about screening and termination, in field 3d the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

**NOTE:** See the FY 2021 CoC Program NOFO regarding requirements for Housing First.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

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.

### Steps

1. In field 1, provide a detailed description that addresses the entire scope of the project.
2. In field 2, select the appropriate boxes if the project has a specific population focus.
  - Select “N/A” if the project serves all subpopulations.
  - If you select “Other,” click “Save” to update, then provide a description of the specific type of population in the text box provided.
3. In field 3a, select “Yes” or “No” to indicate if your project quickly moves participants into permanent housing.
4. In field 3b, indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
  - If you check the first four boxes, this project will be considered low barrier.
  - If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5. In field 3c, select the boxes that apply to indicate which reasons were removed as reasons for program termination.
  - If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6. Based on your selections to the questions about screening and termination, the response in field 3d, “Does the project follow a ‘Housing First’ approach?” will auto-populate with “Yes” or “No” to indicate if your project follows a Housing First approach.

**NOTE:** See the FY 2021 CoC Program NOFO regarding requirements for Housing First.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

7. If “Coordinated Entry” was selected in Screen 3A, then Screen 3B will also have field 4, with seven new parts as discussed below.

# Renewal Project Application

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

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

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

4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach 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 program participants are directed to appropriate housing and services.

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

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

Save & Back Save Save & Next Back Next

If "Coordinated Entry," a series of questions will appear

8. If "Coordinated Entry," was selected on Screen 3A, then for question four:

- In field 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
- In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible.
- In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance in the text box provided.
- In field 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.
- In field 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided.
- In field 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, and whether those differences are limited only to the following four groups: Individuals, Families, DV, and Youth.
- In field 4g, select "Yes" or "No" to indicate whether the coordinated entry process will refer persons experiencing homelessness to projects that specifically coordinate and integrate mainstream health, social services, and employment programs to program participants for which they may be eligible.

9. Select "Save & Next" to continue 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.

The screenshot displays the 'e.Forms' application interface. On the left sidebar, the user is identified as 'jsmith-02'. The project details listed are: 'Renewal Project Application FY2021', 'Applicant Name: Project Applicant 21', 'Applicant Number: 08', 'Project Name: Renewal Project FY 2021', 'Text: 1122', and 'Project Number: 137112'. The main content area is titled '3B. Project Description' and contains a text input field with the instruction: '\* 1. Provide a description that addresses the entire scope of the proposed project.' The input field contains the text 'Test HMIS project text'. Below the input field are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. At the bottom center of the main area is a 'Check Spelling' button.

### Steps

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

# Renewal Project Application

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

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

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

**3C. Dedicated Plus**

**Dedicated and DedicatedPLUS**

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

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

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

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and 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 the requirements. Beds are identified on Screen 4B.

\* 1. Is this project "100% Dedicated," "DedicatedPLUS," or "N/A"?

(Only select "N/A" if this project was originally awarded as a grant that did not have requirements to only serve persons experiencing chronic homelessness and meets the definition of "non-dedicated permanent supportive housing beds" in the NOFO Section III.C.2.p).

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

### Steps

1. Using the dropdown menu in field 1, 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 2021 Project Application.

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



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

*See the following pages for instructions:*

- [4A. Supportive Services for Participants \(PH, TH, SH, SSO, Joint TH & PH-RRH\)](#)
- [4A. HMIS Standards \(HMIS\)](#)

# Renewal Project Application

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

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

The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2021 Project Application should capture the capacity of the project to efficiently provide supportive services to project participants. The information provided must be accurate and complete.

**4A. Supportive Services for Program Participants**

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

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	--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--

**Identify whether the project includes the following activities:**

\* 2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs? No

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

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

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

**Callouts:**

- You must enter at least one type of service in the "Supportive Services Provided" table.
- Provider options: Applicant, Subrecipient, Partner, Non-Partner
- Frequency options: Daily, Weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Semi-annually, Annually, As needed
- If "Yes," 4a. will appear.

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

# Renewal Project Application

## Steps

1. In field 1, in the table provided and using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.
2. In field 2, using the dropdowns provided, select "Yes" or "No" to indicate whether the project provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.
3. In field 3, using the dropdowns provided, select "Yes" or "No" to indicate whether the project follows up at least annually with participants to ensure mainstream benefits are received and renewed.
4. In field 4, using the dropdowns provided, select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency.
  - If "Yes," field 4a 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.
5. 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 '4A. HMIS Standards' form. It includes a sidebar with user and project information, and a main area with two questions. Question 1 is: '\* 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the 2020 HMIS Data Standard Notice?' with a dropdown menu set to 'No'. Below it is a text box for '1a. If no, explain why and the planned steps for correction.' with a 'Max. 500 characters' limit. Question 2 is: '\* 2. Does the HMIS produce all HUD-required reports and provide data 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).Assessment table shells (this will be the Logitudinal System Analysis next year); data for CAPER/ESG reporting, SPM and Data Quality Table, etc).' with a dropdown menu set to 'No'. Below it is another text box for '2a. If no, explain why and the planned steps for correction.' with a 'Max. 500 characters' limit.

### Steps

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

### 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)

The screenshot shows a web-based application form for HMIS Standards. On the left is a sidebar with a list of navigation options: 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, Submission Without Changes, Recipient Performance, Renewal Grant Consolidation or Renewal Grant Expansion, Part 2 - Subrecipient Information, 2A. Subrecipients, Part 3 - Project Information, 3A. Project Detail, 3B. Description, Part 4 - Housing, Services, and HMIS, and 4A. HMIS Standards. The main form area contains questions 3 through 8. Question 3 is selected and has a dropdown menu set to 'No'. Below it is a text box for question 3a with a 'Max. 500 characters' limit. Questions 4 through 8 have dropdown menus set to 'Yes'. Question 8a has a dropdown menu set to 'Within 1 week'. At the bottom are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

### Steps

- In field 3, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all the Federal partners including HUD, VA, and HHS.
  - If you answered "No," field 3a will appear.  
In field 3a, explain why and discuss the planned steps for compliance.
- In field 4, select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
- In field 5, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all security standards as required by HUD and the federal partners.
- In field 6, select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
- In field 7, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
- In field 8, select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.).
  - If "Yes," field 8a will appear.  
In field 8a, 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.
- 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 2021 Project Application.

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



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

See the following pages for instructions:

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

# Renewal Project Application

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

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

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

The screenshot displays the '4B. Housing Type and Location' screen. At the top, it says '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, there are three input fields: 'Total Units: 4', 'Total Beds: 8', and 'Total Dedicated CH Beds: 0'. A table below shows a list of housing sites with columns for 'Delete', 'View', 'Housing Type', 'Housing Type (JOINT)', 'Units', and 'Beds'. The table has a search bar and a list of letters A-Z. The first row shows 'Scattered-site apartments (...)' with 4 units and B beds. At the bottom, there are 'Back' and 'Next' buttons.

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
		Scattered-site apartments (...)	---	4	B

### Steps

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 will appear.

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

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 has five 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. A callout points to this menu.
- 2. Indicate the maximum number of units and beds available for program participants at the selected housing site.** Fields for 'a. Units' and 'b. Beds'. A third field asks for 'Total beds in "2b. Beds" are dedicated to the chronically homeless?'. A callout points to this section.
- 4. Address:** Fields for Street 1, Street 2, City, State, and ZIP Code.
- 5. Select the geographic area(s) associated with the address:** A list of 'Selected Items' (063228 San Francisco) with navigation arrows. A callout points to this section.

At the bottom are buttons: Save, Save & Add Another, Save & Back to List, and Back to List. A callout points to the 'Save & Back to List' button.

### Steps

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

2. In field 2a and 2b, 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. In field 4, enter the physical address for this proposed project.

For scattered-site housing, enter the address where the majority of beds are located, the address where most beds are located as of the date you submit the application, or an administrative address.

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

**4B. Housing Type and Location**

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

Total Units:

Total Beds:

Total Dedicated CH Beds:

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 (...)												---												4	8

1

## NOTE:

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

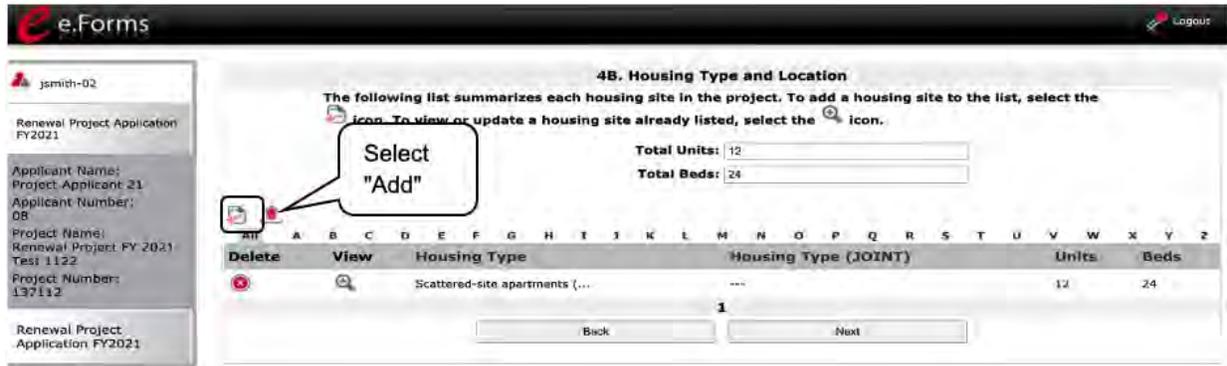
- To edit the information on the "Housing Type and Location" screen, select the "View" icon to the left of the housing type. Make any necessary changes, and select "Save & Back to List."
- To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon to the left of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

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## 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.



### Steps

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 will appear.

# Renewal Project Application

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

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

**4B. Housing Type and Location Detail**

**\* 1. Housing Type:** -- select --

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

\* a. Units:

\* b. Beds:

**3. Address**

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

\* Street 1:

Street 2:

\* City:

\* State: -- select --

\* ZIP Code:

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

Available Items: 060012 Alameda, 060030 Alhambra, 060032 Aliso Viejo, 060078 Anaheim, 060102 Antioch, 060108 Apple Valley

Selected Items:

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

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

Please select at least one area.

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

### Steps

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

# Renewal Project Application

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

**4B. Housing Type and Location**

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

Total Units:

Total Beds:

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 (...)		---		12	24																			
		Clustered apartments		---		12	24																			

**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.

The screenshot shows the e.Forms application interface. On the left is a sidebar with the following information:

- User: jsmith-02
- Renewal Project Application FY2021
- Applicant Name: Project Applicant 21
- Applicant Number: 08
- Project Name: Renewal Project FY 2021 Test 1122
- Project Number: 137112
- Renewal Project Application FY2021
- FY2019 Renewal Detailed Instructions
- Before Starting Part 1 - Forms

The main content area is titled "4B. Housing Type and Location" and 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 is a table with three columns: TH, RRH, and Total. The rows are Total Units and Total Beds, with values of 0 in each cell.

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

Below the table is a list of housing sites with a header row: 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. The list is currently empty, displaying "This list contains no items". At the bottom of the main content area are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next".

### Steps

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 will appear.

# Renewal Project Application

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

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

### Steps

1. In field 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project for which the housing type is used.
  - If "TH" is selected in field 1, field 1a will appear. In field 1a, select "Yes" or "No" from the dropdown menu to indicate if this TH portion of the project has private rooms for each household.
  - For both RRH and TH, answer the remaining questions on the screen.
2. In field 2, from the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
  - Barracks
  - Dormitory, shared or private rooms
  - Shared housing
  - Single Room Occupancy (SRO) units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes

# Renewal Project Application

3. In field 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*
4. In field 4, enter the number of units and beds available for project participants at the selected housing site.
5. In field 5, enter the physical address for this proposed project.
  - For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds are located, or where most beds are planned to be located as of the application submission.
  - If the project uses tenant based rental assistance, or if the address for scattered-site or single family home housing cannot be identified at the time of application, enter the address for the administration office.
  - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
6. In field 6, select the geographic area(s) in which the project is located.
  - Highlight one geographic area or hold the CTRL key to make more than one selection.
  - Using the single arrow, move your selection from the left box to the right box.
7. To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 6.
8. 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.
9. When your list is complete, select “Next” to continue to the next screen.

# Renewal Project Application

**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	13	13
Total Beds:	0	26	26

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 ap...	13	26

1

Save & Back Save Save & Next

Back Next

## NOTE:

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

- To edit the information on the “Housing Type and 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 the term of the grant).*
- 2. Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*
- 3. For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*

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

# Renewal Project Application

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

This section provides some guidelines to clarify 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.

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

Households	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
Persons over age 24	1			1
Persons ages 18-24				0
Accompanied Children under age 18	1			1
Unaccompanied Children under age 18				0
Total Persons	2	0	0	2

Click Save to automatically calculate totals

“Total Persons” for this Household Type

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

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

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

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

# Renewal Project Application

**5B. Program Participants - Subpopulations**

Persons in Households with at Least One Adult and One Child

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

Persons in Households without at Least One Adult and One Child

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

## Field Calculations

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

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

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

# Renewal Project Application

## 5A. Project Participants—Households

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

The screenshot shows the '5A. Program Participants - Households' screen in the e.Forms application. The interface includes a sidebar with user information and application details. The main content area contains a table with the following structure:

Households	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
Persons over age 24	1			
Persons ages 18-24				
Accompanied Children under age 18	1			
Unaccompanied Children under age 18				
Total Persons	2	0	0	2

Callouts on the screen indicate: "Select 'Save' to calculate totals" pointing to the 'Save' button, and "Select 'Save & Next' to proceed" pointing to the 'Save & Next' button. A note at the bottom of the table reads "Click Save to automatically calculate totals".

### Steps

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

# Renewal Project Application

## 5B. Project Participants—Subpopulations

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

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

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

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

### Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics of each person in the project on any given day.
2. Select “Save” and the system will calculate all totals based on the values you entered for each subpopulation.
3. Select “Save & Next” 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 2021 CoC Program Competition using the FY 2020 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2021 application process, GIWs will also use FY 2020 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY 2021 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	n/a	Leased Units	Leased Units	n/a	n/a	Leased Units
Leased Structures	n/a	Leased Structures	Leased Structures	Leased Structures	n/a	Leased Structures
Long-Term Rental Assistance	Short-term/ Medium-term Rental Assistance	n/a	Short-term/ Medium-term Rental Assistance	n/a	n/a	Short-term/ Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	n/a	Supportive Services
Operations	n/a	Operations	Operations	n/a	n/a	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.

**5A. 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:

Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10% de minimis rate

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?

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

5. Select the costs for which funding is requested:

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

These options depend on the project's program component

Save & Back Save Save & Next Back Next

### Steps

1. In field 1, select "Yes" or "No" to indicate if there is an active restrictive covenant on the project properties.
2. In field 2, select "Yes" or "No" to indicate if the original project was awarded as either a Samaritan Bonus or Permanent Housing Bonus project.
3. In field 3, select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.
  - If you select "Yes," indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the *e-snaps* post-award process.
  - In field 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 field 3b, select "Yes" or "No" to indicate whether this rate has been approved by your cognizant agency.

# Renewal Project Application

- In field 3c, select "Yes" or "No" to indicate whether you plan to use the 10 percent de minimis rate.
4. In field 4, the grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
  5. In field 5, select all the eligible costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
  6. Select "Save & Next" to proceed to the first budget screen.

# Renewal Project Application

## Funding Request for Renewal PH (RRH) Projects

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

The screenshot shows the '6B. Leased Units Budget' screen. On the left sidebar, the user is identified as 'jsmith-02' and the application is 'Renewal Project Application FY2021'. The main content area has the title '6B. Leased Units Budget' and instructions: 'The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the Add icon. To view or update information already listed, select the Edit icon.' Below this, there are input fields for 'Total Annual Assistance Requested:', 'Grant Term:' (set to 1 Year), 'Total Request for Grant Term:', and 'Total Units:'. A red error message states: 'Total Assistance Requested Amount has to be greater than \$0.' At the bottom, there is an alphabetic listing with columns for 'Delete', 'View', 'FMR Area', 'Total Units Requested', 'Total Annual Budget Requested', and 'Total Budget Requested'. The listing is currently empty, showing 'This list contains no items' and 'Back' and 'Next' buttons.

### Steps

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

**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"/>	<input type="text"/>
0 Bedroom	<input type="text"/>	<input type="text"/>
1 Bedroom	<input type="text"/>	<input type="text"/>
2 Bedroom	<input type="text"/>	<input type="text"/>
3 Bedroom	<input type="text"/>	<input type="text"/>
4 Bedroom	<input type="text"/>	<input type="text"/>
5 Bedroom	<input type="text"/>	<input type="text"/>
6 Bedroom	<input type="text"/>	<input type="text"/>
7 Bedroom	<input type="text"/>	<input type="text"/>
8 Bedroom	<input type="text"/>	<input type="text"/>
9 Bedroom	<input type="text"/>	<input type="text"/>

**Total Units and Annual Assistance Requested**

**Grant Term**

**Total Request for Grant Term**

Click the 'Save' button to automatically calculate totals.

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

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

### Steps

1. Select the FY 2020 FMR area in which the project is located. The list is sorted by state abbreviation.
2. Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3. Enter the requested funding in the Total Request. For renewal projects, this must be the renewal amount that was listed on the most recent Grant Agreement or Grant Agreement, as amended.
4. The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen. The grant term for renewal projects must be one year only.
5. Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.
6. If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen.

If the project is housed in more than one FMR Area, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting leased units funds.

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

# Renewal Project Application

## Completion of Leased Units Budget

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

### Steps

1. Review the following items on the “Leased Units Budget” screen.
  - The “Leased Units Budget” screen should have been populated with your total leased units budget amount.
  - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.
2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.
  - If you want to view and edit any of the “Leased Units Budget Detail” screens, select the “View” icon  next to the appropriate entry.
  - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
  - If the list seems to be missing one or more items, select the “Add” icon  and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.
3. If the list is complete, select “Next” 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 displays the '6C. Rental Assistance Budget' screen in the e.Forms system. The header includes the user 'jasmith-02' and application details for 'Renewal Project Application FY2021'. The main content area shows a summary of rental assistance funding requests. A callout box points to the 'Add' icon (a document with a plus sign) in the table header. The table is currently empty, displaying 'This list contains no items'. The left sidebar shows user information for 'jasmith-02' and application details for 'Renewal Project Application FY2021'.

### Steps

1. To add information to this list, select the "Add" icon  to open the "Rental Assistance Budget Detail" screen.

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

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

# Renewal Project Application

## 6C. Rental Assistance Budget Detail

**Renewal Project Application FY2021**

Applicant Name: Project Applicant 21  
 Applicant Number: 08  
 Project Name: Renewal Project FY 2021, Test 1122  
 Project Number: 137112

Renewal Project Application FY2021

FY2019 Renewal Detailed Instructions

Before Starting  
 Part 1 - Forms  
 1A. SF-424 Application Type  
 1B. SF-424 Legal Applicant  
 1C. SF-424 Application Details  
 1D. SF-424 Congressional District(s)  
 1E. SF-424 Compliance  
 1F. SF-424 Declaration  
 1G. HUD-2880  
 1H. HUD-50070  
 1I. Cert. Lobbying  
 1J. SF-LLL  
 Information About Submission without Changes  
 Submission Without

**Rental Assistance Budget Detail**

\* Type of Rental Assistance: -- select --

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

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

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

Save Save & Add Another Save & Back to List Back to List

### Steps

- Select the "Type of Rental Assistance": not applicable (N/A), project rental assistance (PRA), tenant rental assistance (TRA), or sponsor rental assistance (SRA).
  - If you select PRA, the following statement will appear at the bottom of the screen: "Are you requesting a 15-year renewal per section IV.B.3.b? This request is only available for PRA rental assistance projects and 1 year of funding according to the relevant section of the FY 2015 CoC Program Competition NOFA." If this statement applies to your Project Application, select the checkbox next to this statement after completing steps 1 through 5. If you select this box indicating a 15-year request, it will change the auto-populated "Grant Term" in other budget forms as well.
- Select the FY 2020 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
- Indicate whether the request for rental assistance funding is for less than the area's per-unit fair market rents.
- Enter the number of units of each bedroom size for which the project is requesting rental assistance.
- 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 2021 GIW.

# Renewal Project Application

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

# Renewal Project Application

## Completion of Rental Assistance Budget

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

### Steps

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

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

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$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	\$32,000
10. In-Kind Match	\$5,000
11. Total Match	\$37,000
12. Total Budget	\$37,000

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

### Steps

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

# 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 displays the '6D. Sources of Match' screen in the eForms system. The left sidebar contains navigation links for 'Renewal Project Application FY2021' and 'FY2019 Renewal Detailed Instructions'. The main content area includes a summary of match commitments 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 this project. To add a Match source to the list, select the icon. To view or update a Match source already listed, select the icon.

**Summary for Match**

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

Generate program income described in 24 CFR 578.97 to use as Match for this project?

[Show Filters] [Clear Filters]

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

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

### Steps

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

**Sources of Match Detail**

\* 1. Type of Match Commitment: -- select --

\* 2. Source: -- select --

\* 3. Name of Source:   
(Be as specific as possible and include the office or grant program as applicable)

\* 4. Amount of Written Commitment:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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

### Steps

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

# Renewal Project Application

## Completion of Sources of Match

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

**6D. Sources of Match**

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

**Summary for Match**

Total Value of Cash Commitments:	\$32,000
Total Value of In-Kind Commitments:	\$5,000
Total Value of All Commitments:	\$37,000

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

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

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

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.

Delete	View	Type	Source	Contributor	Value of Commitments
		Cash	Private	Grant	\$32,000
		In-Kind	Private	Own Agency	\$5,000

1

Save & Back Save Save & Next

Back Next

## Steps

1. Review the following items on the “Sources of Match” screen.
  - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
  - Each "Match Detail" screen you entered will appear as a separate entry.
2. In field 1, select "Yes" or "No" from the dropdown menu for question 1 to identify if the project generates program income that will be used as match.
  - If "Yes," fields 1a and 1b will appear.
    - In 1a, briefly describe the source of the program income.
    - In 1b, estimate the amount of program income that will be used as match for this project.
3. Select “Save & 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 one year.

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

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

**6E. Summary Budget**

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

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

Save & Back    Save    Save & Next

Back    Next

# Renewal Project Application

## Steps

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

### NOTE:

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

# Renewal Project Application

## 7A. Attachments

The "Attachment" screen has three attachment placeholders:

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

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

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

**NOTE:**

- *If your project has not been rejected, the CoC Reject Letter does not pertain to you.*
- *If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. For more information, refer to the Project Application Appeal Process navigational guide at: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).*

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

# Renewal Project Application

**e.Forms** Logout

**jsmith-02**

Renewal Project Application FY2021

Applicant Name: Project Applicant 21  
Applicant Number: 08  
Project Name: Renewal Project FY 2021 Test 1122  
Project Number: 137112

Renewal Project Application FY2021

### 7A. Attachment(s)

Select a link

Delete	Document Type	Required?	Download	Document Description	Date Attached
<input type="checkbox"/>	1) Subrecipient Nonprofit Documentation	No	--		No Attachment
<input type="checkbox"/>	2) Other Attachment	No	--		No Attachment
<input type="checkbox"/>	3) Other Attachment	No	--		No Attachment

Back Next

## Steps

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

## 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

jsmith-02

Renewal Project Application FY2021

Applicant Name: Project Applicant 21  
Applicant Number: 08  
Project Name: Renewal Project FY 2021 Test 1122  
Project Number: 137112

Renewal Project Application FY2021

### Attachment Details

\* **Document Description:**

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

**Document Type:** 1) Subrecipient Nonprofit Documentation

**Maximum Size:** 5 MB

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

**Instructions:** 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

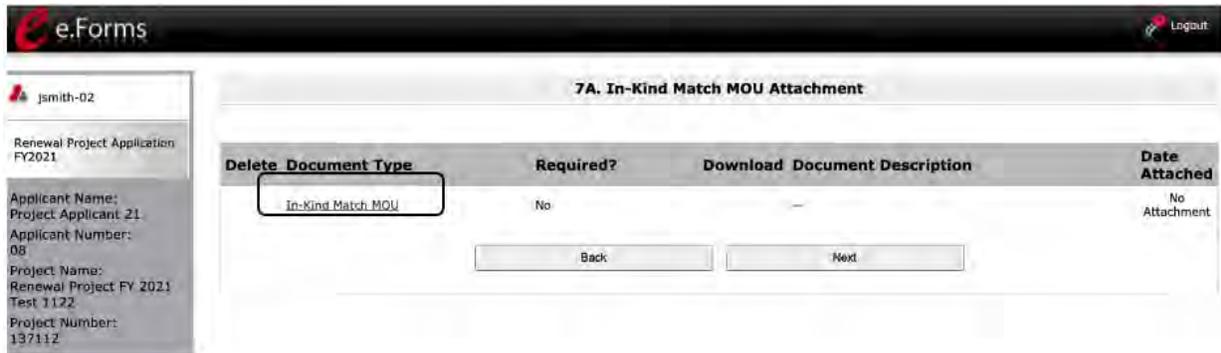
## Steps

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

# Renewal Project Application

## 7A. In-Kind Match MOU Attachment

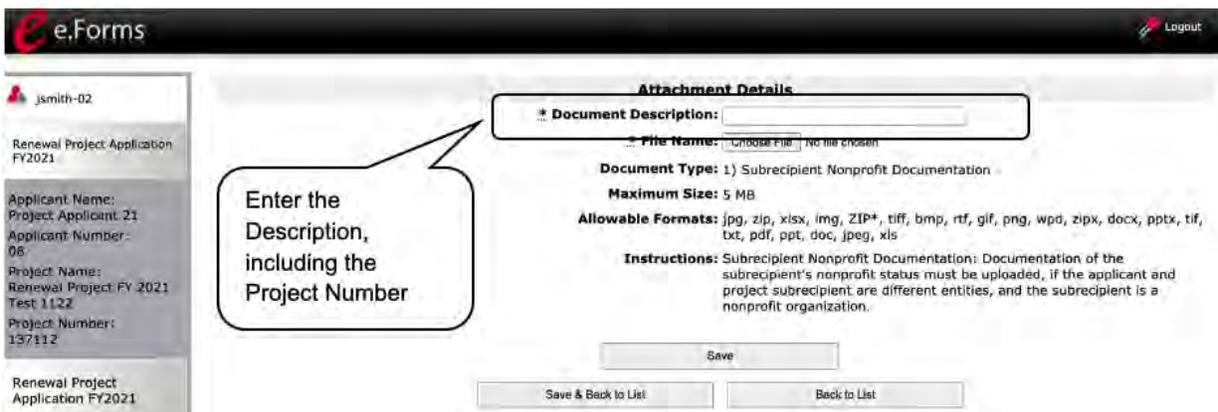
If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment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



### Steps

1. Select In-Kind Match MOU under Document Type.
2. The "Attachment Detail" screen will appear. After the attachment is uploaded, select "Save & Back to List," then select "Back" to return to the "Attachments" screen.

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



### Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
  - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff.
3. Select "Save & Back to List," then select "Back" 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 NOFO. The Project Applicant should review all of the items carefully.

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

**6E. Summary Budget**  
Part 7 - Attachment(s) & Certification  
7A. Attachment(s)  
7A. In-Kind Match MOU Attachment  
**7B. Certification**  
Part 8 - Submission Summary  
8B Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

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

Name of Authorized Certifying Official: J Smith-02  
Date: 06/10/2021  
Title: Director  
Applicant Organization: Project Applicant - jsmith-02 Test  
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).  Check the box

\* 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.  Check the box

Save & Back   Save   Save & Next

### Steps

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

# Renewal Project Application

## **Part 8. Submission Without Changes**

Project Applicants who imported data from the FY 2020 project for which a renewal Project Application is being submitted and Project Applicants who did not import the information must answer question 1 on the "Submission Without Changes" screen. The other questions may or may not be editable, as discussed in the instructions below.

<b>Project</b>	<b>Description</b>	<b>Submission without Changes screen</b>
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 2020 project application when creating the FY 2021 project on the other Project screen.	Defaults to "make changes" and all screens check-marked as editable.
Renewal: data imported	The project can be a regular stand-alone renewal or a renewal that is the "Individual" project that is part of a consolidation. Staff imported the FY 2020 project application when creating the FY 2021 project on the other Project screen.	Must actively select "Make Changes" in order to make the listed screens editable.
ALL renewals	All renewal listed above.	Not applicable to the following screens that REQUIRE applicants to actively complete:  Recipient Performance Renewal Expansion Renewal Consolidation Screen 3A: Project Detail Screen 6D: Sources of Match All of Part 7: Attachments and Certification All of Part 8: Submission Summary

# Renewal Project Application

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

**eForms** Logout

jsmith-02

Renewal Project Application FY2021

Applicant Name: Project Applicant 21  
Applicant Number: 08  
Project Name: Renewal Project FY 2021 Test 1122  
Project Number: 137112

Renewal Project Application FY2021

FY2019 Renewal Detailed Instructions

Before Starting  
Part 1 - Forms  
1A. SF-424 Application Type  
1B. SF-424 Legal Applicant  
1C. SF-424 Application Details  
1D. SF-424 Congressional District(s)  
1E. SF-424 Compliance  
1F. SF-424 Declaration  
1G. HUD-2880  
1H. HUD-50070  
1I. Cert. Lobbying  
1J. SF-LLL  
Information About Submission without Changes

**Submission Without Changes**  
Recipient Performance  
Renewal Grant  
Consolidation or Renewal Grant Expansion  
Part 2 - Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
Part 4 - Housing, Information

**Submission Without Changes**

**\* 1. Are the requested renewal funds reduced from the previous award due to 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 button.**

**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. Subpopulations

**Part 6 - Budget Information**  
6A. Funding Request   
6C. Rental Assistance   
6D. Match   
6E. Summary Budget

**Part 7 - Attachment(s) & Certification**  
7A. Attachment(s)   
7A. In-Kind Match MOU Attachment   
7B. Certification

A screen with a checked box can be edited.

Once saved, the box cannot be unchecked.

**\* You have selected "Make Changes" to question #2 above. Provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):**

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

Save & Back Save Save & Next

Back Next

# Renewal Project Application

## Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether the Project Application budget is less than the amount of the FY 2020 award due to a decision by the CoC to reallocate a portion of the funds during the FY 2021 CoC Program Competition.
2. Review field 2.
  - For Project Applicants who imported data, the response will need a selection: "Make Changes" or "Submit Without Changes."
  - For Project Applicants who did not import or who indicated they were submitting a fully consolidated Renewal Project Application, the response will default to "Make Changes" and you cannot change the response.
3. Review field 3.
  - For Project Applicants who selected "Submit Without Changes" in field 2, the checkboxes next to the form name are not editable.
  - For Project Applicants who selected "Make Changes" in field 2, the Project Applicant will need to check the boxes for the specific screen or screens that need to be updated.
  - For Project Applicants whose response defaulted to "Make Changes" in field 2, all of the checkboxes will be selected and the applicant must review and complete each screen and save the data.
4. If you selected "Make Changes" to field 2, provide a brief description of the changes that will be made to the project information screens or write "Not Applicable."
5. Select "Save & Next" to continue to the next screen.

# Renewal Project Application

## **8B. Submission Summary**

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

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

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

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

**NOTE:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system.*

*In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process.*

*HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.*

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

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

# Renewal Project Application

## 8B. Submission Summary (continued)

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

**8B Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Form	06/15/2021	Yes
✓	1B. SF-424 Legal Applicant	No Input Required	No
✓	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional	06/15/2021	Yes
✓	1E. SF-424 Compliance	06/15/2021	Yes
✓	1F. SF-424 Declaration	06/15/2021	Yes
✓	1G. HUD-2680	06/15/2021	Yes
✓	1H. HUD-50070	06/15/2021	Yes
✓	1I. Cert. Lobbying	06/15/2021	Yes
✓	1J. SF LLL	06/15/2021	Yes
✓	Submission Without Changes	06/15/2021	Yes
✓	Recipient Performance	06/15/2021	Yes
✓	Renewal Grant Consolidation or Renewal Grant Extension	06/15/2021	Yes
✓	2A. Subrecipients	06/15/2021	Yes
✓	3A. Project Detail	06/15/2021	Yes
✓	3B. Description	06/15/2021	Yes
✓	3C. Dedicated Plus	06/15/2021	Yes
✓	4A. Services	06/15/2021	Yes
✓	4B. Housing Type	06/15/2021	Yes
✓	5A. Households	06/15/2021	Yes
✗	5D. Suballocations	Please Complete	Yes
✗	6A. Family Request	06/15/2021	Yes
✗	6D. Match	Please Complete	Yes
✗	6E. Summer Budget	Please Complete	Yes
---	7A. Attachments	No Input Required	No
---	7B. In-kind Match HOU Attachment	No Input Required	No
✓	7B. Certification	06/15/2021	Yes

Notes:

- Total # per each category of participants per each household type on 5D cannot be bigger than the total # of participants per each household type on 5A.
- Renewal total request must be greater than \$0.

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

### Steps

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

# Renewal Project Application

## Submitting the Project Application

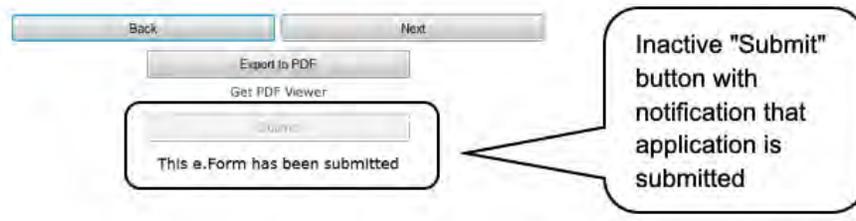
The following image shows an active "Submit" button on the Project Application "Submission Summary."



### Steps

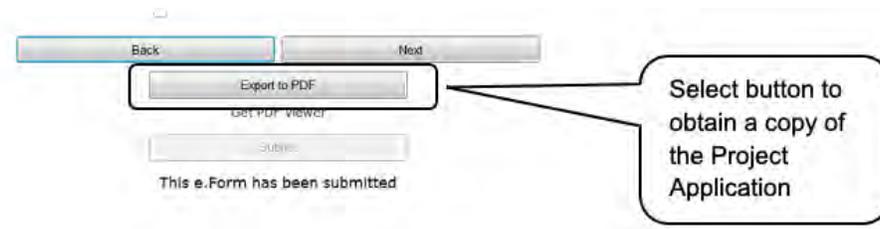
1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Project Application.

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



## Exporting to PDF

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



### Steps

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

# Renewal Project Application

## Troubleshooting When You Cannot Submit the Project Application

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

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

Complete	Page	Last Updated	Mandatory
X	1A_SF-424_Application_Type	Please Complete	Yes
---	1B_SF-424_Legal_Applicant	No Input Required	No
---	1C_SF-424_Application_Details	No Input Required	No
✓	1D_SF-424_Congressional_District(s)	06/03/2021	Yes
✓	1E_SF-424_Compliance	06/03/2021	Yes
X	1F_SF-424_Declaration	Please Complete	Yes
X	1G_HUD-2880	Please Complete	Yes
✓	1H_HUD-50070	06/06/2021	Yes
X	1I_Cert_Lobbying	Please Complete	Yes
X	1J_SF-111	Please Complete	Yes
✓	Recipient_Performance	06/06/2021	Yes
✓	Renewal_Grant_Consolidation_or_Renewal_Grant_Expansion	06/06/2021	Yes

**Notes:**

- Characters 1-2 of the Federal Award Identifier must be letters of the state acronym. These are the first 6 digits of the project grant number.

Buttons: Back, Next, Export to PDF, Get PDF Viewer

### Steps

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

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

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

# Renewal Project Application

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

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

**NOTE:**

*If you are still unable to submit the Renewal Project Application after following these instructions, please submit a question to the HUD Exchange Ask A Question desk at <https://www.hudexchange.info/get-assistance/my-question/> under the e-snaps Reporting System.*

*In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screen image whenever possible.*

# Renewal Project Application

## ***Updating the Applicant Profile***

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

### ***Steps***

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s), make the edits, and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. 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.

### Steps—Who

1. Project Applicant or Collaborative Applicant

If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of *e-snaps* (via email or phone).

  - If a Project Applicant determines that a change to the Project Application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “send,” or release, the Project Application back to the Applicant.
  - If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2. Collaborative Applicant

The Collaborative Applicant will notify the Project Applicant outside of *e-snaps* (via email or phone) that the Project Application has been sent back for changes.
3. Project Applicant

After the Project Application has been sent back for amendment, any person who is an authorized *e-snaps* user with the Project Applicant's organization will be able to reopen the project.

The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:

  - Log in to *e-snaps*.
  - Select “Submissions” on the left menu bar.
  - Find the Project Application that was sent back to the applicant.
    - Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.
    - The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.
  - Select the “Open Folder” icon  to the left of the project with no submission date.
  - Make the required change(s), saving each form as it is revised.
  - Select the “Submit” button.

Notify the Collaborative Applicant that the Project Application has been re-submitted.
4. Collaborative Applicant

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

# Renewal Project Application

## Next Steps

Congratulations on submitting your Renewal Project Application!

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

The Collaborative Applicant will review every Project Application and approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2021 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

For additional resources, such as the New Project Application navigational guide, go to the HUD.gov and *e-snaps* webpages at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- <https://www.hudexchange.info/programs/e-snaps/>