FY 2018 New Project Application

e-snaps Navigational Guide

Version 1

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New Project Application

Introduction

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

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

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

All Project Applicants are strongly encouraged to read the FY 2018 CoC Program Competition NOFA at: https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices.

Ask A Question

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

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

* Select "**CoC Program**" for policy and regulatory questions.

Objectives

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

- Access *e-snaps*
- Register for the FY 2018 New Project Application funding opportunity
- Create a New Project Application under the funding opportunity
- Enter a New Project Application from the "Submissions" screen
- Complete and submit a New Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to a Project Application in *e-snaps*

Overview of the Project Application Process

FY 2018 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

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

The CoCs will do the following:

(1) Review and either rank or reject properly submitted Project Applications received

(2) Submit the Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD

New Project Application

Overview of this Navigational Guide

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

- **Accessing *e-snaps*. All** *e-snaps* users need usernames and passwords to log in to *e-snaps*. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required 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 proceed with the Project Application process.
  - o The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
  - o For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.
- **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 2018 New Project Application funding opportunity, creating an FY 2018 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2018 New Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions on how to complete each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the New Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject the Project Application.
- **Amending the Project Application.** If changes need to be made to the Project Application, the Collaborative Applicant will amend the project back to the Project Applicant. Notification for amending a project back to the applicant occurs outside of *e-snaps*. Once the Collaborative Applicant has finalized the CoC Project Priority Listing, it will submit to 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, it is the Project Applicant's and Collaborative Applicant's responsibility to ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD. If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.*

New Project Application

Highlights in e-snaps for the FY 2018 CoC Program Competition

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

- **Reallocation, Bonus funding, Domestic Violence (DV) Bonus funding, and Program Component.** During the FY 2018 CoC Program Competition, HUD will not consider requests for new funding outside of the types listed in the FY 2018 CoC Program Competition NOFA. Documents are available on the FY 2018 CoC Program Competition: Funding Availability page: https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/

- **The "Project Application," and "CoC Priority Listing."**
  - The Project Application includes the information submitted on the SF-424 forms, as well as the application submitted by renewal and new Project Applicants for funding consideration.
  - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a UFA, a UFA Project Listing. The CoC Priority Listing also includes the reallocation forms that the Collaborative Applicant will need to complete if eligible renewal projects are being reallocated to create eligible new projects, along with an attachment form for the required HUD form HUD-2991.

- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens based on 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.

- **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.

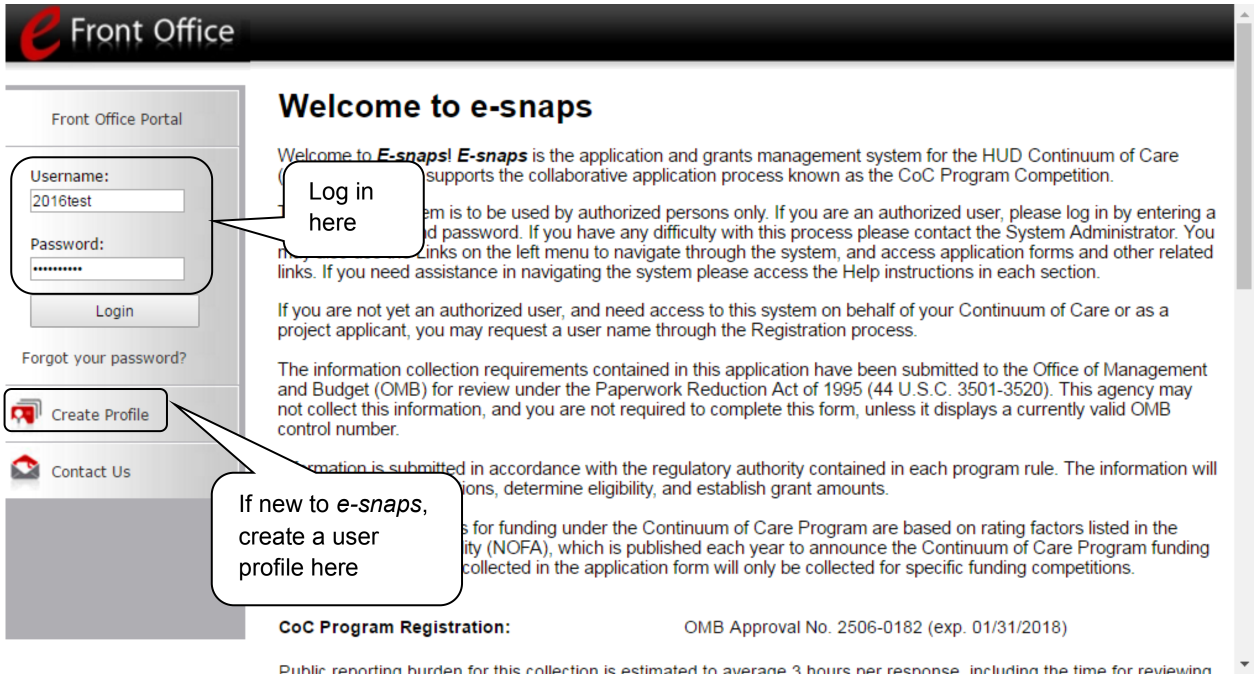
  Users with *e-snaps* access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well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

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

Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2018 CoC Program Competition NOFA.



NOTE: *Each e-snaps user must have his or her unique log-in 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

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

New e-snaps Users

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

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

Adding and Deleting Registrants

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

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

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 is accurate and must select the “Complete” button on the “Submission Summary” screen.

This section in the New Project Application Navigational Guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.

For detailed instructions, see the Project Applicant Profile navigational guide on the CoC Program Competition Resources webpage on the HUD Exchange at:

https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

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

  The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit a ticket to HUD Exchange Ask A Question, at: https://www.hudexchange.info/get-assistance/my-question/, under the *e-snaps* Reporting System (the header for which is featured on Step 2 of the AAQ page).
- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as a Project Applicant in *e-snaps*. Review the Project Applicant Profile on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/. 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, new, CoC planning, or UFA costs project funds, you must have ***two separate Applicant Profiles****—a Collaborative Applicant Profile and a Project Applicant Profile. Contact the HUD Exchange Ask-A-Question if you need assistance: https://www.hudexchange.info/get-assistance/my-question/.*

New Project Application

Establish the Project Application

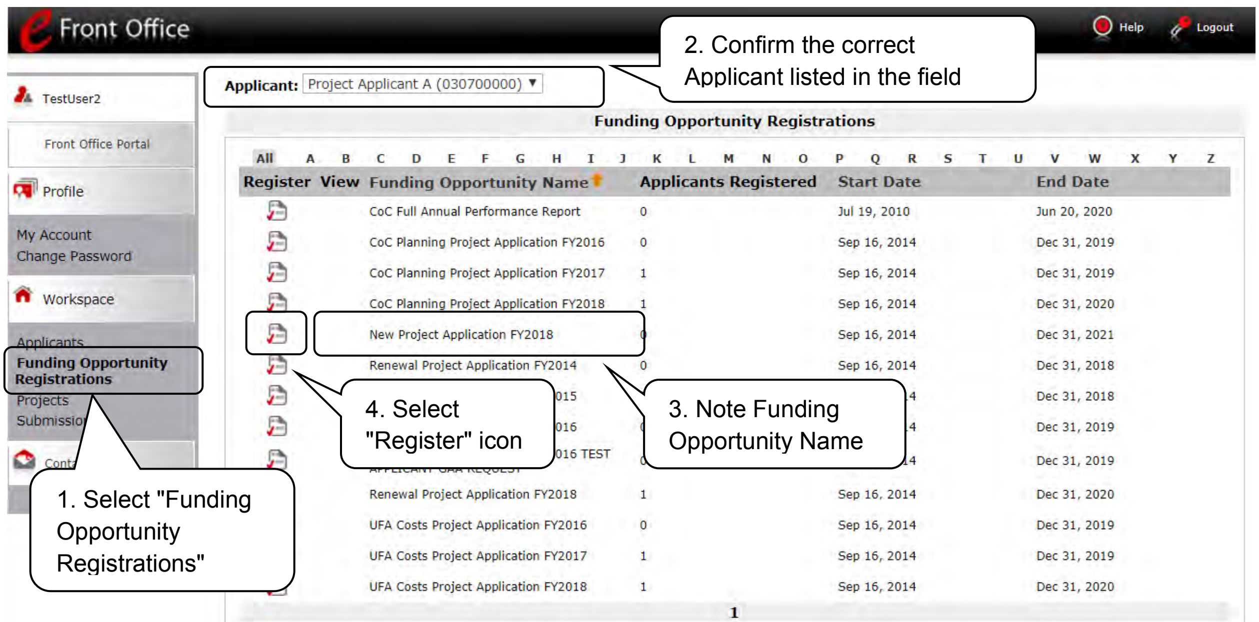
After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Creating projects
- Accessing Project Applications from the Submissions screen

Funding Opportunity Registration

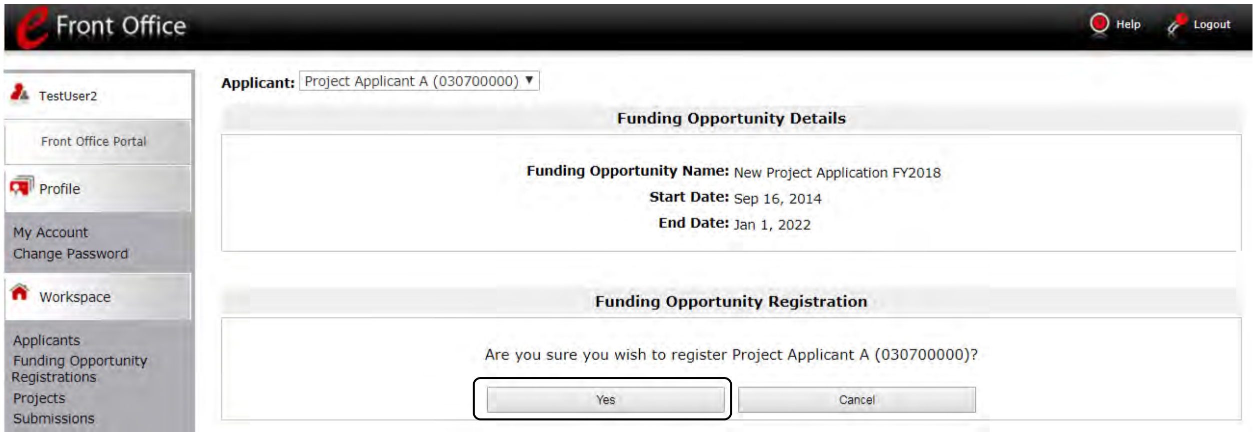
All Project Applicants must register the organization for the FY 2018 New Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2018 CoC Program Competition.

Terminology	*"Registering" in this context means "indicating your intent to apply."* *"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include CoC Planning, New, Renewal, and UFA Costs.* *So, on this screen, you are indicating your intent to apply for a specify type of grant.*



Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "New Project Application FY 2018."
4.	The "Funding Opportunity Details" screen appears.

New Project Application

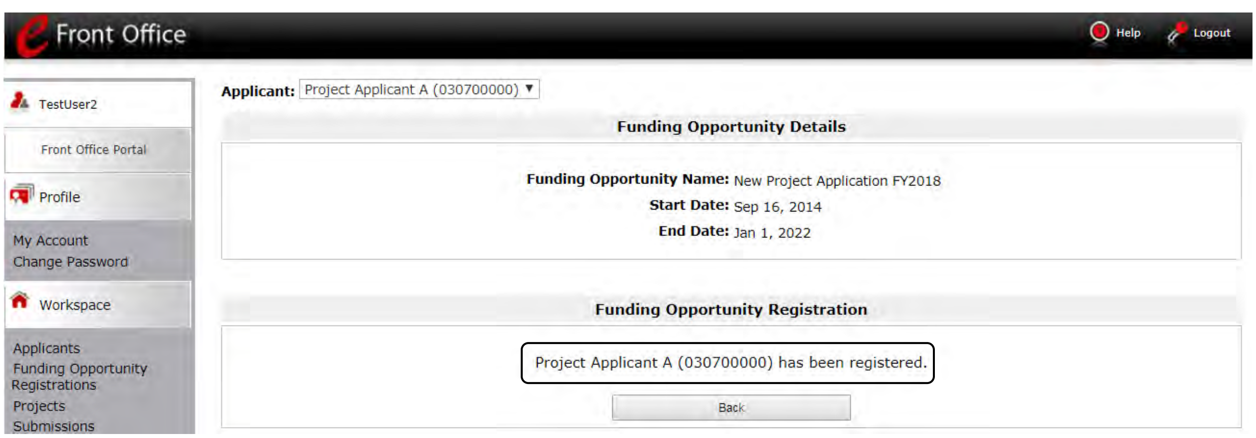


Step	Description
1.	When the question appears asking if you want to register the Project Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2.	The screen will then indicate that the Project Applicant has been registered.
3.	Select the "Back" button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

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

Please ensure you are working under the correct one.

The following image shows the screen that appears when the organization has successfully registered for the New Project Application funding opportunity.



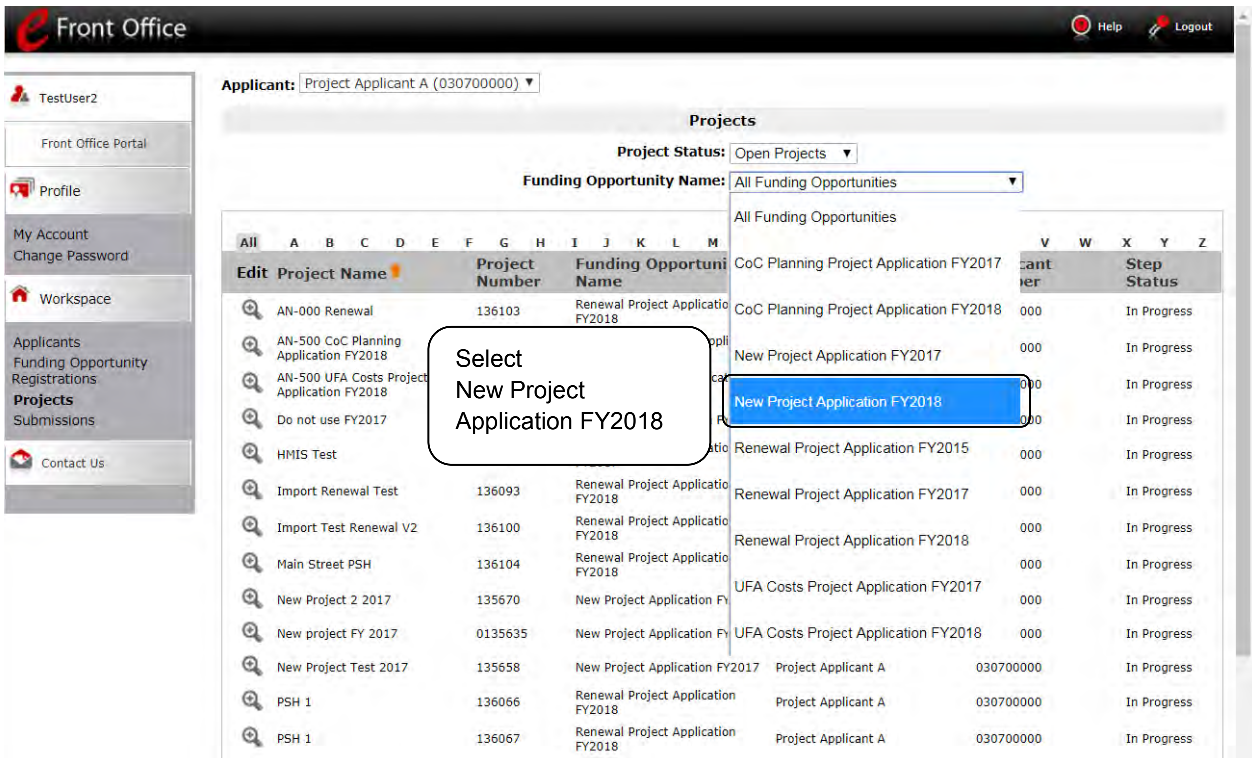
New Project Application

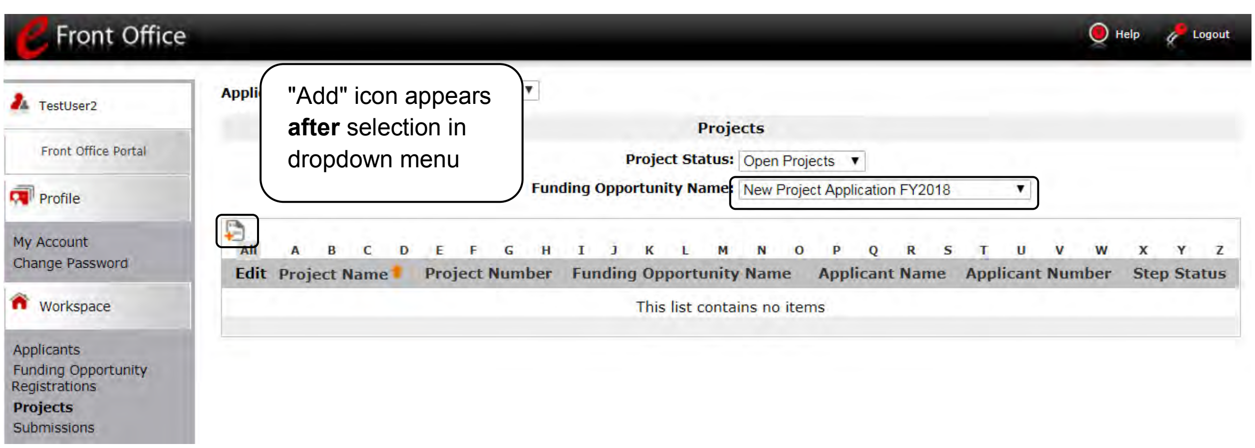
Creating the Project Application Project

Project Applicants must create a project for the New 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; instead, they access the application from the "Submissions" screen.

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

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





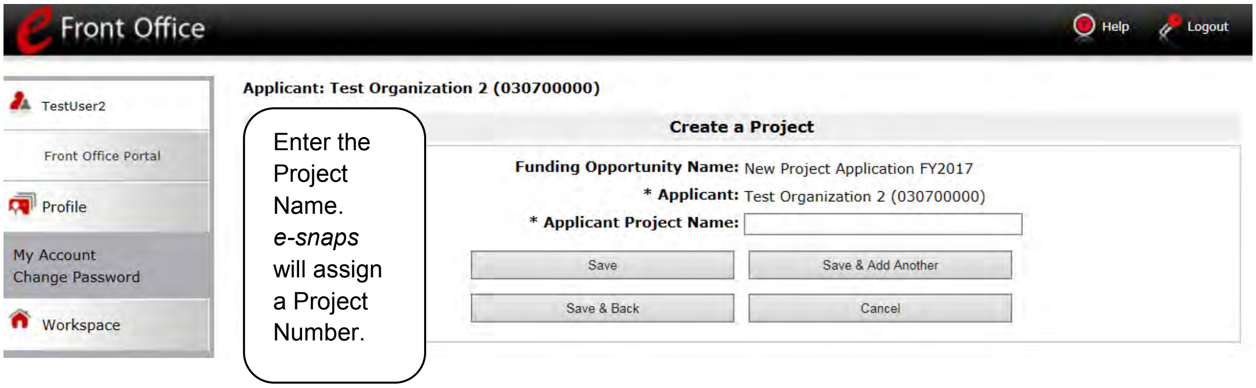
New Project Application

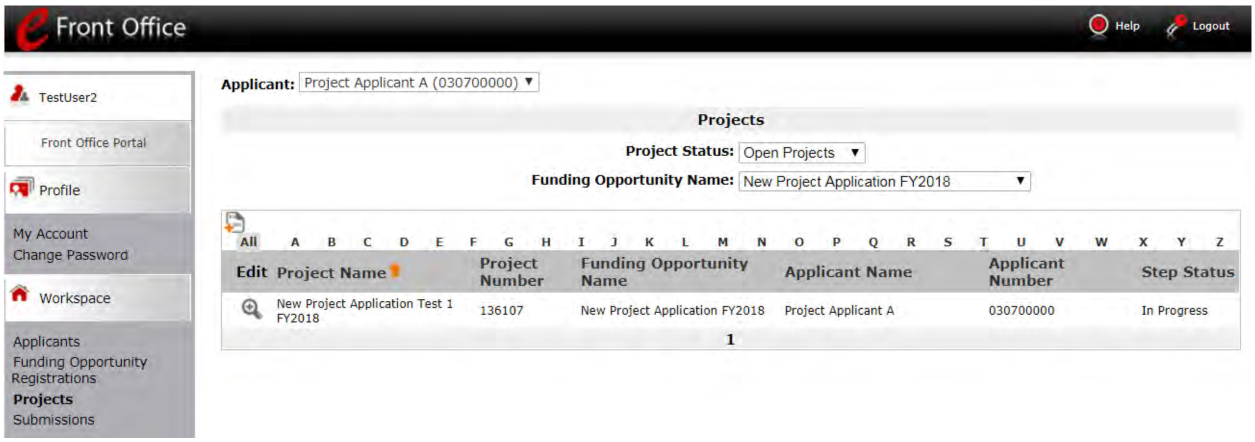
Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "New Project Application FY 2018" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
5.	Select the "Add" icon.
6.	The "Create a Project" screen appears.

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

Please ensure you are working under the correct Project Applicant.

New Project Application





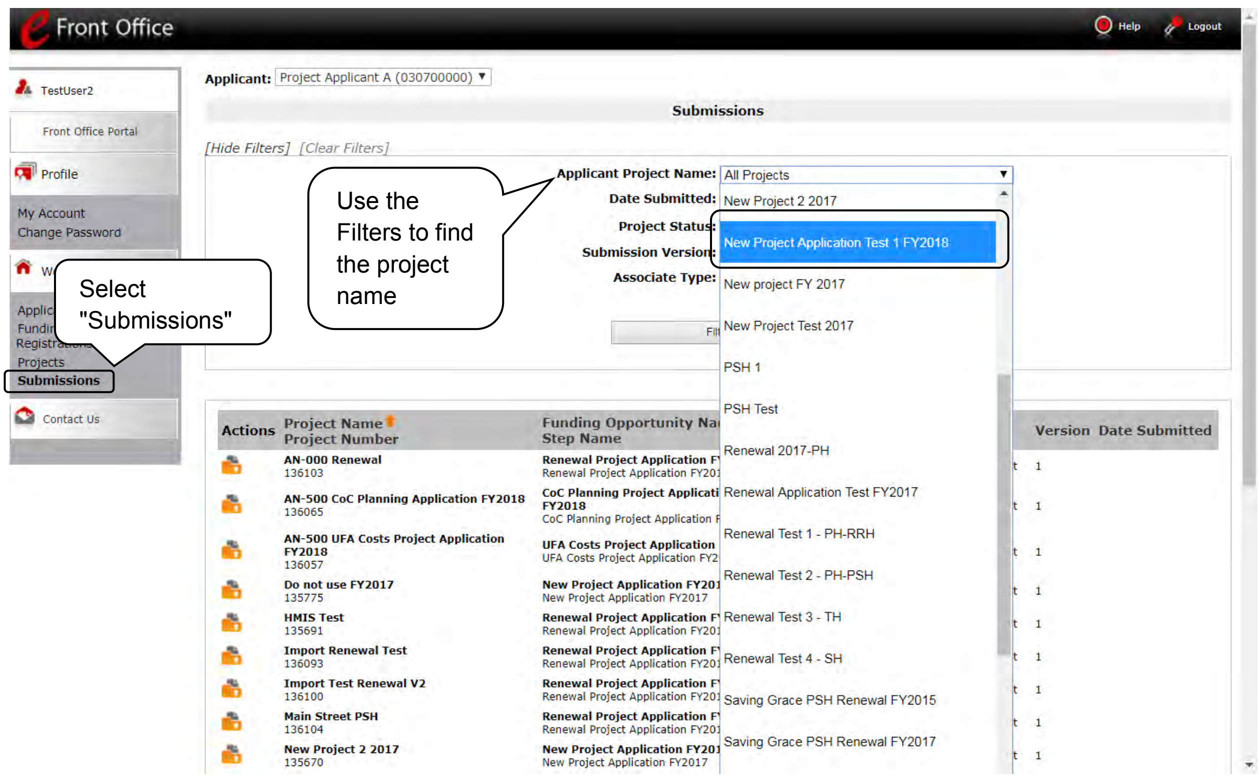
Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. • You should enter the name that you want to appear in the grant award letter.
3.	Select "Save & Back" to return to the "Projects" screen.
4.	The project name is listed in the menu. • Select the "View" icon to view project details; however, it is not necessary to enter any notes on that page.

New Project Application

Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the New Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the New Project Application from 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.*



Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
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: S*elect "Clear Filters" on the top left of the "Submissions Filters"* box. Then*, review the "Funding Opportunity Name / Step Name" column for "New Project Application."*
4.	Continue with the instructions in the next section for the completing the New Project Application.

FY 2018 Project Application

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

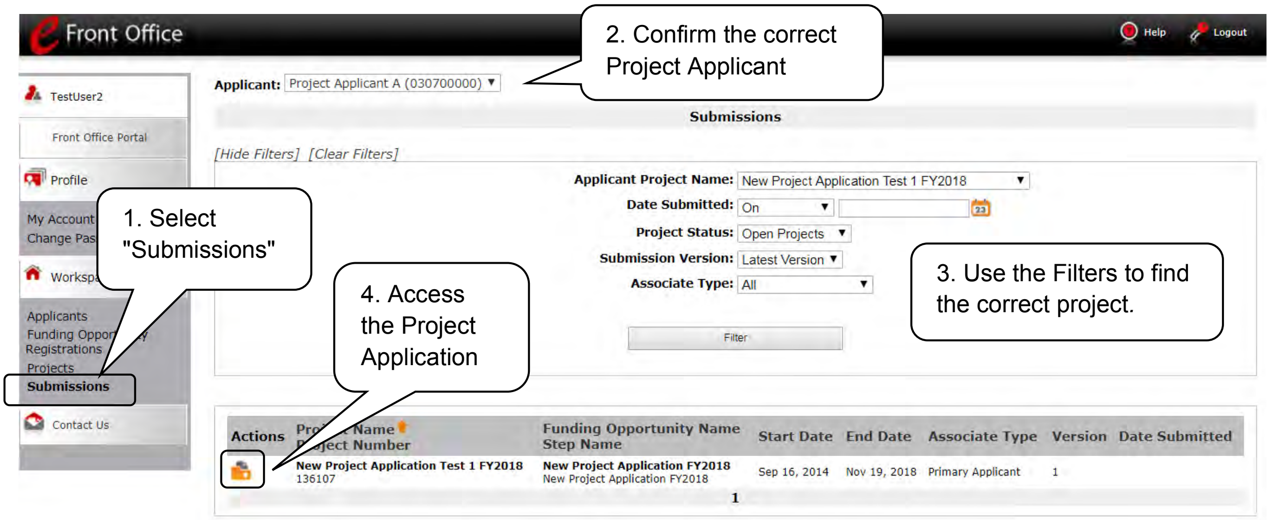
NOTE:

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

New Project Application

Accessing the New Project Application

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

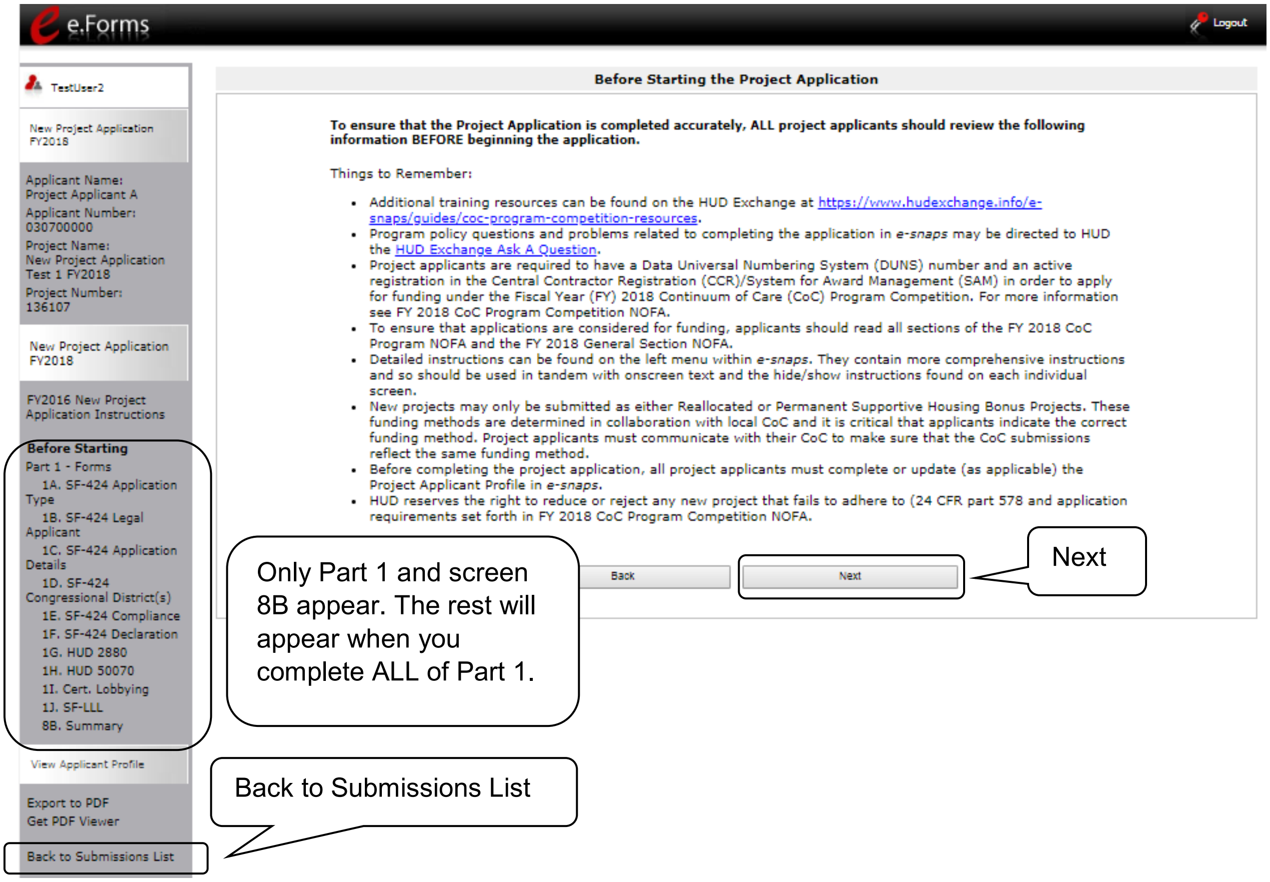


Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "New Project Application FY 2018."
4.	The "Before Starting" screen appears.

New Project Application

Before Starting the New Project Application

Before you begin the FY 2018 New Project Application, review the following information on the "Before Starting the Project Application" screen.

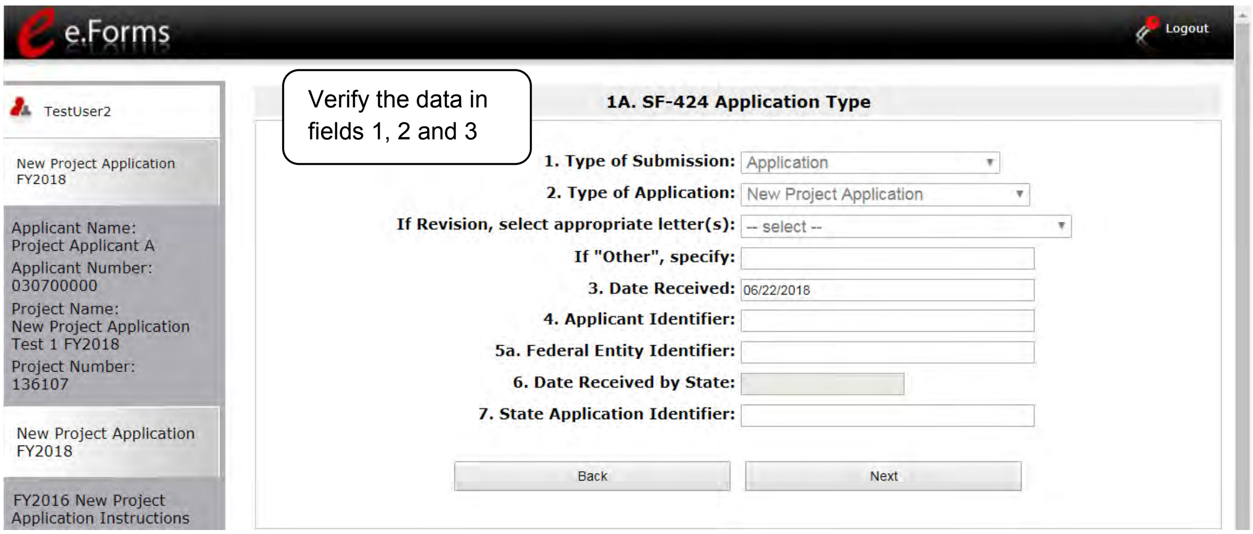


Step	Description
1.	Select "Next."
NOTE:	*When working in the Project Application, e-snaps users may return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions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

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.*

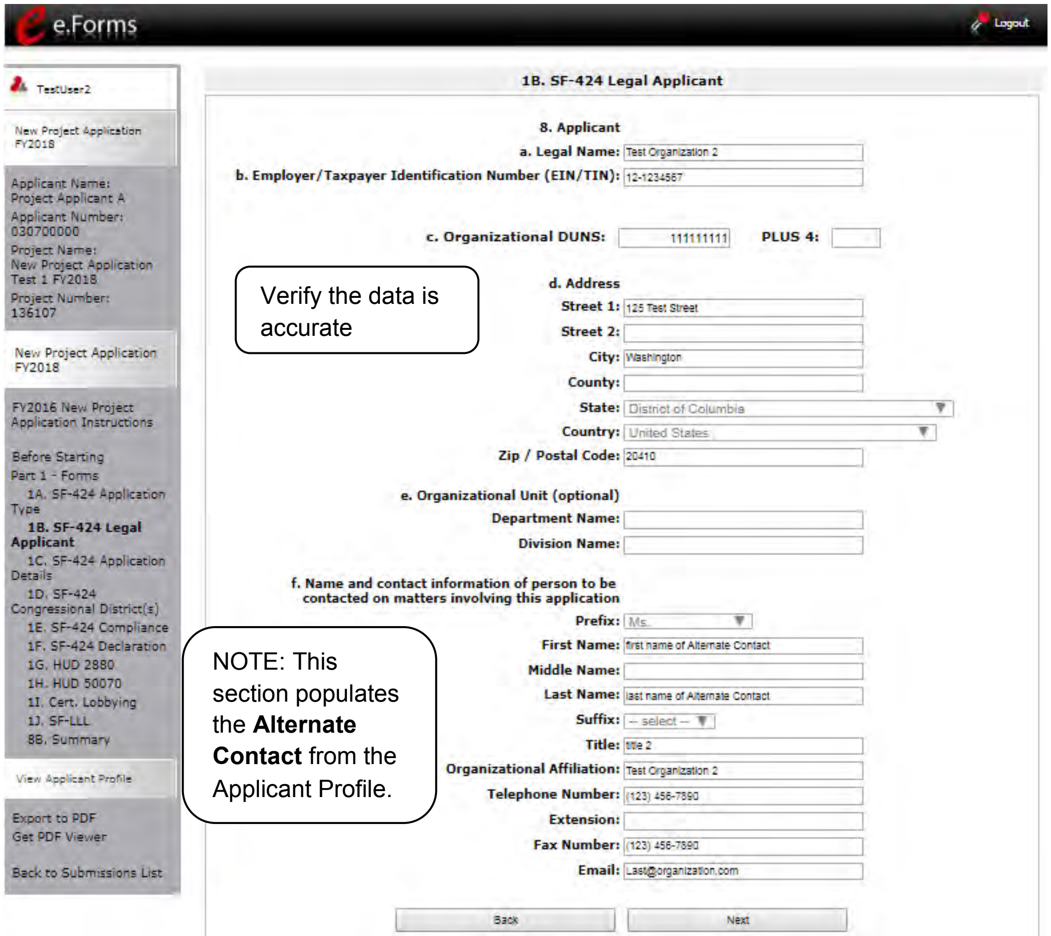
The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2018 Project Application.



Step	Description
1.	Verify the information in field 2, "Type of Application," • Confirm that you have registered for the correct funding opportunity, "New Project Application."
2.	Leave fields 4 through 7 blank.
3.	Select "Next" to continue to next screen.

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 2018 Project Application.

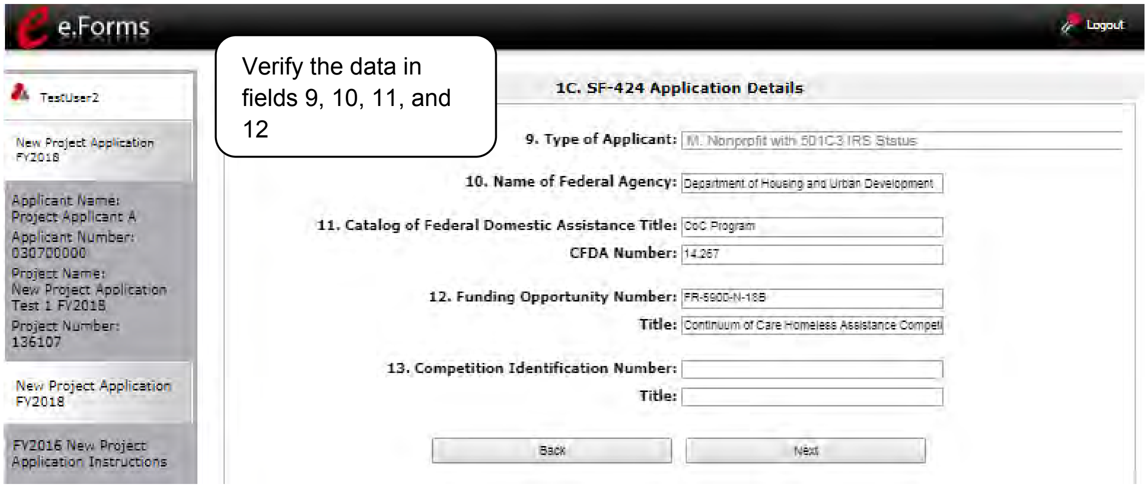


Step	Description
1.	Verify that all of the information on this screen is complete and accurate.
2.	Select "Next" at the bottom of the screen to move to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Application Details" screen for **Part 1: SF-424** of the FY 2018 Project Application.

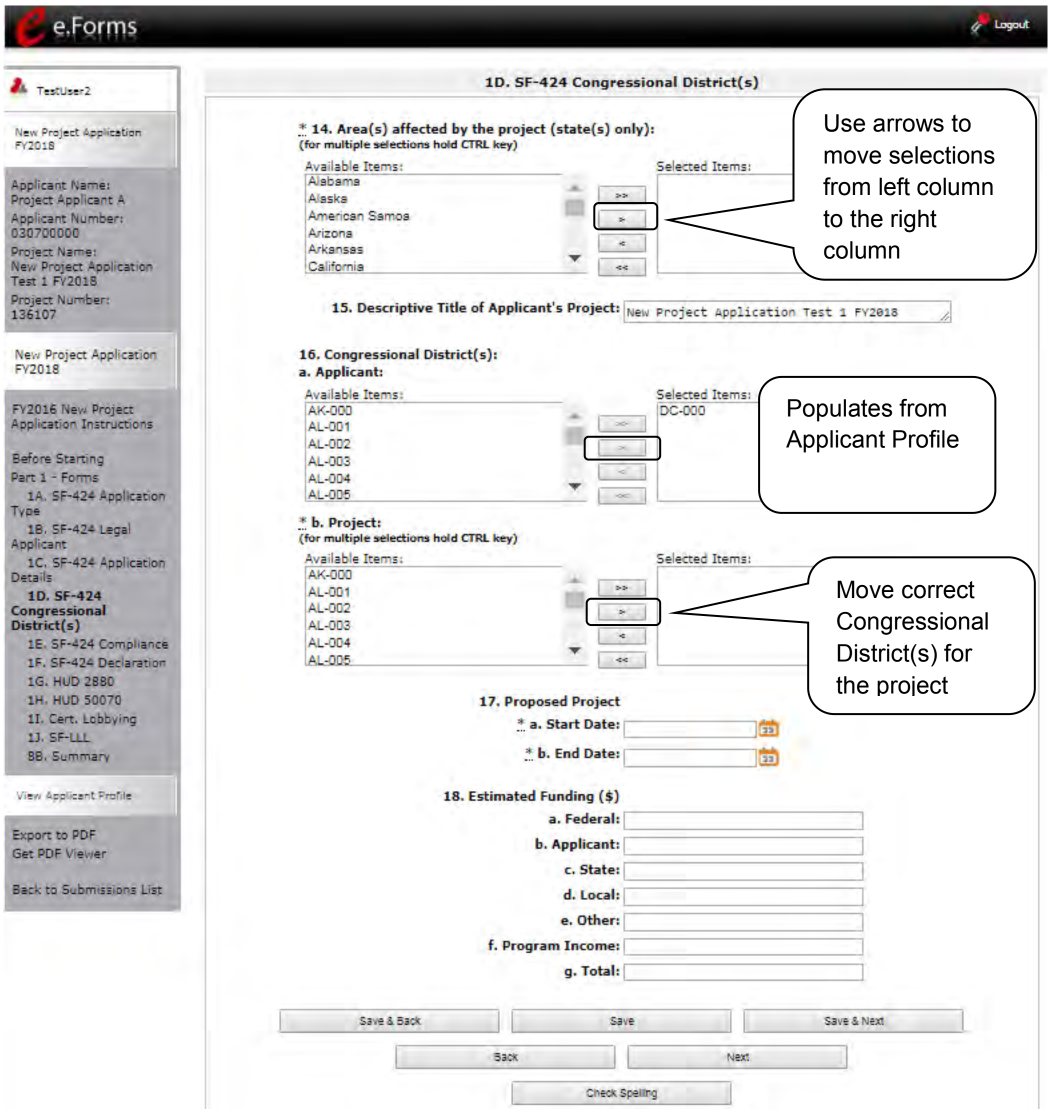


Step	Description
1.	Verify that the information populated in fields 9, 10, 11, and 12 is correct. • Field 9 pre-populates from the Project Applicant Profile. • Fields 10, 11, and 12 pre-populate and cannot be edited.
2.	Leave field 13 blank.
3.	Select "Save & Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.* ***Do not use the "View Applicant Profile" link on the left menu bar.***

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 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

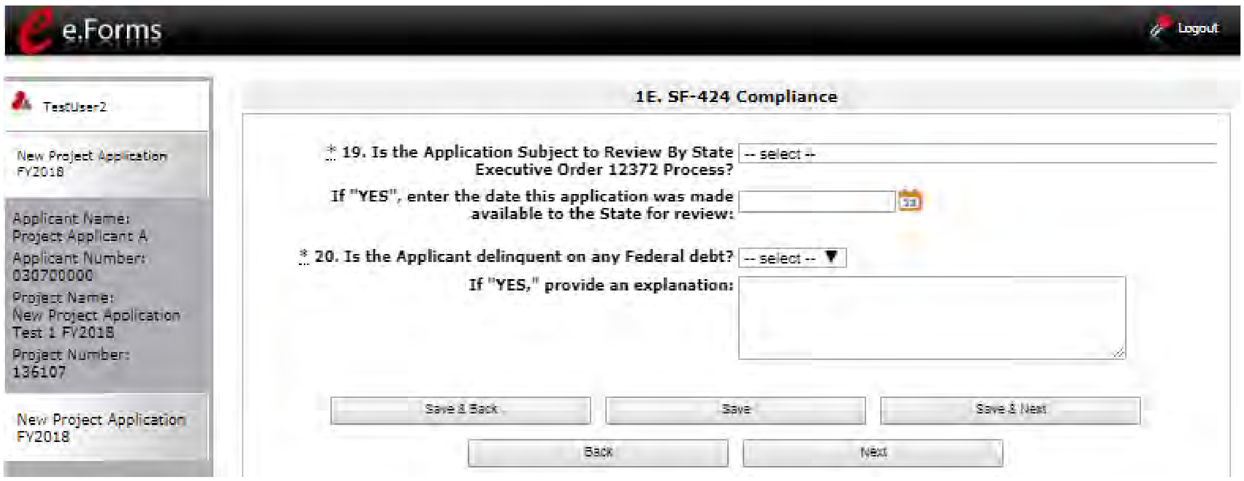


Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve persons experiencing homelessness. • Highlight one state, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2.	Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated. To make changes to this field, 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 wish to rename and select the View icon to the left of the project name. • On the “Project Details” screen, change the name you originally entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen. • When you re-enter the New Project Application and navigate back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.
3.	Field 16a "Congressional Districts" is pre-populated from the Project Applicant Profile. • Applicants cannot modify the populated data on this screen; however, Project Applicants may modify the Project Applicant Profile to correct any errors identified.
4.	For field 16b, select the congressional district(s) in which the project is expected to operate. • Highlight one district, or hold the CTRL+Key to make more than one selection. • Using the single arrow key, move your selection from the left box to the right box.
5.	For field 17, under "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar icon function.
6.	Leave the "Estimated Funding" fields blank.
7.	Select "Save and Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

1E. Compliance

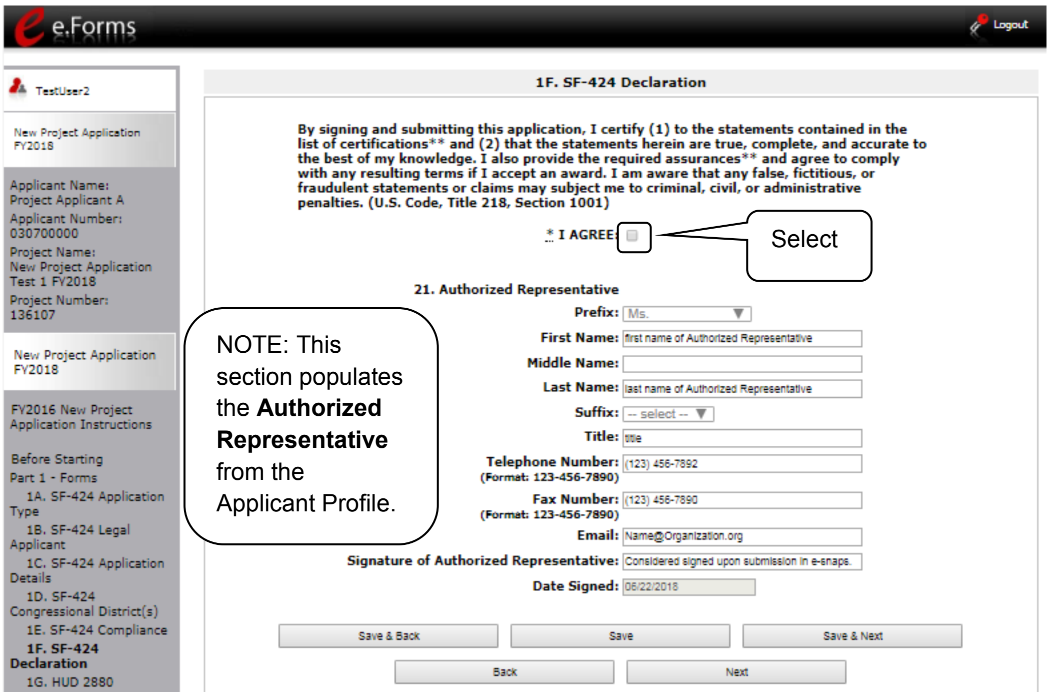
The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile."



Step	Description
1.	In the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu. • If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar icon function. • If the State or U.S. Territory does not require review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review." • If "Program is not covered by E.O. 12372" is selected, then the project is not eligible for this funding opportunity and you will not be able to access the project application.
2.	Select "Yes" or "No" to indicate whether the Project 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 http://www.whitehouse.gov/omb/grants_spoc.

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 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.



Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2018 New 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 new project application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

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, and UFA Costs). 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).

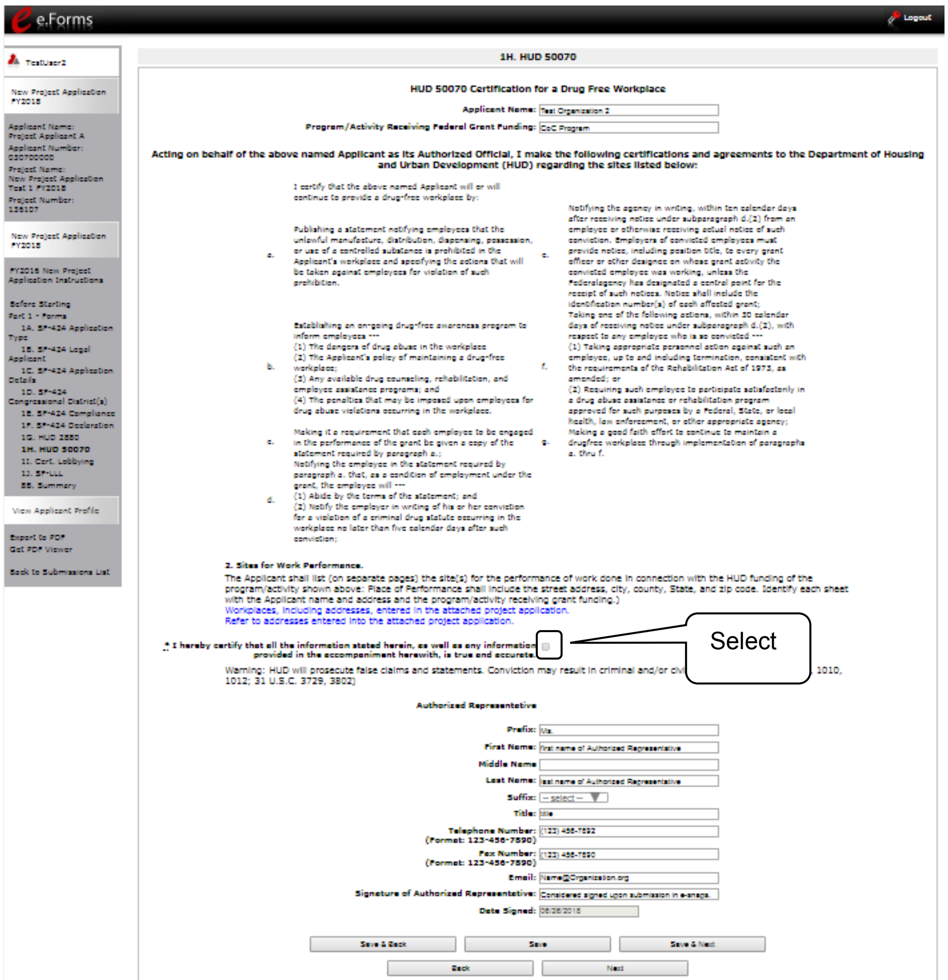
Refer to the following resource: https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/.

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

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

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 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

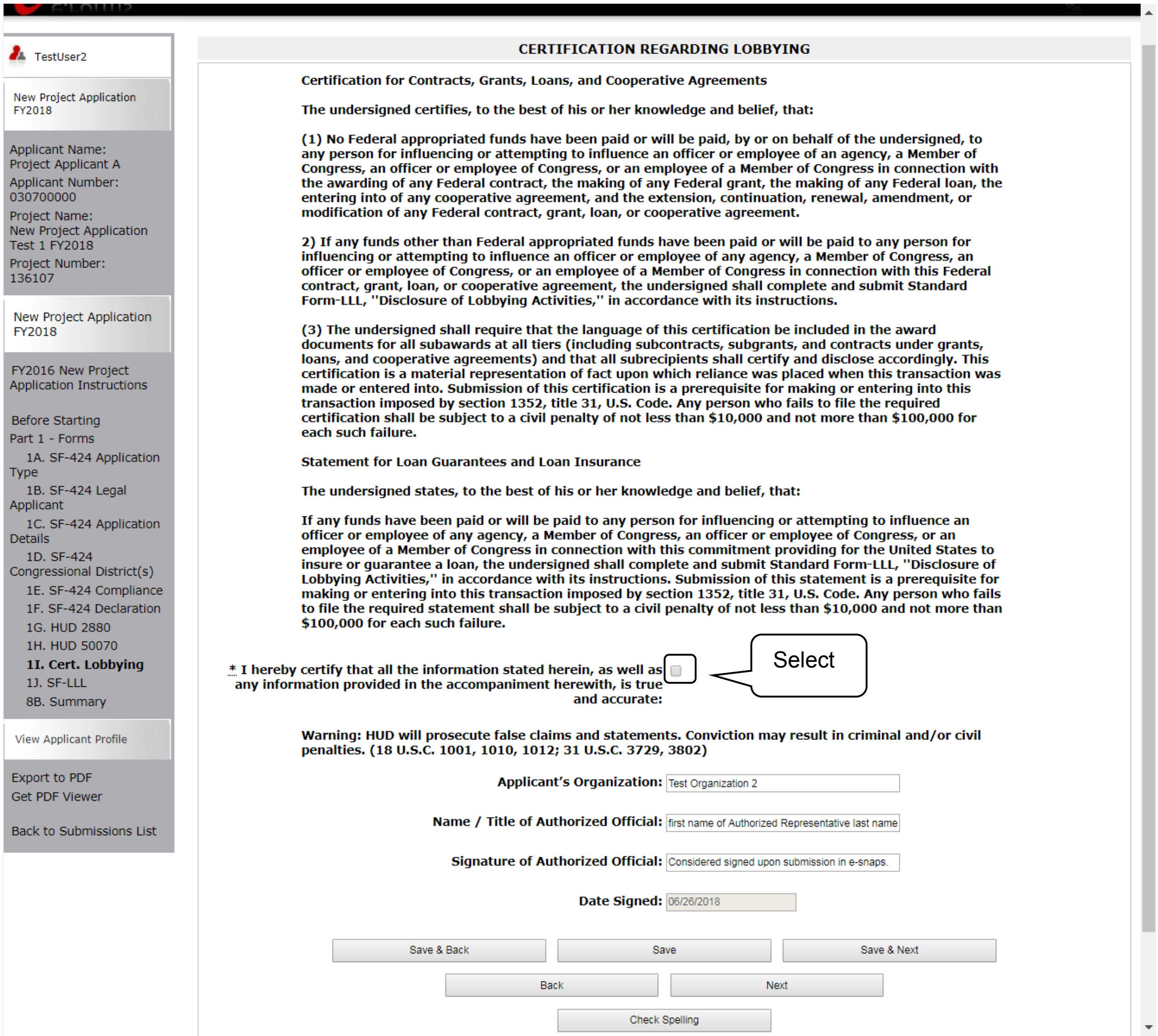


Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2018 New Project Application is correct. **Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2018 Project Application.



TestUser2

New Project Application FY2018

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
New Project Application Test 1 FY2018
Project Number:
136107

New Project Application FY2018

FY2016 New Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL
8B. Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

Applicant's Organization: Test Organization 2

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

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

Date Signed: 06/26/2018

Save & Back | Save | Save & Next

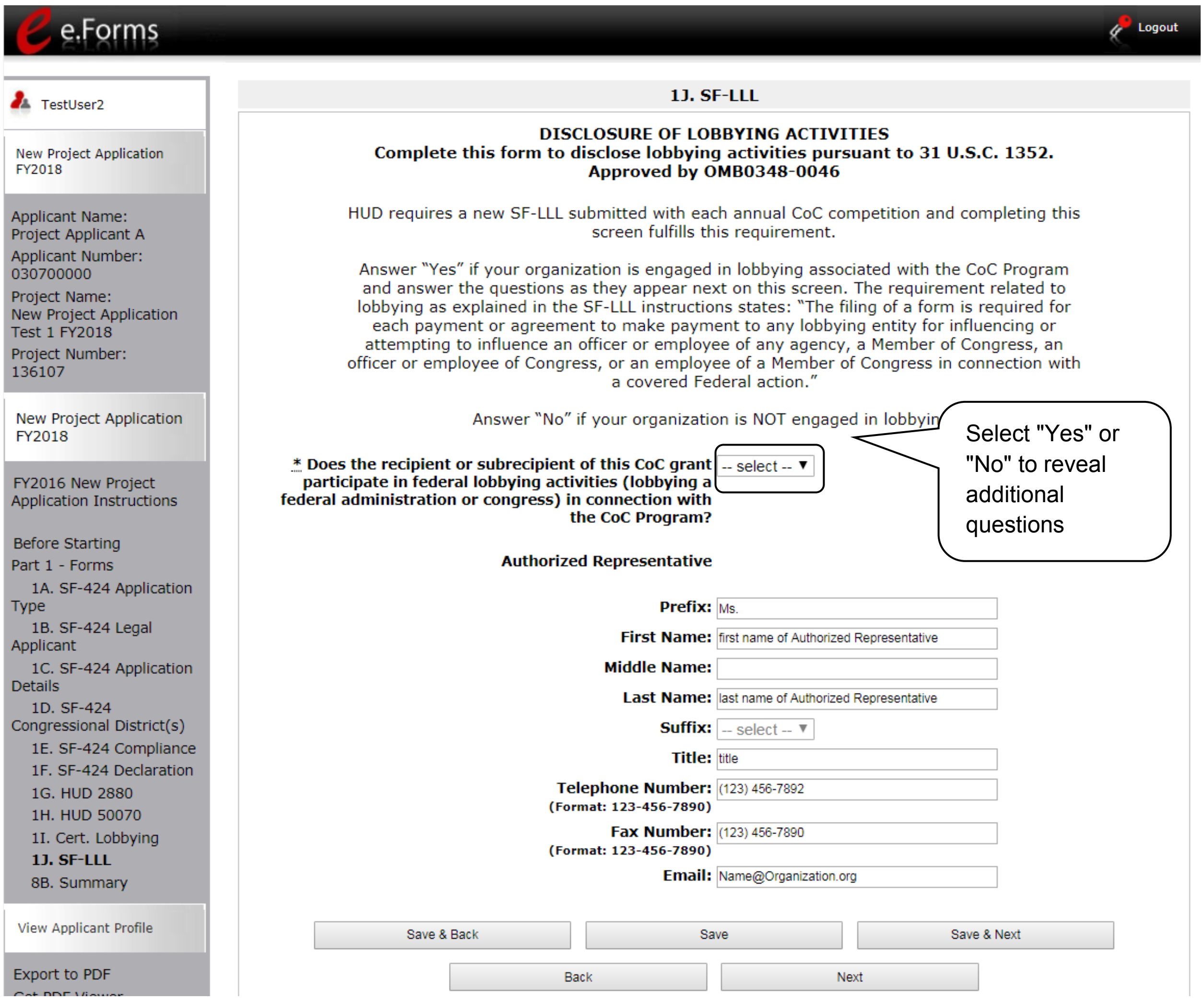
Back | Next

Check Spelling

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

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 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.


e.Forms
Logout

TestUser2
New Project Application FY2018
Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: New Project Application Test 1 FY2018
Project Number: 136107
New Project Application FY2018
FY2016 New Project Application Instructions
Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL
8B. Summary
View Applicant Profile
Export to PDF

1J. SF-LLL

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

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

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

Answer "No" if your organization is NOT engaged in lobbyin

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

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

Authorized Representative

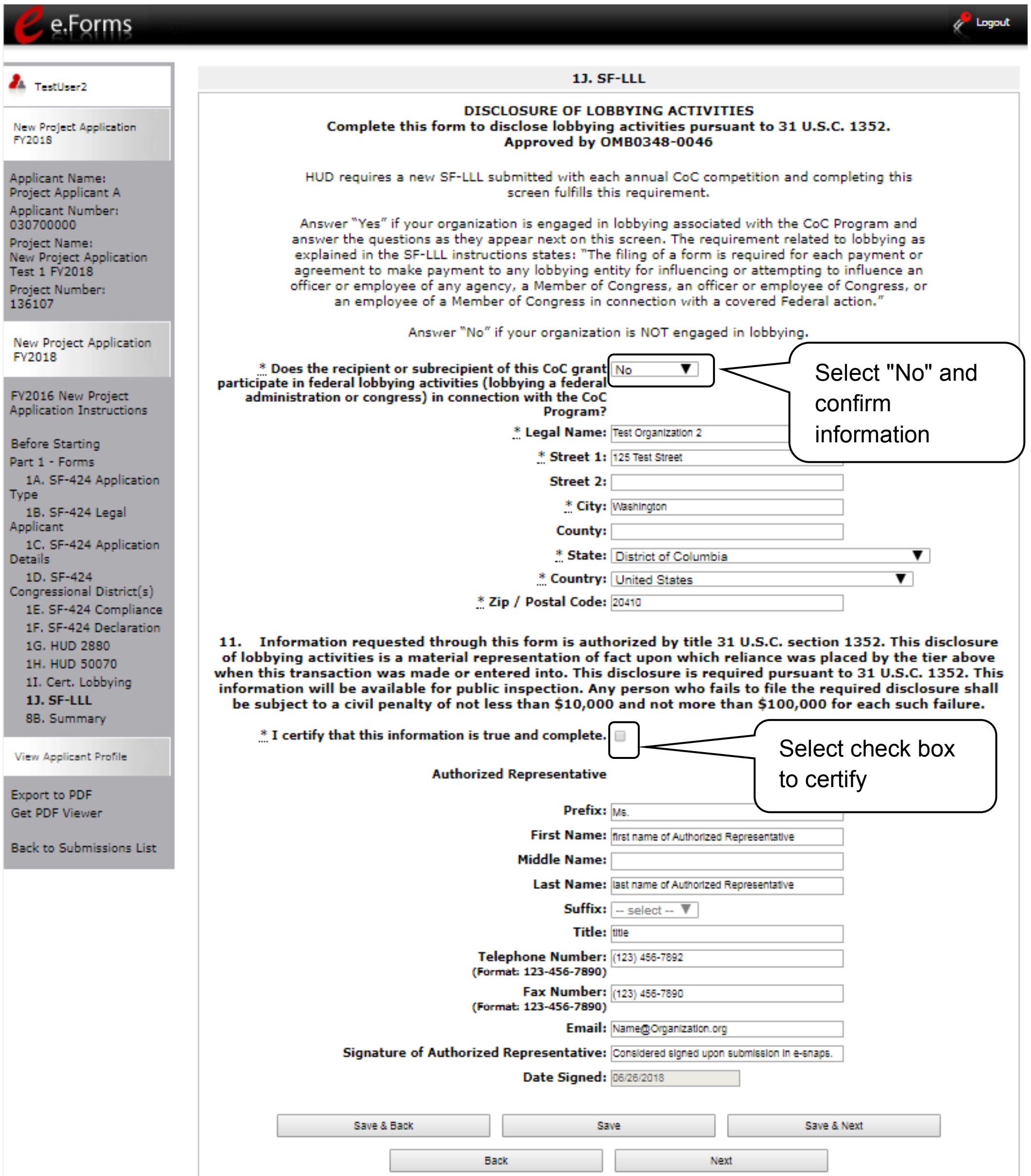
Prefix: Ms.
First Name: first name of Authorized Representative
Middle Name:
Last Name: last name of Authorized Representative
Suffix: -- select --
Title: title
Telephone Number: (123) 456-7892
(Format: 123-456-7890)
Fax Number: (123) 456-7890
(Format: 123-456-7890)
Email: Name@Organization.org

Save & Back | Save | Save & Next
Back | Next

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

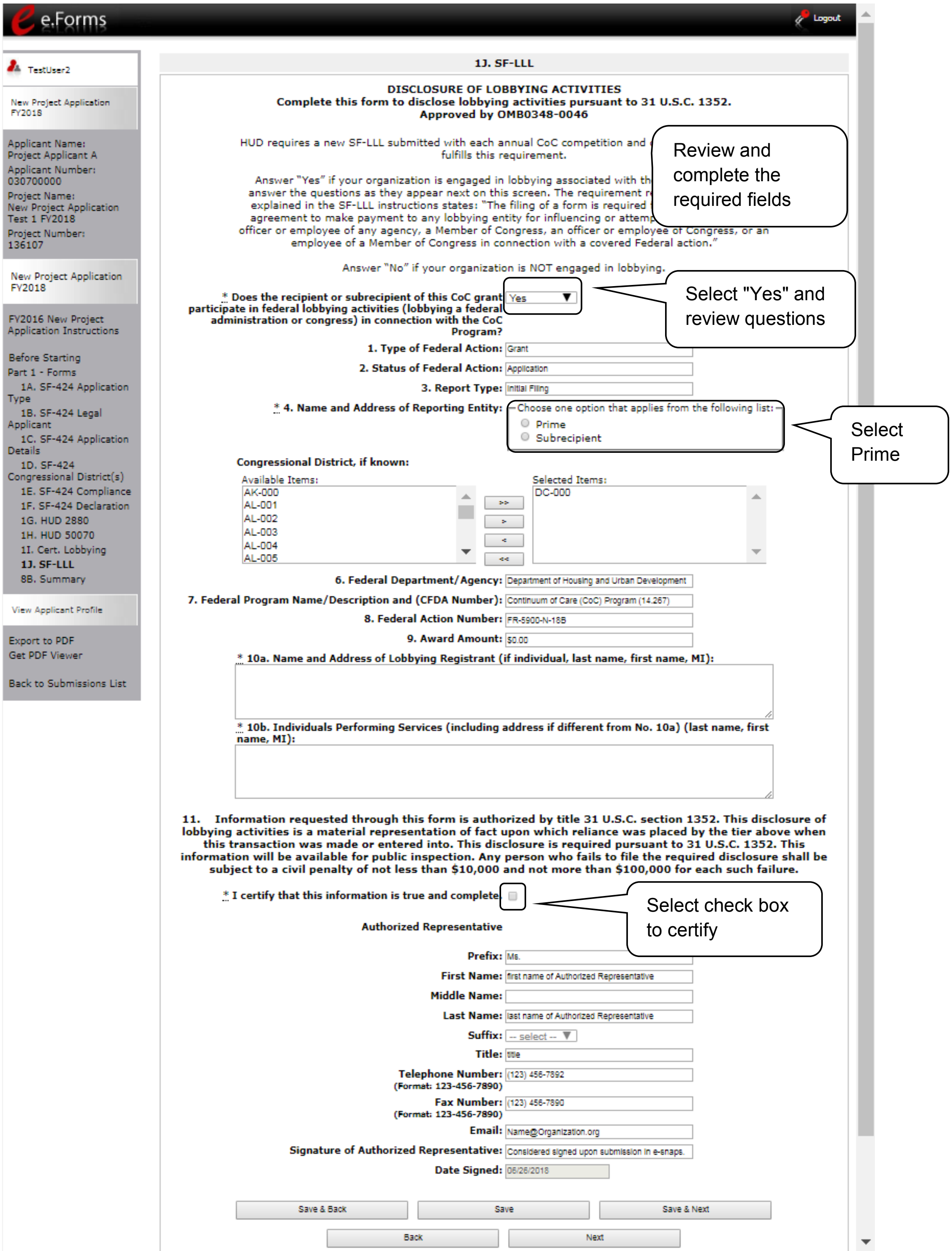
NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide.*

If "No" Lobbying Activities



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

If "Yes" Lobbying Activities



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

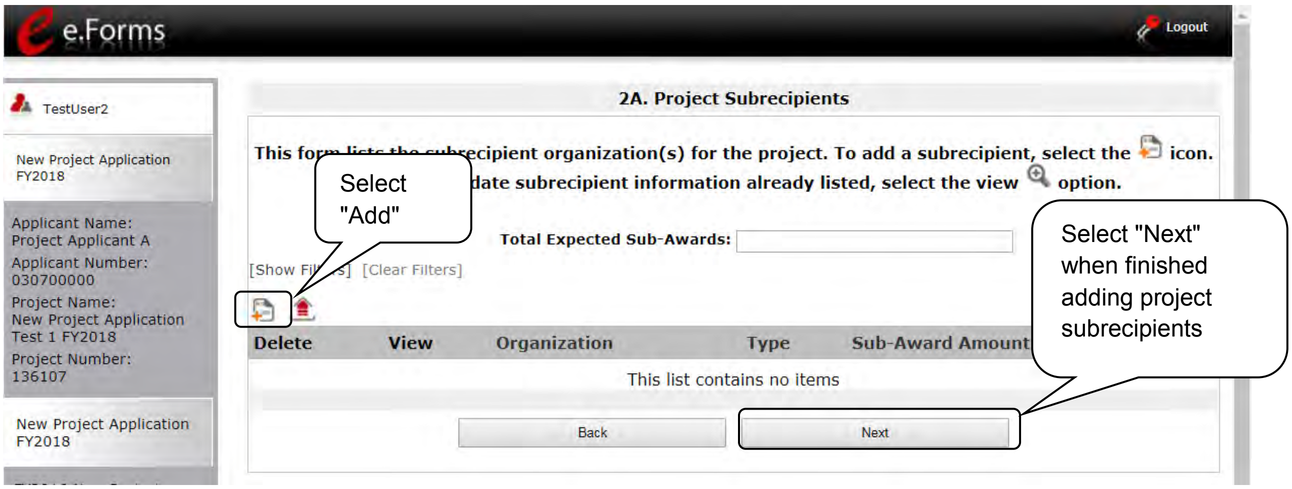
NOTE: *The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.*

The subecipient NEVER submits the Project Application.

2A. Subrecipients

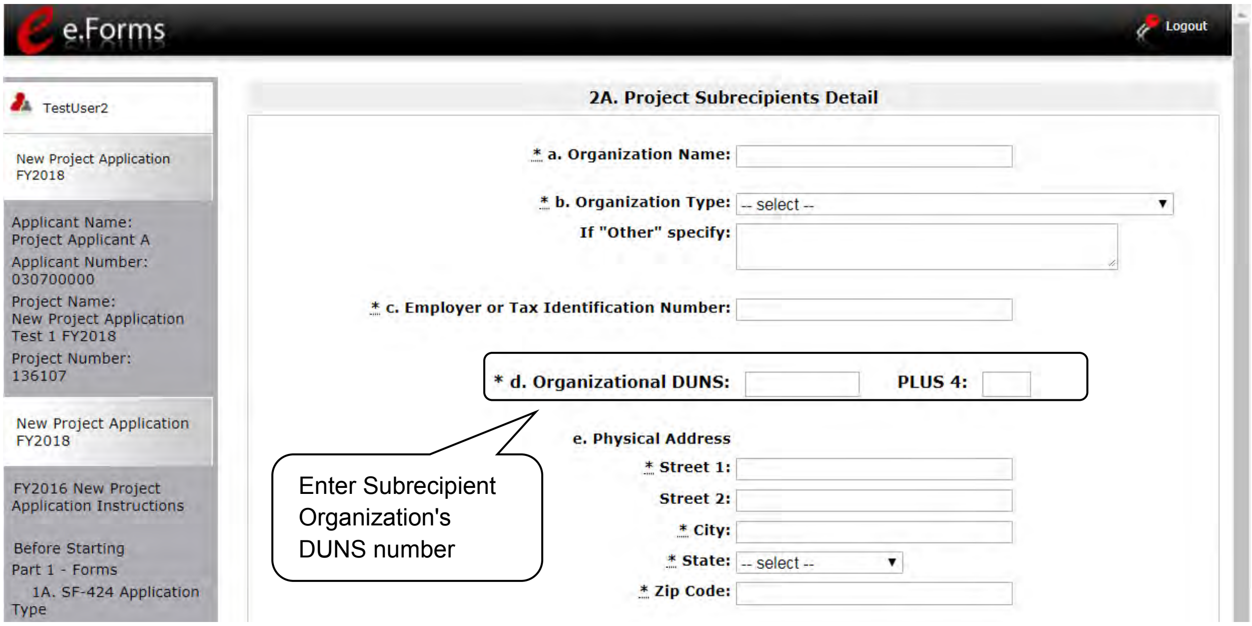
Remember, applicants must complete Part 1: SF-424 before the rest of the application screens will appear.

This screen lists all of the project'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 2018 Project Application.



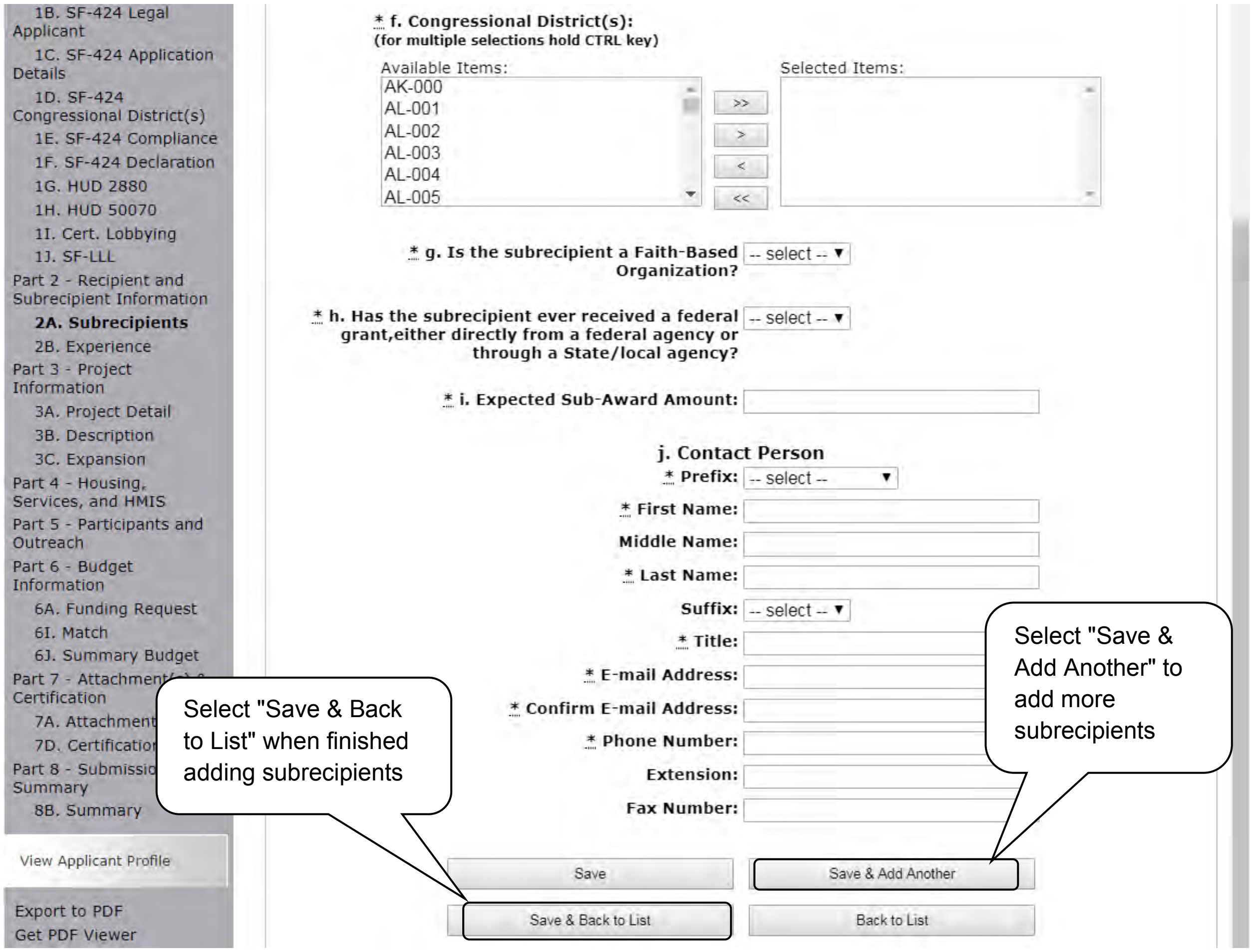
Step	Description
1.	To begin adding subrecipient organization(s) to this list, select the “Add” icon.
2.	The “Project Subrecipients Detail” screen will appear.

2A. Subrecipients (continued)



Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	Indicate the subrecipient’s organization type by selecting the appropriate option from the dropdown menu. • Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; or Nonprofit without 501C3 IRS Status. If the organization type does not appear on the list, it is not an eligible subrecipient. The “Other” text box can be used for more information, if desired. • Nonprofit subrecipients(those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *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. If the mailing address is different from the street address; enter the mailing address.

2A. Subrecipients (continued)



Step	Description
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.

2A. Subrecipients (continued)

Step	Description
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number, starting with the area code (optional).
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 adding subrecipients, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.
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.	When your sponsor list is complete, select "Next" to continue to the next screen.

NOTE:

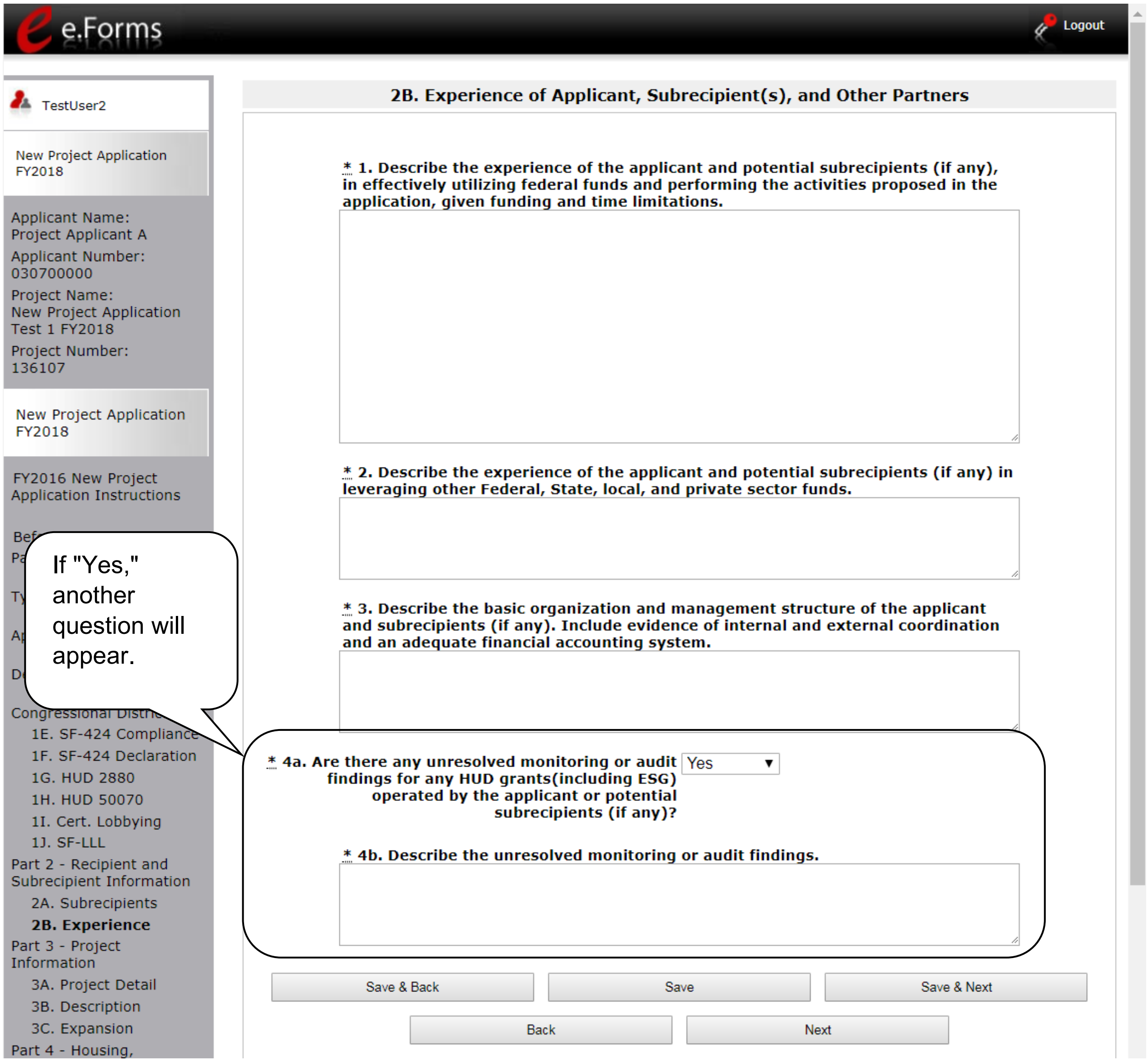
Someone whose contact information is entered in e-snaps on the "Project Subrecipient" screen does not automatically have access to e-snaps.

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 webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

2B. Experience of Applicant, Subrecipient(s) and Other Partners

The following steps provide instruction on completing all the mandatory fields marked with an asterisk (*) on the "Experience of Applicant, Subrecipient(s), and Other Partners" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2018 Project Application.

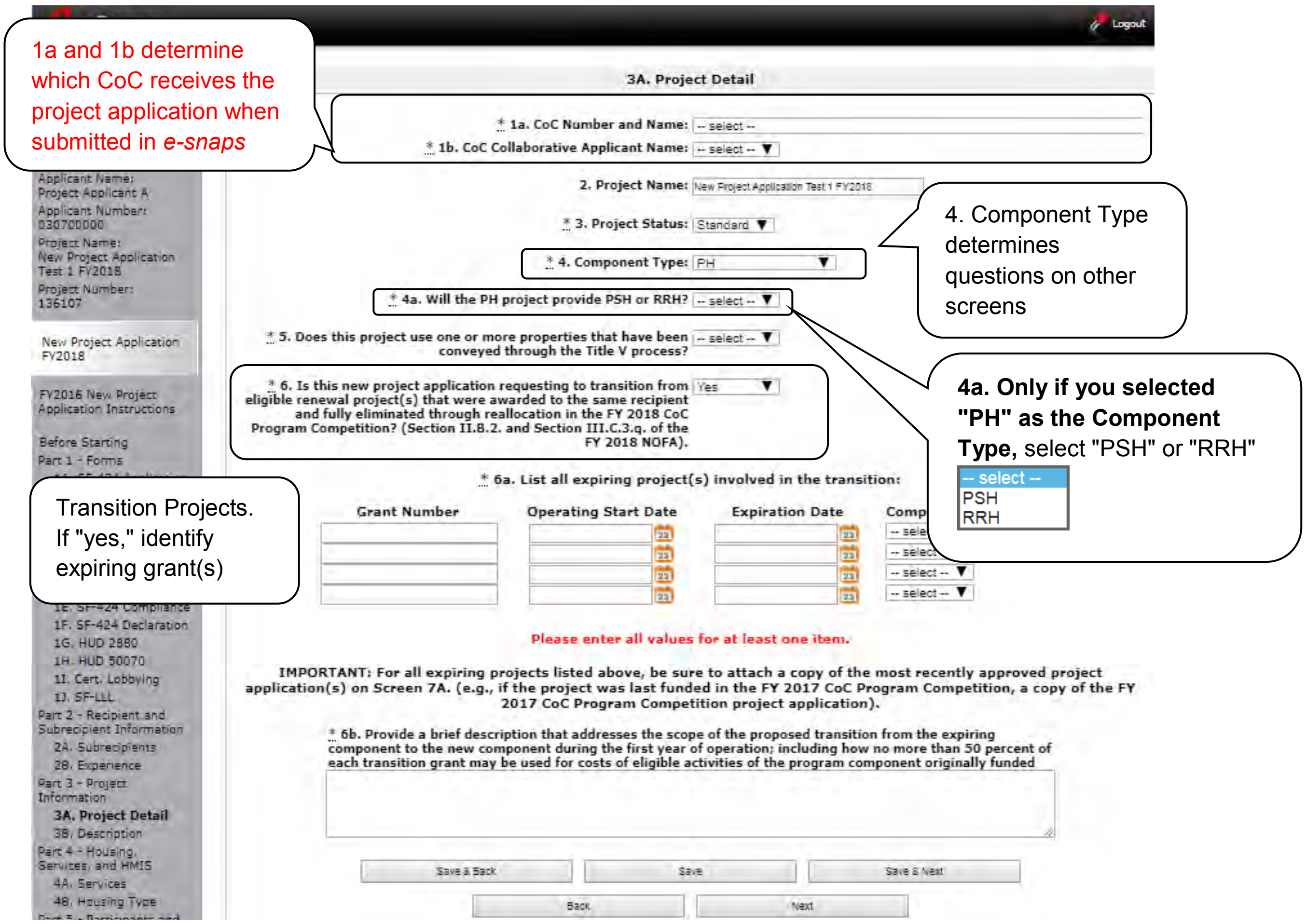


Step	Description
1.	Describe the experience of the Project Applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2.	Describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
3.	Describe the basic organization and management structure of the Project Applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
4.	Select “Yes” or “No” from the dropdown menu regarding monitoring findings for any HUD grants (including ESG) operated by the Project Applicant or potential subrecipient(s). • If “Yes,” a new text box will appear. Provide an explanation in the text box provided.
5.	Select "Save & Next" to continue to the next screen.

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, we recommend copying and pasting into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type" and “Project” screens on the "Project Detail" screen in **Part 3: Project Information** of the FY 2018 New Project Application, as well as, completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.



Step	Description
1.	Select your “CoC Number and Name” from the dropdown menu.
2.	Select your "CoC Applicant Name" from the dropdown menu.

Fields 1a and 1b	*You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your New Project Application will be submitted. If the CoC is incorrect, your application ultimately might not be submitted to HUD.*

"No CoC"	*"No CoC" can only be selected if your CoC did not register for the FY 2018 CoC Competition or your project is located in geographic area that is unclaimed. You should contact CoCs next to your location to determine if the geographic area in which you reside has been claimed and/or the state CoC that is there is a Balance of State.*

Step	Description
3.	Verify the name of your project populated with the project name listed on your "Project" screen. If the project name is incorrect, follow the instructions in the NOTE for "Incorrect Project Name" below.

Incorrect Project Name

If the project name is incorrect:

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

Return to the New Application by navigating to the “Submissions” screen and selecting the orange folder next to the Project.

Step	Description
4.	Select your "Project Status" from the dropdown menu. • Project Applicants typically select "Standard." • See the NOTE below for more information about the "Appeal" option.

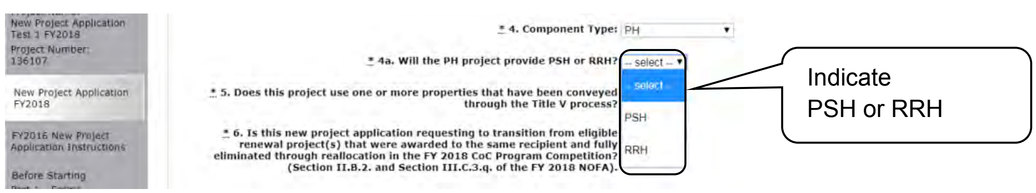
Solo Application

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 2018 CoC Program Competition NOFA). If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard."

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

Refer to the Appeal Project Application navigational guide on the CoC Program Competition Resources webpage on the HUD Exchange at: *https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/*

Step	Description
5.	Select the "Component Type" from the dropdown menu. Eligible New Project component types during the FY 2018 CoC Program Competition include the following: • PH  o If you select PH, a new question appears. o Indicate whether the project is PSH or RRH. • Joint TH and PH-RRH • SSO (for Coordinated Entry projects) • HMIS (for Dedicated HMIS projects) Note: The component type determines what questions appear on other forms throughout the Project Application.
6.	Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.
7.	Select "Yes" or "No" to indicate whether this application for a new project is requesting funds to transition an expiring grant (i.e., a reallocated project) to a new project. The question asks "Is this new project application requesting to transition an eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2018 COC Program Competition? (Section II.B.2. and Section III.C.3.q of the FY 2018 NOFA)."

- If "Yes,"
  - Question 6a: Identify the expiring grants (i.e., the project(s) being reallocated) by providing the Grant Number, Operating Start Date, Expiration Date, and Component Type.
  - Question 6b: Briefly describe the scope of the proposed transition from the expiring component to the new component during the first year of operation. The description must address how no more than 50 percent of the funding for this new grant will be used for the eligible activities/costs of the project that is being eliminated.

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

Transition Projects

A New Project Application that identifies as a transition project is essentially a new project created through reallocation, but rather than cutting off the funding for the reallocated project when the most recent executed grant agreement ends, the recipient can receive some funding in the new award that can be used to "wind down" the reallocated project. The remainder of the funds will be used to "ramp up" the new project.

Note: If the new project is identified as a transition project, there is no option for it to be an expansion project.

Review the FY 2018 NOFA for details about which projects are eligible for reallocation and other requirements associated with transition projects and funding.
https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/

Transition Project: Required Attachment

On Screen 7A, attach a copy of the most recently approved project application; for example, if the project was awarded funds in FY 2017, attach the FY 2017 Project Application.

A copy of the project application can be exported to PDF.

- *Navigate to the Submissions screen*
- *Select the orange folder icon next to the FY 2017 project application*
- *Navigate to the Submission Summary screen*
- *Select "Export to PDF" at the bottom of the page*

3B. Project Description

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) on the "Project Description" screen for **Part 3: Project Information** of the FY 2018 New 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 term being requested.

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

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

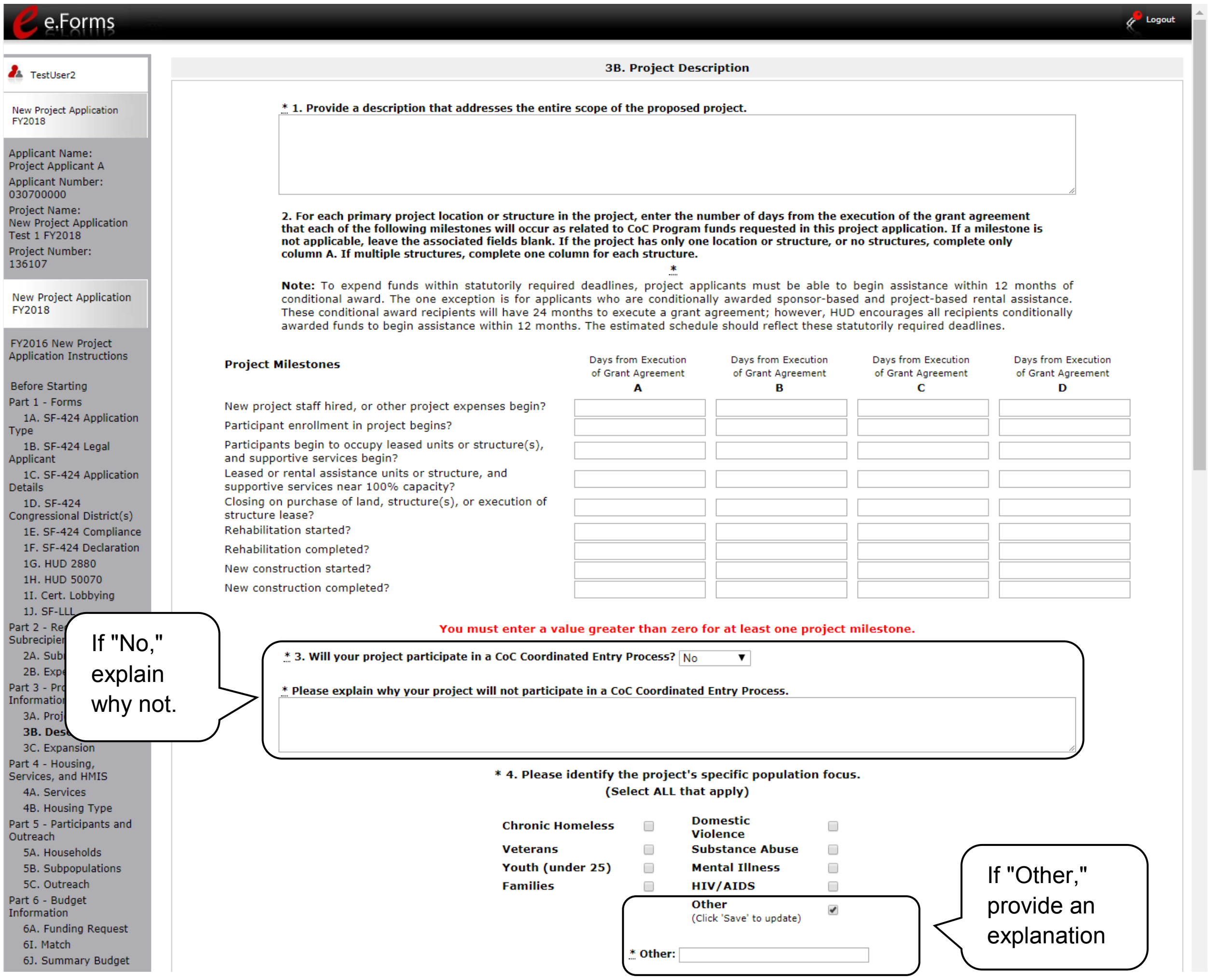
See the following pages for instructions:

- *3B. Permanent Housing - PSH and RRH projects*
- *3B. Joint TH and PH-RRH projects*
- *3B. Supportive Services Only - Coordinated Entry 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.*

3B. PH Component

The following instructions are for screen 3B. Project Description when the PH component is selected on screen 3A. Project Detail. The screen is the same for PH-PSH and PH-RRH, except for question 10, which asks whether the PSH project is 100% Dedicated or Dedicated Plus.



Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: • New project staff hired or other expenses begin • Participant enrollment begins • Participants begin to occupy leased units or structures and supportive services begin • Leased or rental assistance units or structure and supportive services near 100% capacity

- Closing on purchase of land, structure(s), or execution of structure lease
- Rehabilitation started
- Rehabilitation completed
- New construction started
- New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

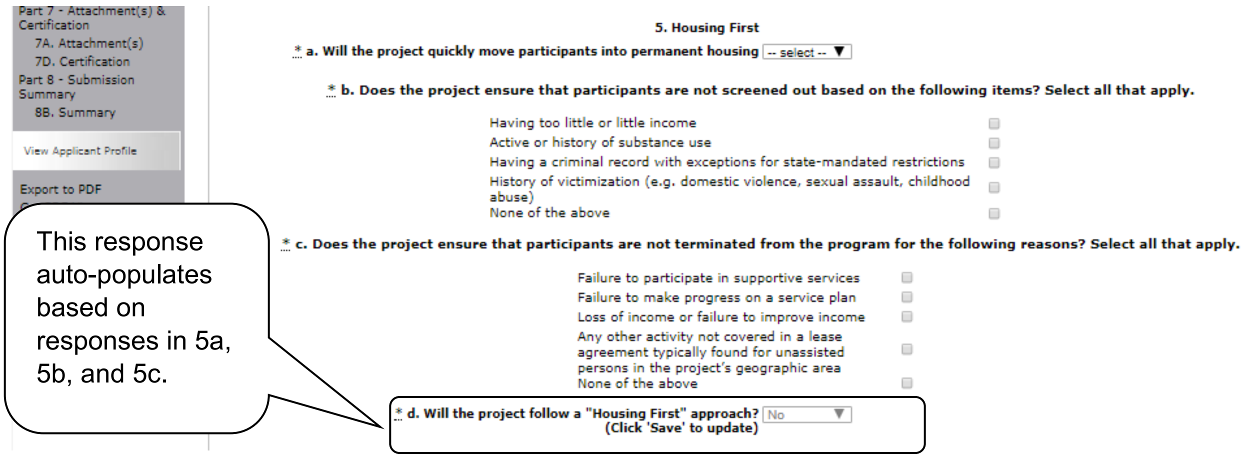
3. Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.

- If "No," one new question will appear.
  In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.

4. Indicate the proposed project's specific population focus.

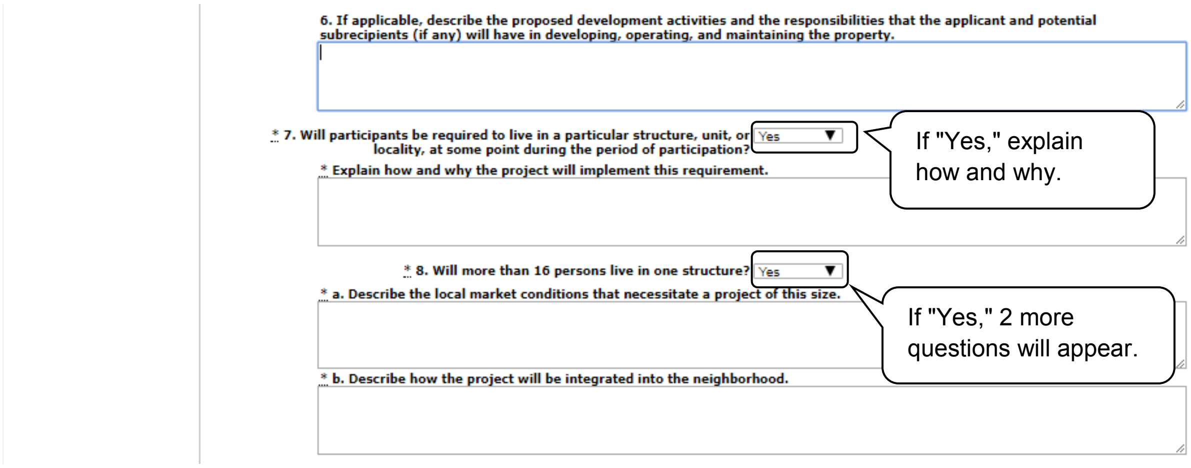
- Select all of the boxes that apply. Multiple selections are permissible.
- If you select "Other," select "Save," and then provide a description of the specific type of population in the text box provided.

3B. PH Component (continued)



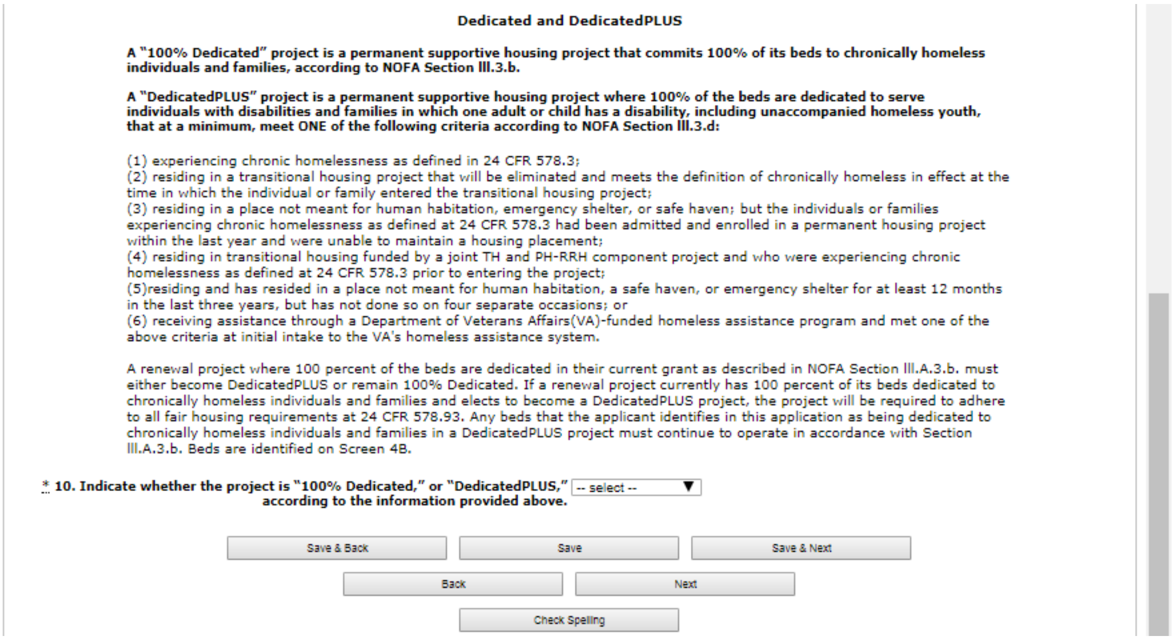
Step	Description
5.	Under question 5. Housing First, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
6.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that 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.
7.	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.
8.	Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding the requirements for projects that are designated as Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/

3B. PH Component (continued)



Step	Description
9.	If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
10.	Select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality. • If "Yes," one new question will appear. Provide a description of how and why this project will implement this requirement.
11.	Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure. • If "Yes," two new questions will appear. In the two text boxes available, describe the local market conditions that necessitate a project of this size and describe how the project will be integrated into the neighborhood.

3B. PH Component (continued)



Dedicated and DedicatedPLUS

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

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

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

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

* **10. Indicate whether the project is "100% Dedicated," or "DedicatedPLUS," according to the information provided above.** -- select --

Save & Back | Save | Save & Next

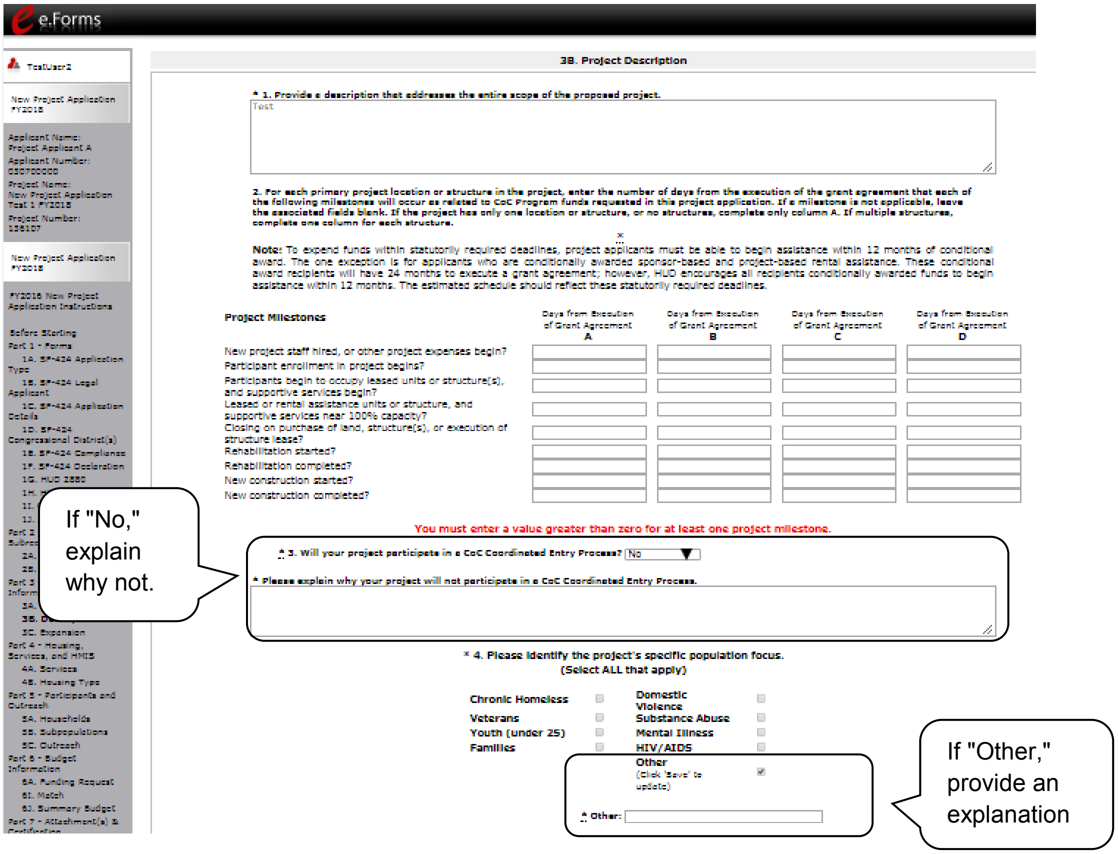
Back | Next

Check Spelling

Step	Description
12.	If "PSH" was selected, the "Dedicated and DedicatedPlus section will appear on the screen. For question 10, indicate whether the project is “100% Dedicated” or “DedicatedPLUS,” according to the information provided.
13.	Select "Save & Next" to continue to the next screen.

3B. Joint TH and PH-RRH Component

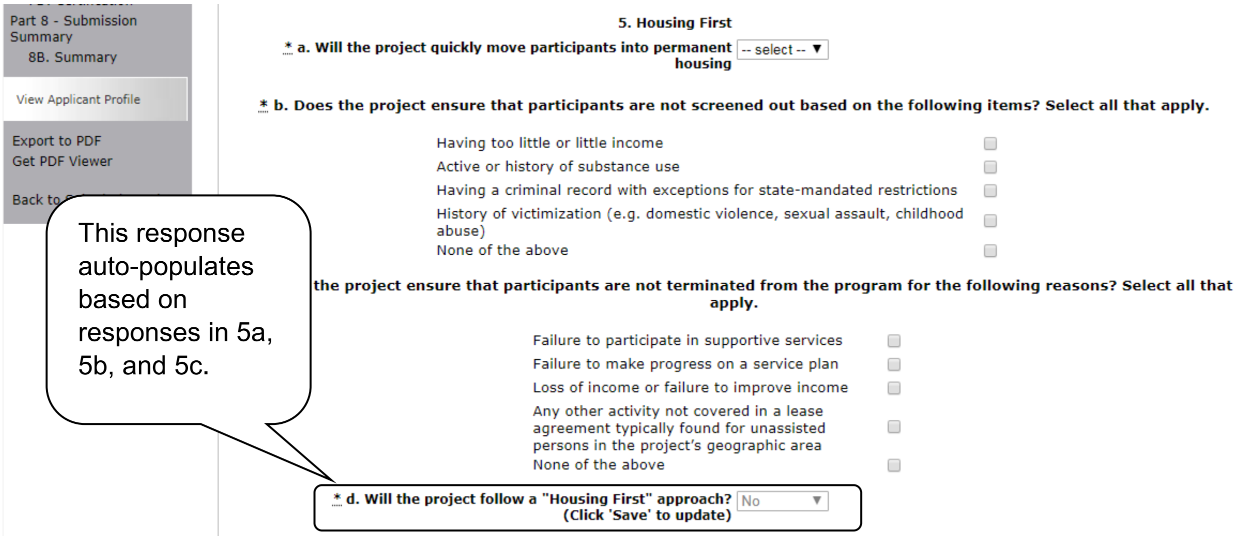
The following instructions are for screen 3B. Project Description when the Joint TH and PH-RRH component is selected on screen 3A. Project Detail.



Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: • New project staff hired or other expenses begin • Participant enrollment begins • Participants begin to occupy leased units or structures and supportive services begin • Leased or rental assistance units or structure and supportive services near 100% capacity • Closing on purchase of land, structure(s), or execution of structure lease • Rehabilitation started • Rehabilitation completed • New construction started • New construction completed

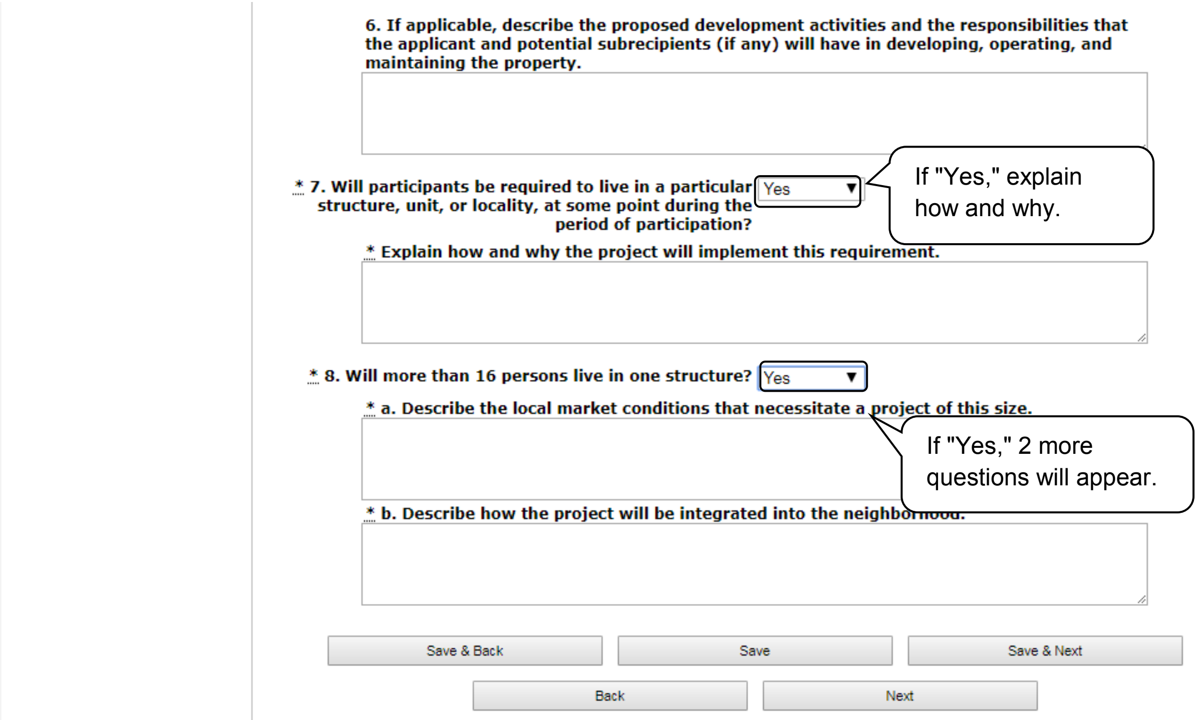
	Each column pertains to one location or structure. • If the project has only one location or structure, or no structures, complete only column A. • If multiple structures, complete one column for each structure. If a milestone is not applicable, leave the associated fields blank.
3.	Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process. • If "No," one new question will appear. In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.
4.	Indicate the proposed project's specific population focus. • Select all of the boxes that apply. Multiple selections are permissible. • If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.

3B. Joint TH and PH-RRH (continued)



Step	Description
5.	Under question 5. Housing First, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
6.	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.
7.	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.
8.	Based on your selections to the questions about screening and termination, the response to “Does the project follow a ‘Housing First’ approach?” will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. **NOTE:** See the FY 2018 CoC Program NOFA regarding the requirements for projects that are designated as Housing First. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/

3B. Joint TH and PH-RRH (continued)


6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

* 7. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? Yes

* Explain how and why the project will implement this requirement.

* 8. Will more than 16 persons live in one structure? Yes

* a. Describe the local market conditions that necessitate a project of this size.

* b. Describe how the project will be integrated into the neighborhood.

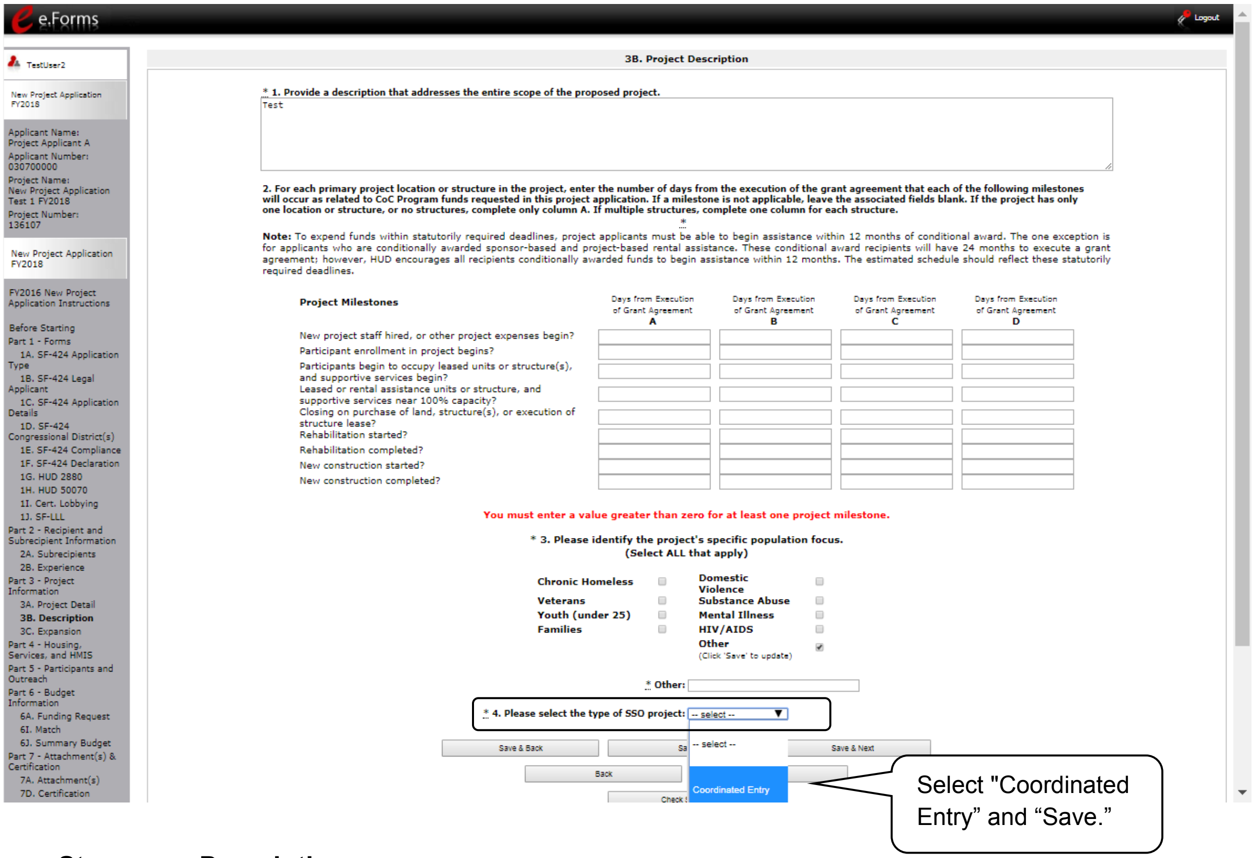
Save & Back | Save | Save & Next

Back | Next

Step	Description
9.	If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
10.	Select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality. • If "Yes," one new question will appear. Provide a description of how and why this project will implement this requirement.
11.	Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure. • If "Yes," two new questions will appear. In the two text boxes available, describe the local market conditions that necessitate a project of this size and describe how the project will be integrated into the neighborhood.
12.	Select "Save & Next" to continue to the next screen.

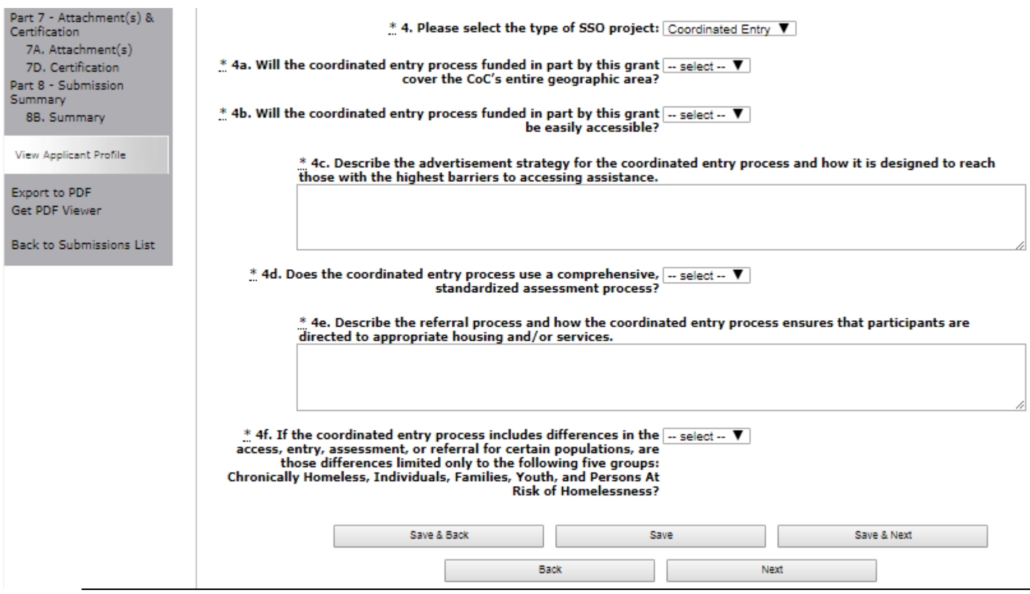
3B. SSO Component

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



Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: • New project staff hired or other expenses begin • Participant enrollment begins • Participants begin to occupy leased units or structures and supportive services begin • Leased or rental assistance units or structure and supportive services near 100% capacity • Closing on purchase of land, structure(s), or execution of structure lease • Rehabilitation started • Rehabilitation completed • New construction started • New construction completed

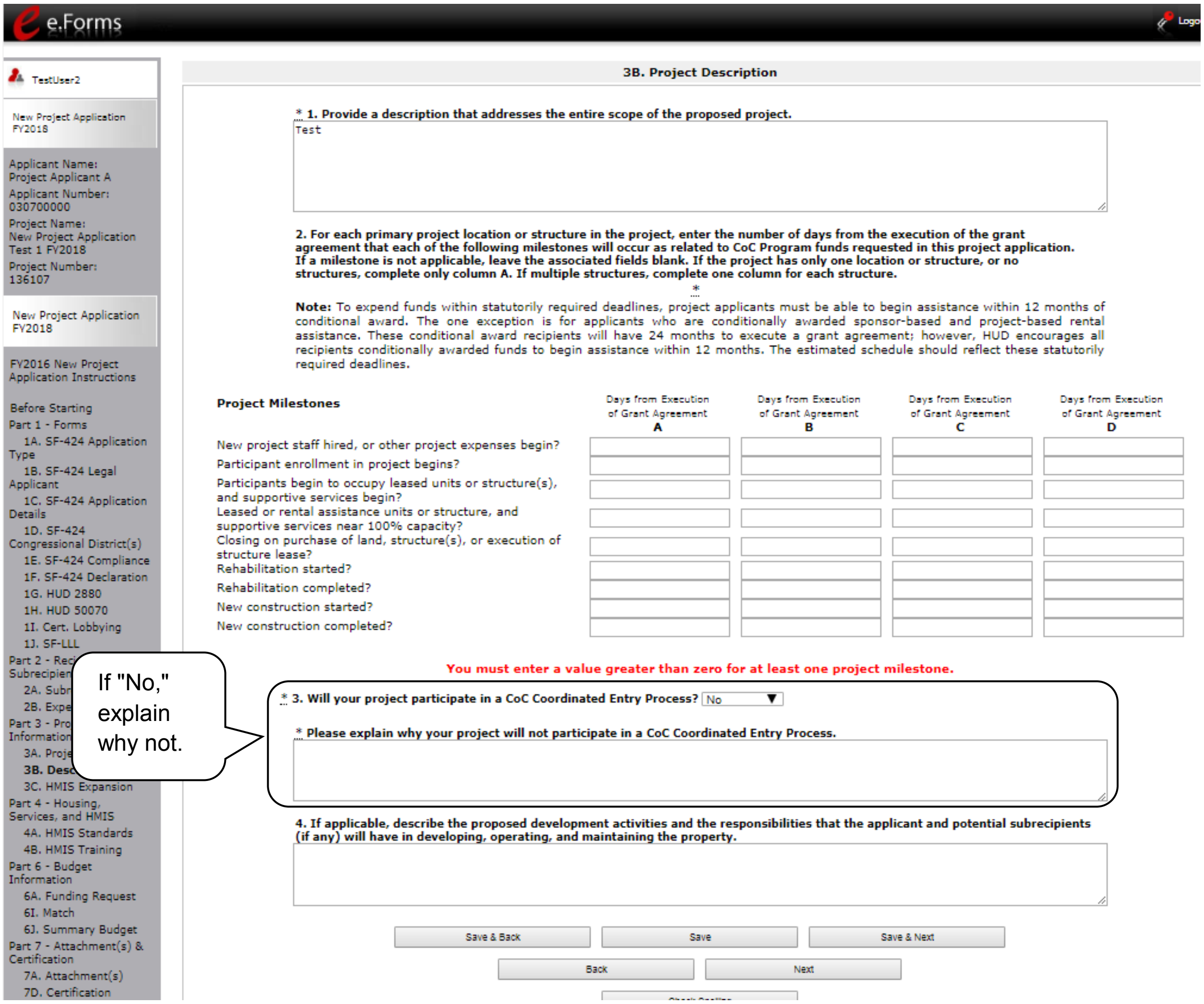
	Each column pertains to one location or structure. • If the project has only one location or structure, or no structures, complete only column A. • If multiple structures, complete one column for each structure. If a milestone is not applicable, leave the associated fields blank.
3.	Indicate the proposed project's specific population focus. • Select all of the boxes that apply. Multiple selections are permissible. • If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.
4.	Select the type of SSO project. Coordinated entry is the only option. Select Save and a series of questions will appear.



5.	Select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
6.	Select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be easily accessible.
7.	Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.
8.	Select "Yes" or "No" to indicate whether the coordinated entry process uses a comprehensive, standardized assessment process.
9.	Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.
10.	If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, select "Yes" or "No" to indicate whether those differences limited only to the following four groups: Chronically Homeless, Individuals, Families, and Youth.
11.	Select "Save & Next" to continue to the next screen.

3B. HMIS Component

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



Step	Description
1.	Provide a details description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: • New project staff hired or other expenses begin • Participant enrollment begins • Participants begin to occupy leased units or structures and supportive services begin • Leased or rental assistance units or structure and supportive services near 100% capacity

	• Closing on purchase of land, structure(s), or execution of structure lease • Rehabilitation started • Rehabilitation completed • New construction started • New construction completed Each column pertains to one location or structure. • If the project has only one location or structure, or no structures, complete only column A. • If multiple structures, complete one column for each structure. If a milestone is not applicable, leave the associated fields blank.
3.	Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process. • If "No," one new question will appear. In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.
4	If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
4.	Select "Save & Next" to continue to the next screen.

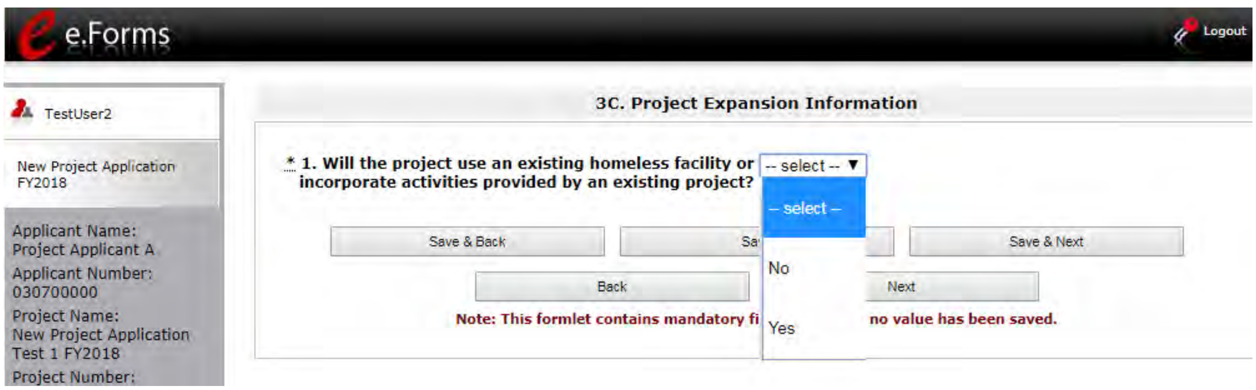
3C. Expansion

There are different versions of screen 3C, depending on which component type was selected on screen 3A. Project Detail, question 4: Component Type:

- Screen 3C. Project Expansion Information is available when the PH, Joint TH and PH-RRH, or SSO component is selected.
- Screen 3C. HMIS Expansion is available when the HMIS component is selected.

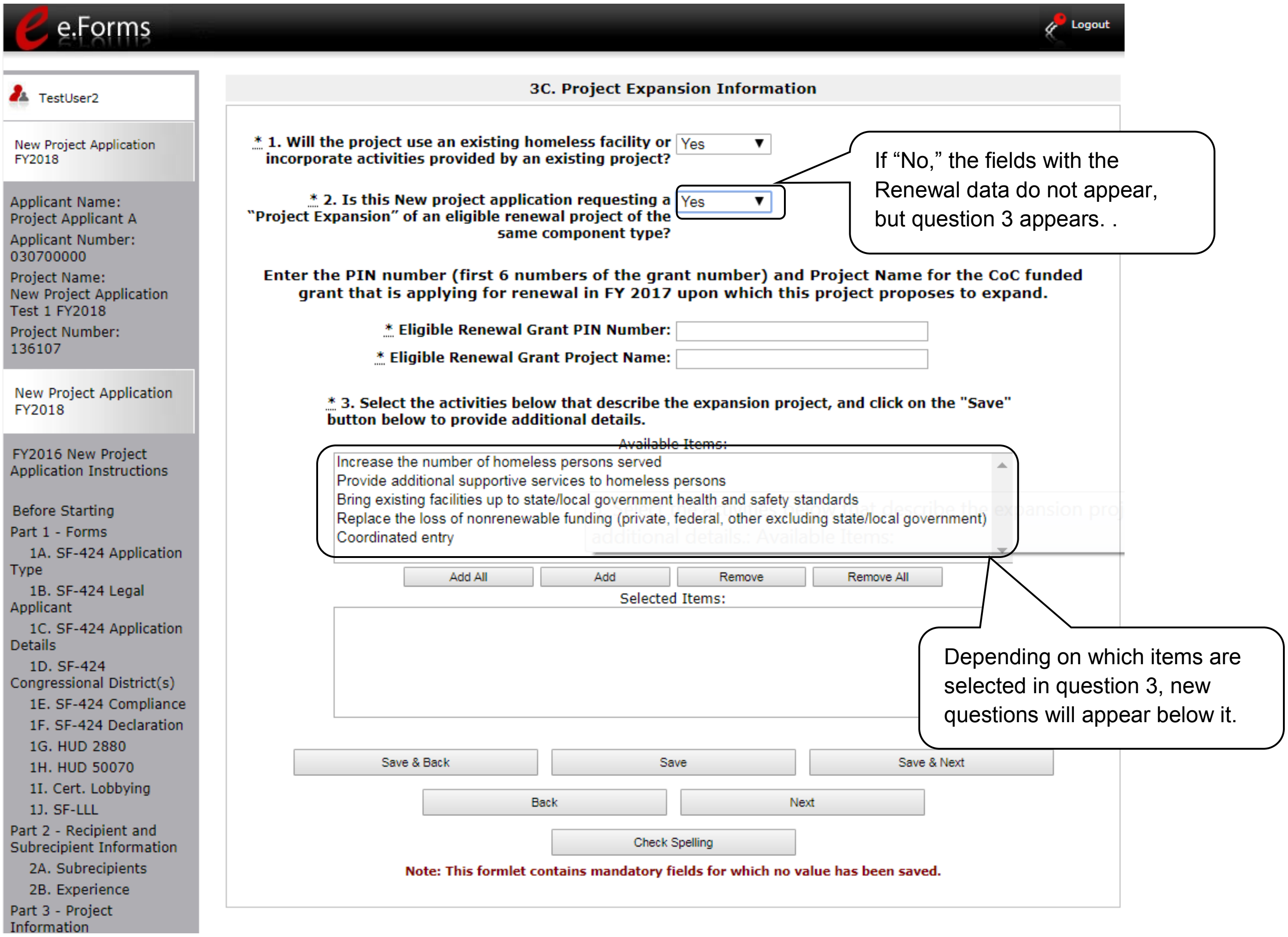
3C. Project Expansion Information (PH-PSH, PH-RRH, Joint TH and PH-RRH, and SSO)

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) on the "Project Expansion" screen for **Part 3: Project Information** of the FY 2018 New Project Application.



Step	Description
1.	Indicate whether or not your project will expand using an existing homeless facility or incorporate activities provided by an existing project. • If "No," select "Save & Next" and continue to the next screen. • If "Yes," one new question will appear that you are required to complete. Continue on to Step 2.

3C. Project Expansion (continued)



Step	Description
2.	Indicate whether or not the expansion project is for an eligible CoC Program funded renewal project with the same component type. • If "No," question 3 appears. • If "Yes," you need to enter data pertaining to the eligible renewal. • Enter the Eligible Renewal Grant PIN Number. • Enter the Eligible Renewal Grant Project Name.
3.	For question 3, select the activities that describe the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All." • If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All." • Select "Save."

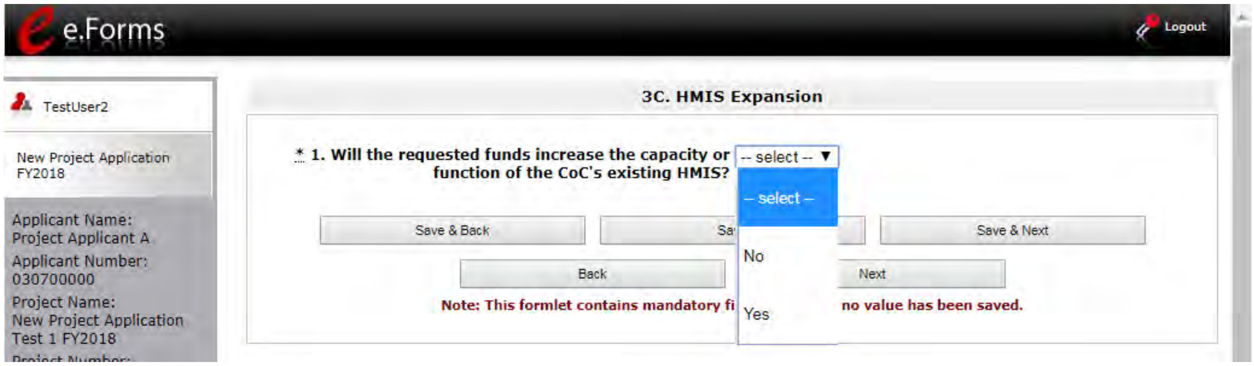
4.	Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table below identifies the questions associated with each activity.
5.	Once all of the fields are completed, select "Save & Next" to continue to the next screen.

The table below identifies which the new questions that appear when an activity is selected in question 3.

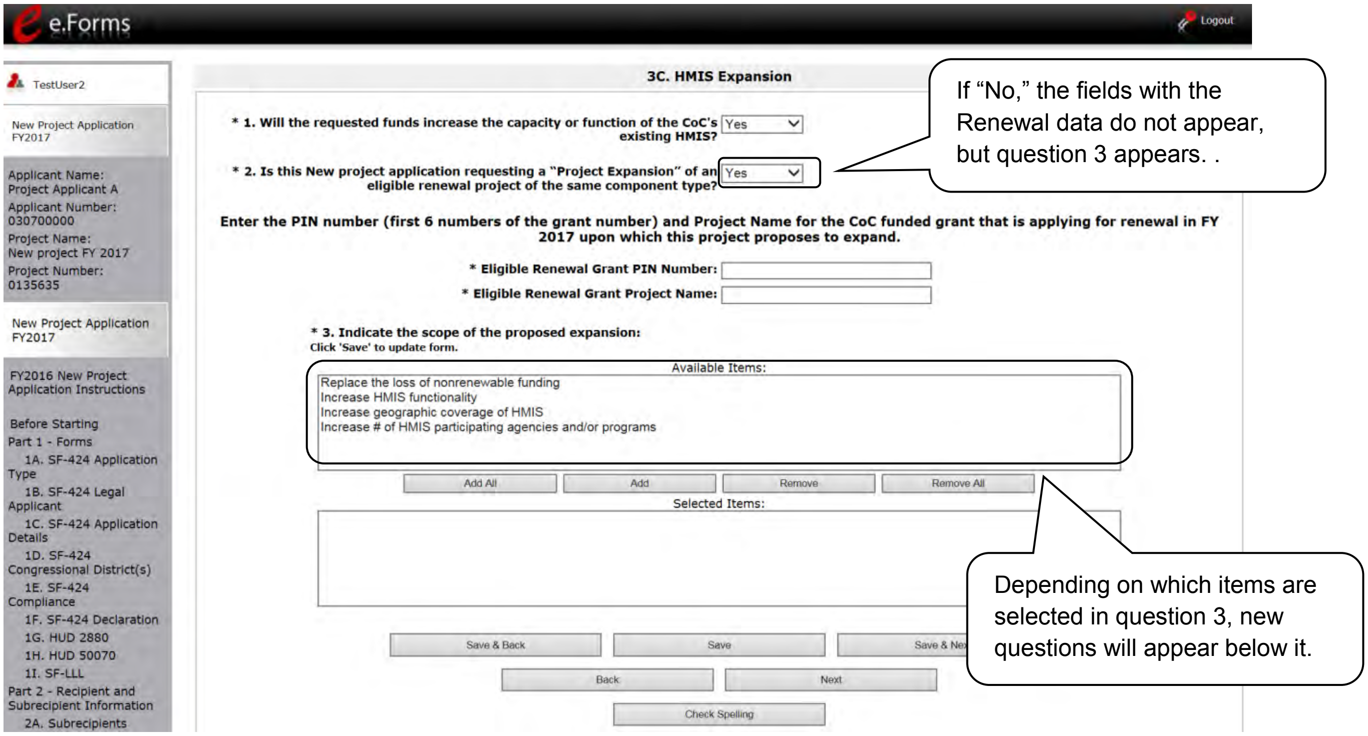
PH Expansion Activities	Steps
Increase the number of homeless persons served	Indicate how your project is proposing to increase the number of persons experiencing homelessness served. • First, enter the "Current Level of Effort" for the following categories: o # of persons served at a point-in-time o # of units o # of beds • Next, enter the "New Effort" your proposed project will provide for the same three categories listed in the preceding step.
Provide additional supportive services to homeless persons	Identify how you will be providing additional services. • Select one or more reasons provided in the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All." • Provide an explanation in the "Describe the reason for the supportive service increase indicated above" text box.
Bring existing facilities up to state/local gov. health and safety standards	Describe how the project is proposing to bring the existing facility or facilities up to state/local government health and safety standards in the text box provided.
Replace the loss of non-renewable funding	Select "Yes" or "No" to indicate whether the source of non-renewable funding is controlled by the state or local government.

3C. HMIS Expansion (HMIS)

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) on the "HMIS Expansion" screen for **Part 3: Project Information** of the FY 2018 New Project Application.



Step	Description
1.	Select "Yes" or "No" to indicate whether the requested funds increase the capacity or function of the CoC's existing HMIS. • If "No," select "Save & Next" and continue to the next screen. • If "Yes, a new field will appear that you are required to complete. Continue on to Step 2.



Step	Description
2.	Select "Yes" or "No" to indicate whether the requested funds are for a project expansion of an eligible renewal project of the same component type. • If "No," proceed to Question 3. • If "Yes, two new fields will appear that you are required to complete.
3.	Enter the PIN number (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2018 upon which this project proposes to expand.
4.	Select the activities that identify the scope of the expansion project from the “Available Items” text box and move them to the “Selected Items” text box by selecting “Add” or “Add All.” • If you make a mistake, you can remove items from the “Selected Items” box by selecting “Remove” or “Remove All.” • Select “Save.”
3.	Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table on the next page identifies the questions associated with each activity.
4.	Once all of the fields that were required based on your activity selection are completed, select “Save & Next” to continue to the next screen.

3C. HMIS Expansion (continued)

The table below identifies which the new questions that appear when an activity is selected in question 3.

HMIS Expansion Activities	Steps
Replacing the loss of non-renewable funding	• From the dropdown menu, select the source of non-renewable funding: Federal, State, Local Government, Private, or Other. • Explain why the project funds are non-renewable. • Select the date that the nonrenewable funds expired or will expire. Use the “Calendar” icon  to the right of the date field to select the correct date from the pop-up calendar. • Identify any steps that were taken to identify other funding sources.
Increasing HMIS functionality	• Describe the increased functionality.
Increasing the geographic coverage of HMIS	• Identify the geographic codes that were added to the HMIS coverage
Increasing the number of HMIS participating agencies and/or programs	Identify the additional participants in each of the following program that will be added: • HUD - Continuum of Care Program (CoC) • HUD - Emergency Solutions Grant (ESG) • HUD - Housing Opportunities for Persons with AIDS (HOPWA) • HHS - Projects for Assistance in Transition from Homelessness (PATH) • HHS - Runaway and Homeless Youth Programs (RHY) • Veterans Administration (VA) • Other

4A. Supportive Services, 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 2018 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.

NOTE: *The Project Applicant must complete the following screens depending upon the component type listed on Screen 3A. Project Detail:*

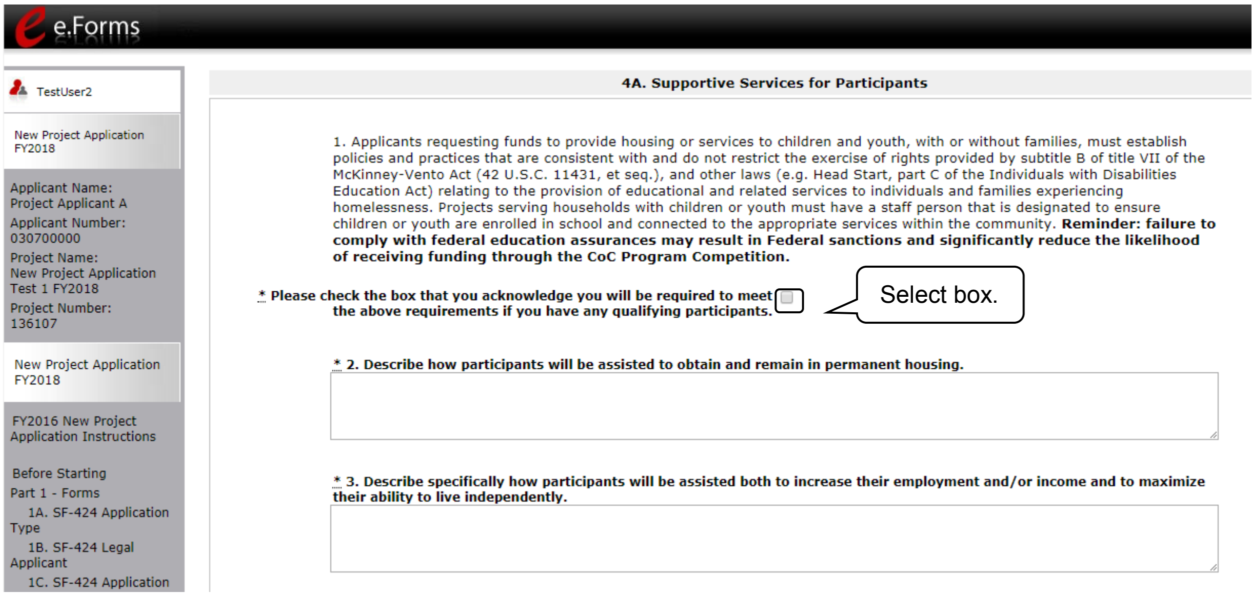
- *4A. Supportive Services for Participants (PH: PSH, PH: RRH, Joint TH and PH-RRH)*
- *4A. HMIS Standards (HMIS)*

For new SSO projects, Project Applicants will ***not*** *have a Part 4 screen to complete.*

4A. Supportive Services for Participants (PH and Joint TH and PH-RRH)

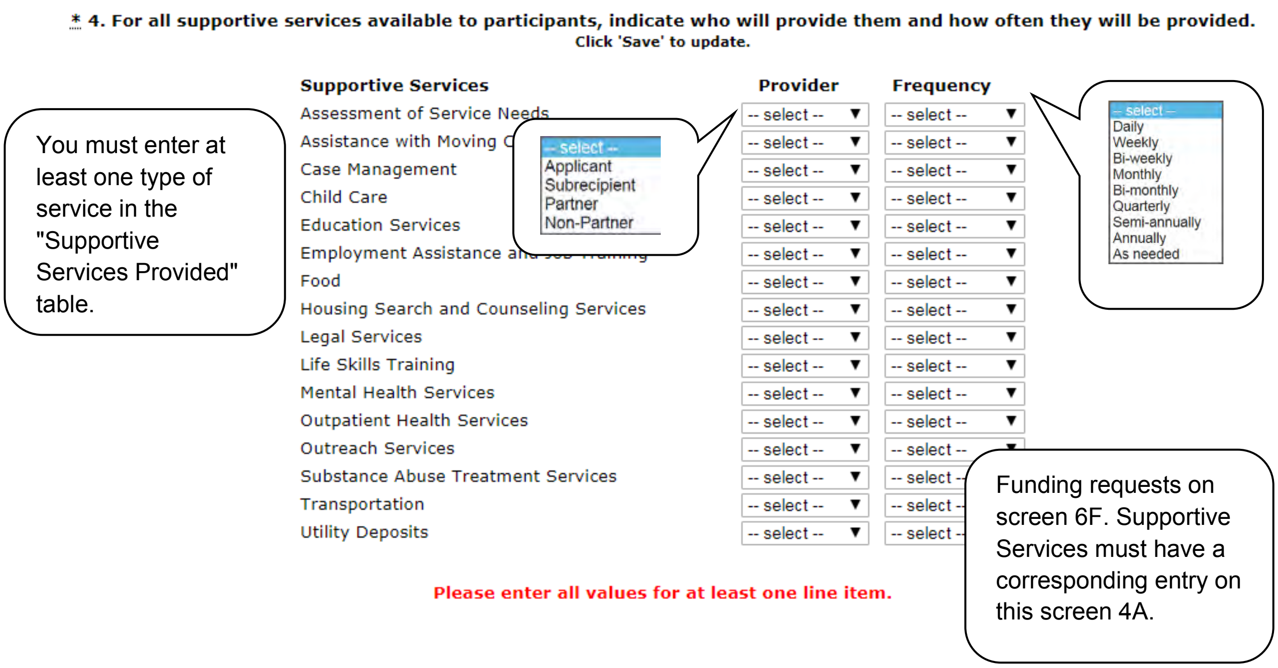
The following screen, 4A. Supportive Services for Participants, applies to PH projects (PSH and RRH) and Joint TH and PH-RRH (the component selected on screen 3A. Project Detail).

The information entered into screen 4A, "Supportive Services for Participants," the first screen of **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application, should capture the capacity of the project to efficiently provide supportive services to program participants. Please ensure that the information provided is both accurate and complete.



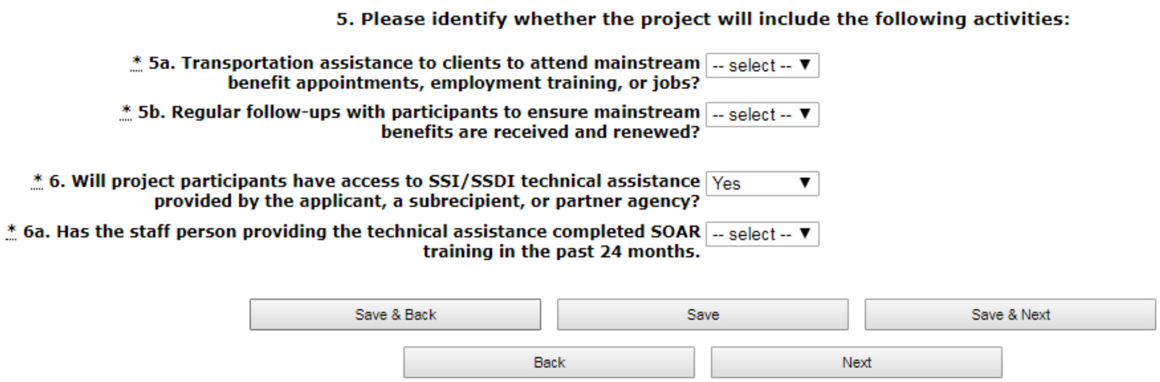
Step	Description
1.	Select the box to indicate that the proposed project policies and practices are consistent with laws related to providing education services to individuals and families.
2.	Describe the supportive services that will be provided to help project participants obtain and remain in permanent housing in the text box provided.
3.	Describe the supportive services that will be provided to help project participants locate employment, increase their employment income, and maximize their ability to live independently.

4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)



Step	Description
4.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and the frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

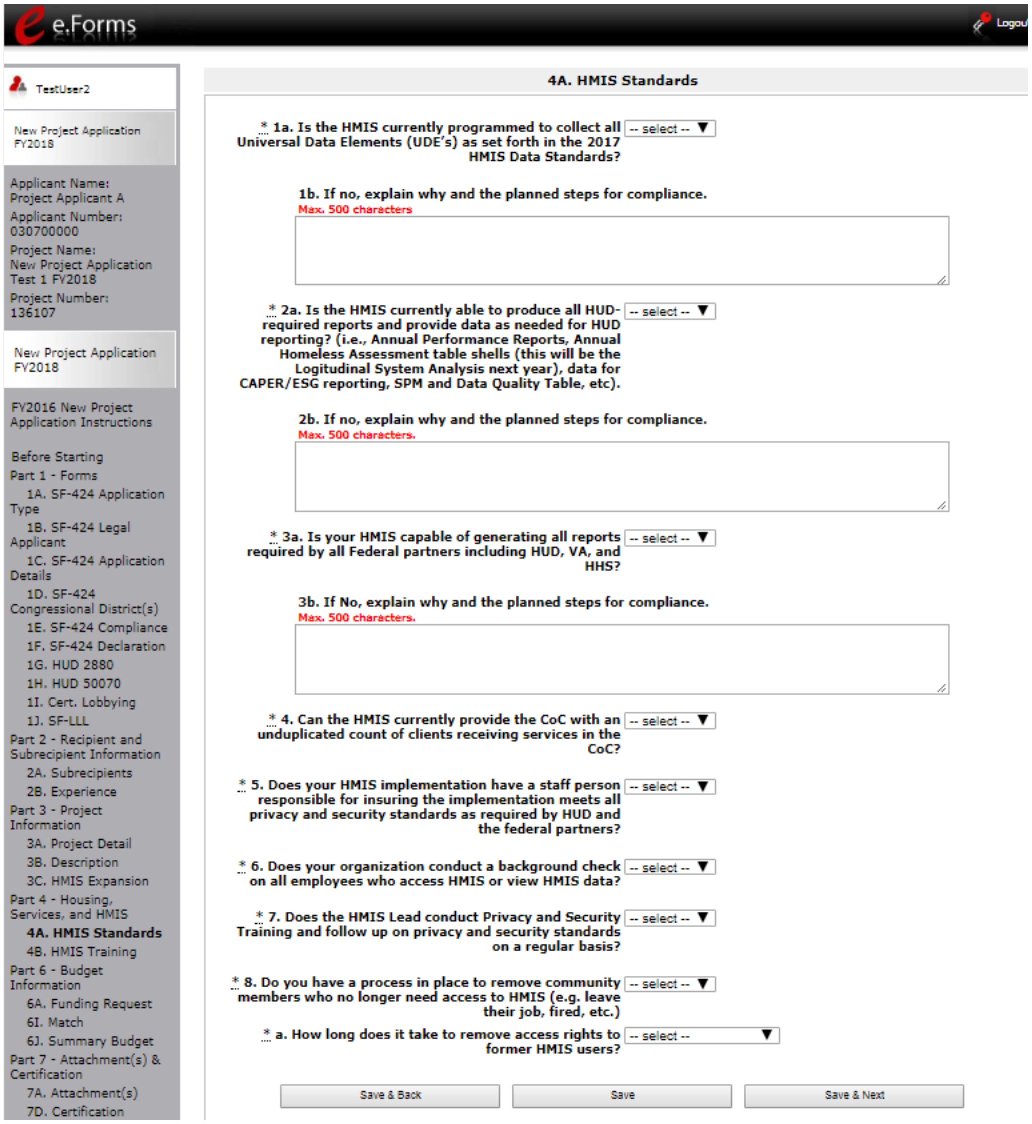
4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)



Step	Description
5.	Under question 5, 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. • Follow-ups regularly with participants to ensure mainstream benefits are received and renewed.
6.	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," an additional question will appear. Select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance completed SOAR training in the last 24 months.
7.	Select "Save & Next" to navigate to the next screen.

4A. HMIS Standards (HMIS Only)

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



e.Forms Logout

TestUser2

New Project Application FY2018

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: New Project Application Test 1 FY2018
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Experience
Part 3 - Project Information
3A. Project Detail
3B. Description
3C. HMIS Expansion
Part 4 - Housing, Services, and HMIS
4A. HMIS Standards
4B. HMIS Training
Part 6 - Budget Information
6A. Funding Request
6I. Match
6J. Summary Budget
Part 7 - Attachment(s) & Certification
7A. Attachment(s)
7D. Certification

4A. HMIS Standards

* 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the 2017 HMIS Data Standards? -- select --

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

* 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells (this will be the Logitudinal System Analysis next year), data for CAPER/ESG reporting, SPM and Data Quality Table, etc). -- select --

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

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

3b. If No, explain why and the planned steps for compliance.
Max. 500 characters.

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

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

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

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

* 8. Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.) -- select --

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

Save & Back | Save | Save & Next

Step	Description
1.	In 1a, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice. • If you answered "No" to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.
2.	In 2a, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting. • If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.
3.	In 3a, select "Yes" or "No" from the dropdown menu to indicate whether the HMIS is capable of generating all reports required by Federal partners, including HUD, VA, and HHS. • If you answered "No," to Question 3a, you are required to explain why and discuss the planned steps for compliance in Question 3b.
4.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all security standards as required by HUD and the federal partners.
6.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
7.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
8.	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," 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.
9.	Select "Save & Next" to continue to the next screen.

NOTE: *The Annual Homeless Assessment table shells will the Longitudinal System Analysis next year.*

4B. Housing Type and Location, HMIS Training

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 2018 Project Application.

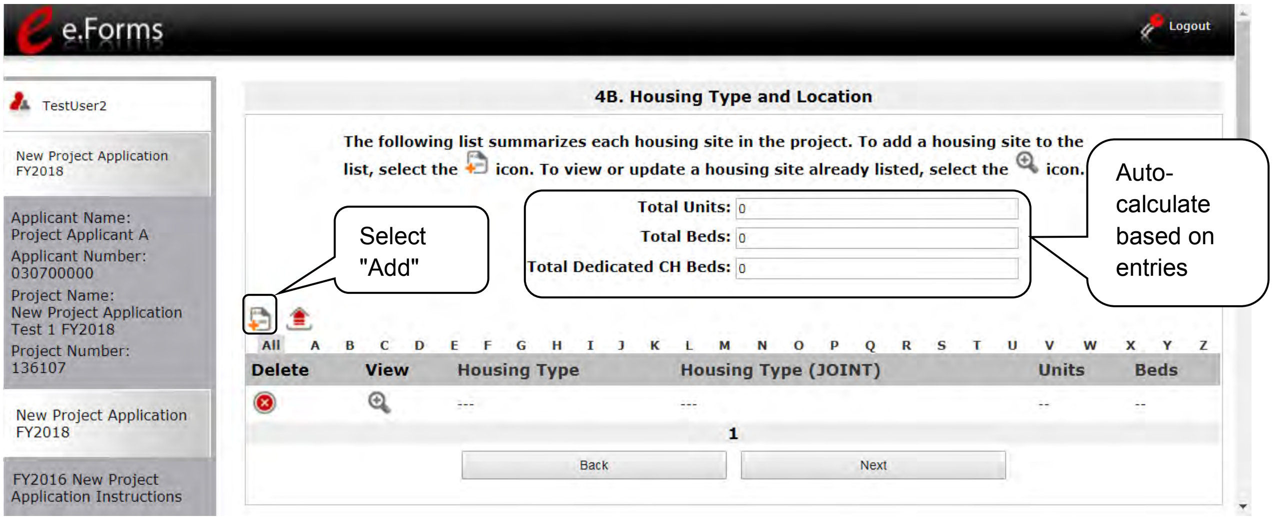
The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

NOTE:	*The Project Applicant must complete the following screens depending upon the component type listed on Screen 3A:* • *4B. Housing Type and Location (PH: PSH)* • *4B. Housing Type and Location (PH: RRH)* • *4B. HMIS Training (HMIS)* • *For new SSO projects, Project Applicants will not have a Part 4 screen to complete.*

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.



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

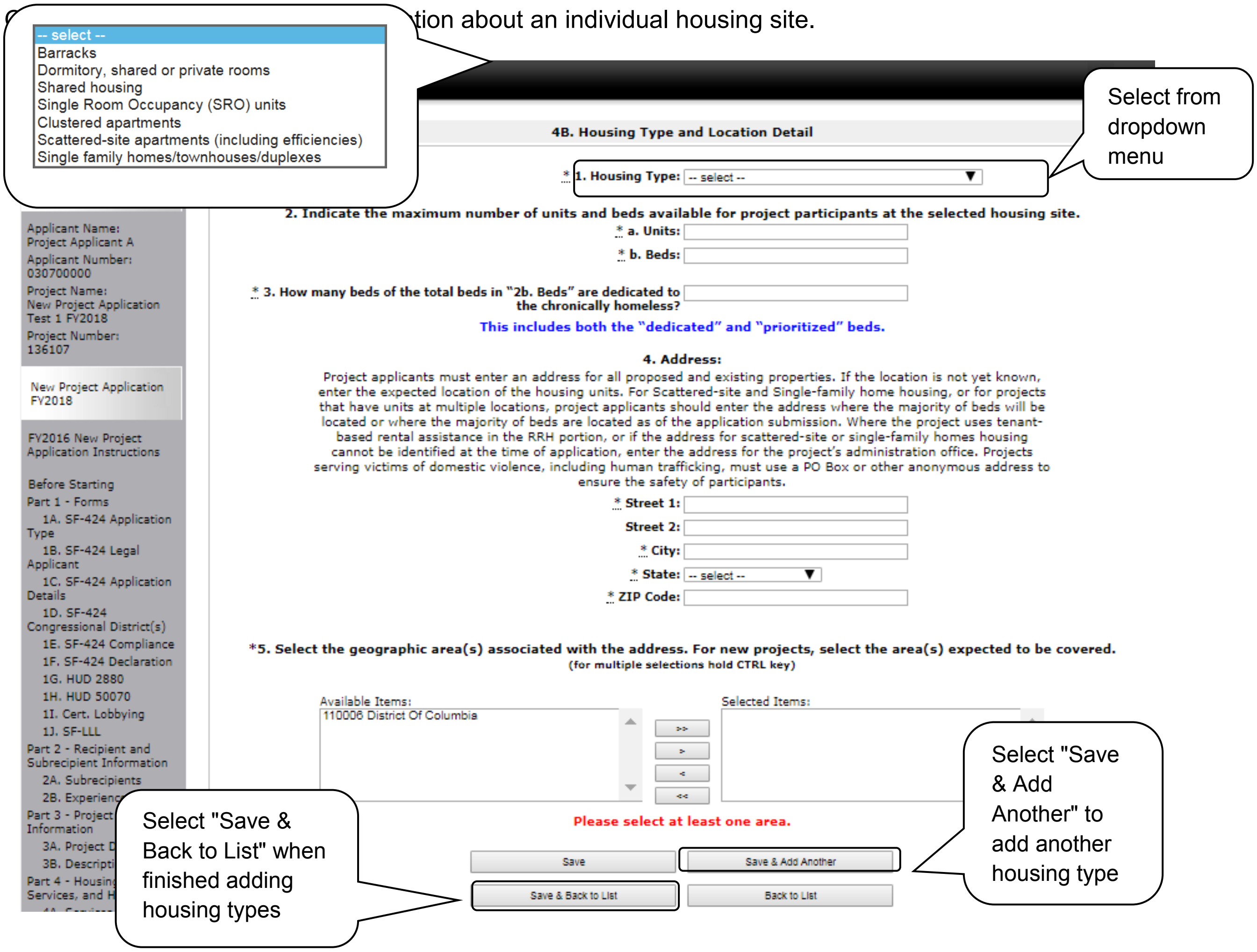
NOTE:

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

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

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

C… tion about an individual housing site.



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. • 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

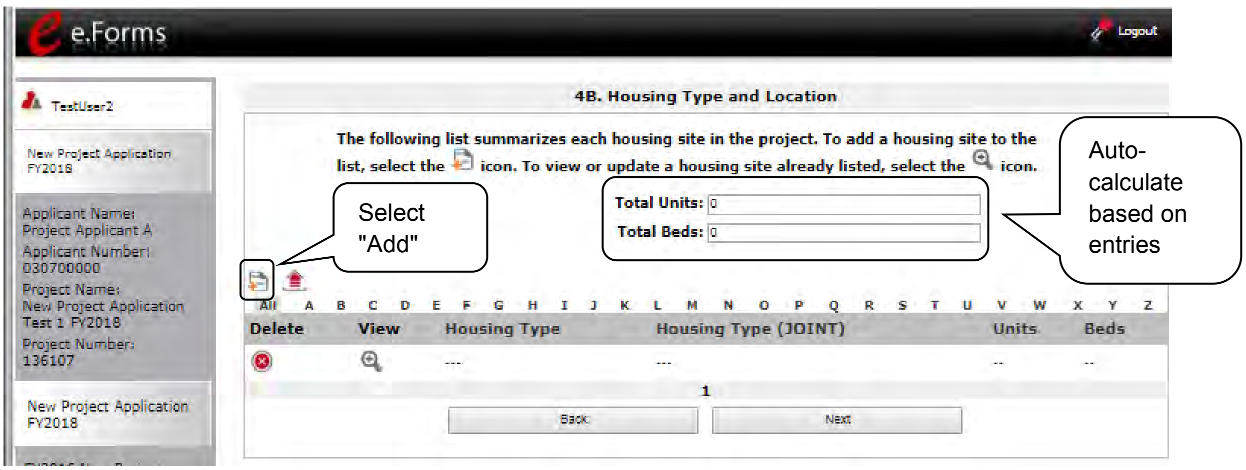
Step	Description
2.	Enter the maximum number of units and beds available for project participants at the selected housing site. • The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project. • Select "Save."
3.	Indicate the number beds of the total beds in “2b. Beds” that are dedicated to the chronically homeless.
4.	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 will be 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 homes housing cannot be identified at the time of application, enter the address for the administration office.*
5.	Select the geographic area(s) in which the project will be located. • Highlight one geographic area, or hold the CTRL Key to make more than one selection. • Using the single arrow, move your selection from the left box to the right box.
6.	To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 5.
7.	When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
8.	When your list is complete, select “Next” to continue to the next screen.

NOTE regarding addresses:	*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.*

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

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

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



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

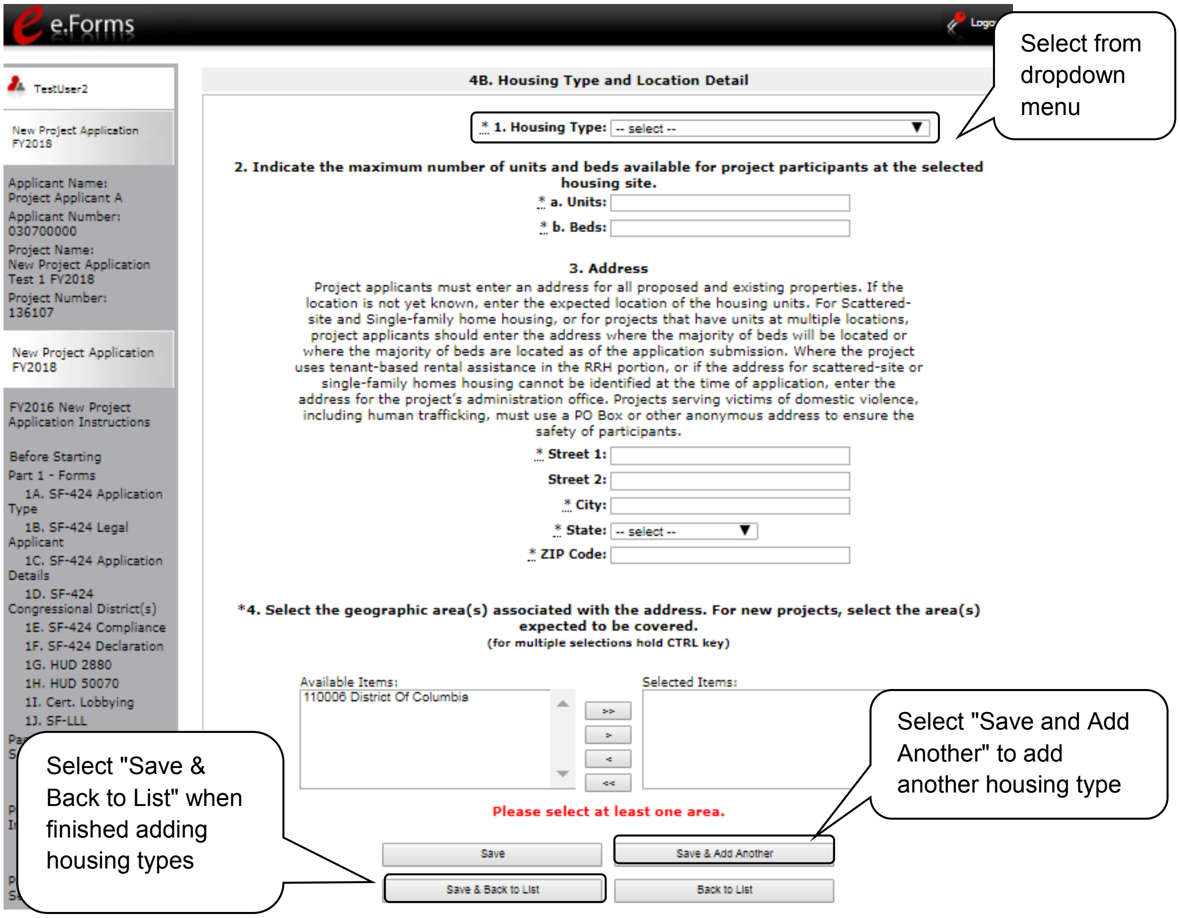
NOTE:

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

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

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

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



Step	Description
1.	From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides: • Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments • Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.
2.	Enter the maximum number of units and beds available for project participants at the selected housing site.

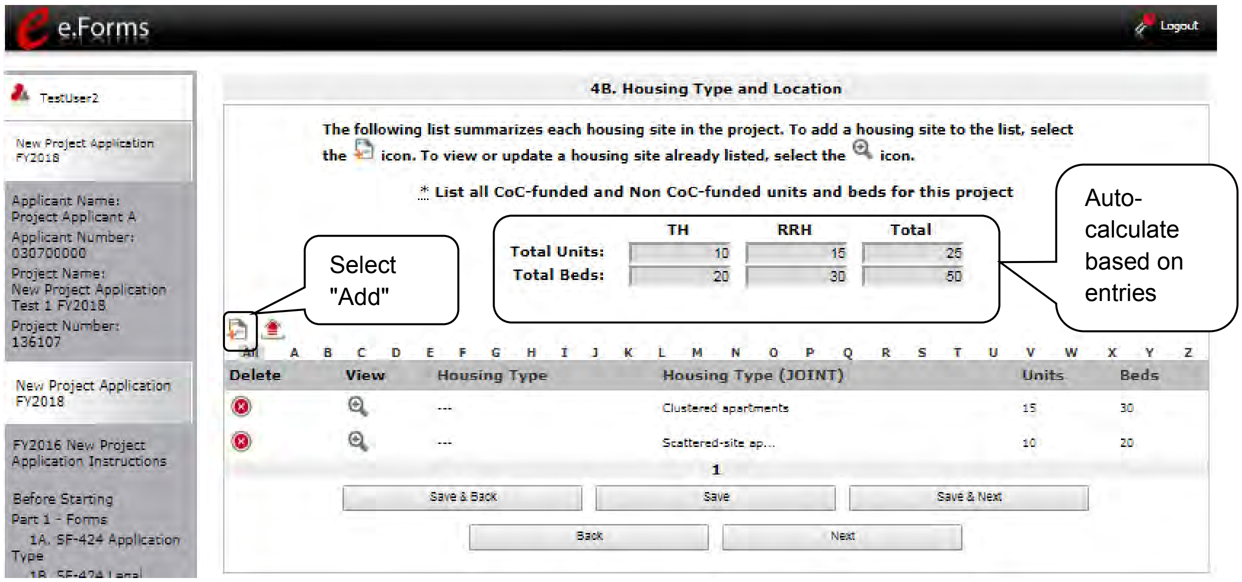
	• The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project. • Select "Save."
3.	Enter the physical address for this proposed project. For scattered-site housing, enter the address where the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

NOTE regarding addresses:	*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.*

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

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

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.



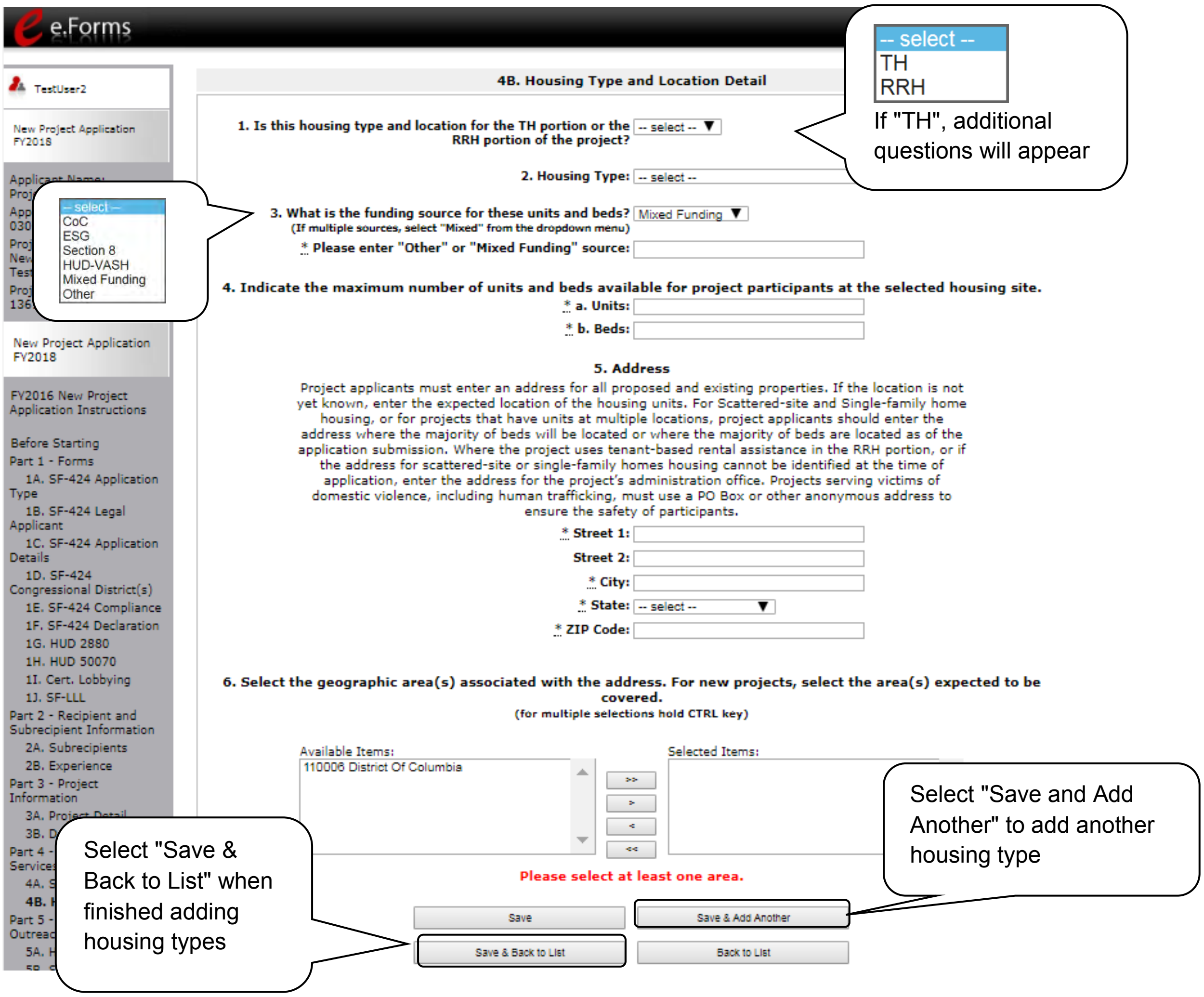
Step	Description
1.	To begin adding information to this list, add a housing site by selecting the "Add" icon.
2.	The "4B. Housing Type and Location Detail" screen appears.

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

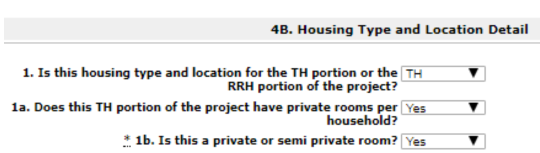
- *To edit the information on the “Housing Type and Scale”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”*
- *To delete the information on the “Type and Scale of Housing” screen, select the red “Delete” icon to the left of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

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

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



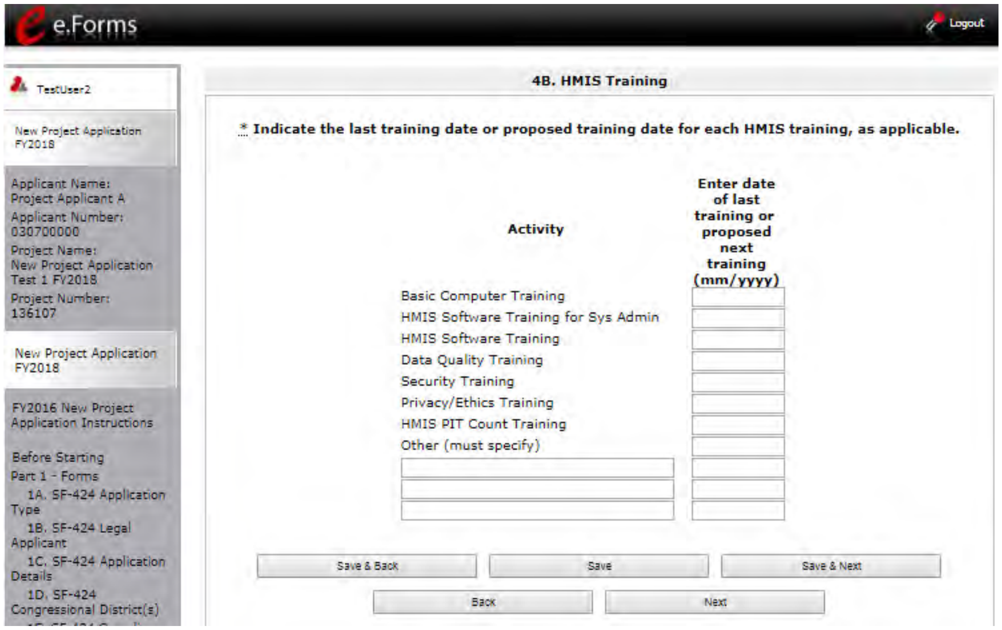
Step	Description
1.	Select "TH" or "RRH" from the dropdown menu to indicate whether the housing type and location is for the TH or RRH portion of the project. • If "TH," another question will appear. Select "Yes" or "No" from the dropdown menu to indicate whether the TH portion of the project has private rooms per household. o If "Yes," another question will appear. Select "Yes" or "No" to indicate whether "this is a private or semi-private room."



2. From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
    - Barracks
    - Dormitory, shared or private rooms
    - Shared housing
    - Single Room Occupancy (SRO) units
    - Clustered apartments
    - Scattered site apartments (including efficiencies)
    - Single-family homes/townhouses/duplexes.
3. Enter the maximum number of units and beds available for project participants at the selected housing site.
    - The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.
    - Select "Save."
4. Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
5. Select the geographic area(s) in which the project is located.
    - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
    - Using the single arrow, move your selection from the left box to the right box.
6. To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 4.
7. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

4B. HMIS Training

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



Step	Description
1.	For each type of training listed, indicate the last training date or proposed training date for each HMIS training type, as applicable.
2.	Enter up to 3 additional HMIS trainings that apply to the implementation of the proposed project, and enter the implementation date for each additional training.
3.	Select "Save & Next" to continue to the next screen.

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: *Part 5 is applicable only to PH-PSH, PH-RRH, and Joint TH and PH-RRH projects.*

If you selected "HMIS" or "SSO" as the component on screen 3A, you will not see the Part 5 screens as these screens do not apply to HMIS or SSO projects.

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

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

For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.

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

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

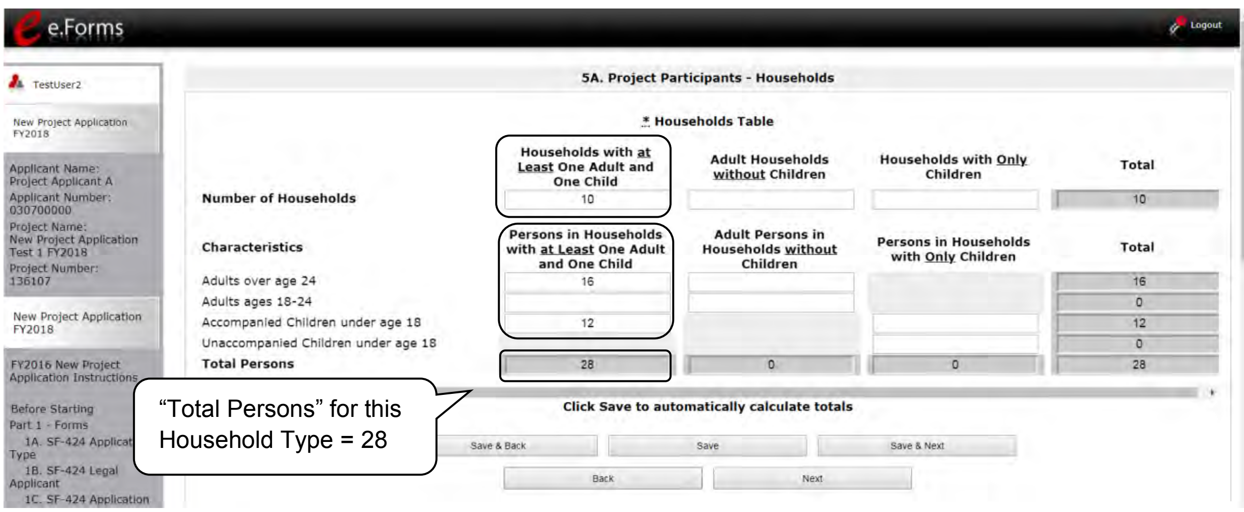
NOTE: *See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection on the next page.*

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.

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

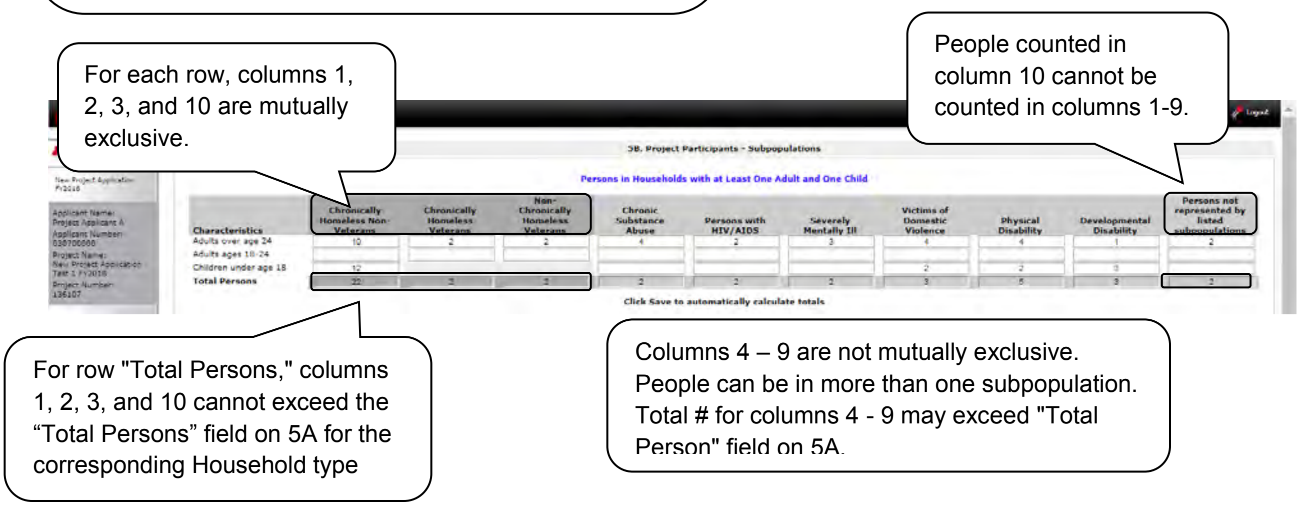


The “Total Persons” field on screen 5A will not necessarily be the sum of the 10 column totals for the corresponding household type on screen 5B (see image below).

While the first three columns on screen 5B are mutually exclusive, people might 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.

Example from 5A previous page:
Household Type: HHs with at least 1 adult and 1 child
- Adults over age 24
  - Columns 1, 2, 3, and 10 = 16
  - Columns 4 - 9 = 18
- Accompanied children under 18 = Columns 1 and 10 = 12 (children cannot be veterans)
- "Total Persons" = Columns 1, 2, 3, and 10 = 28

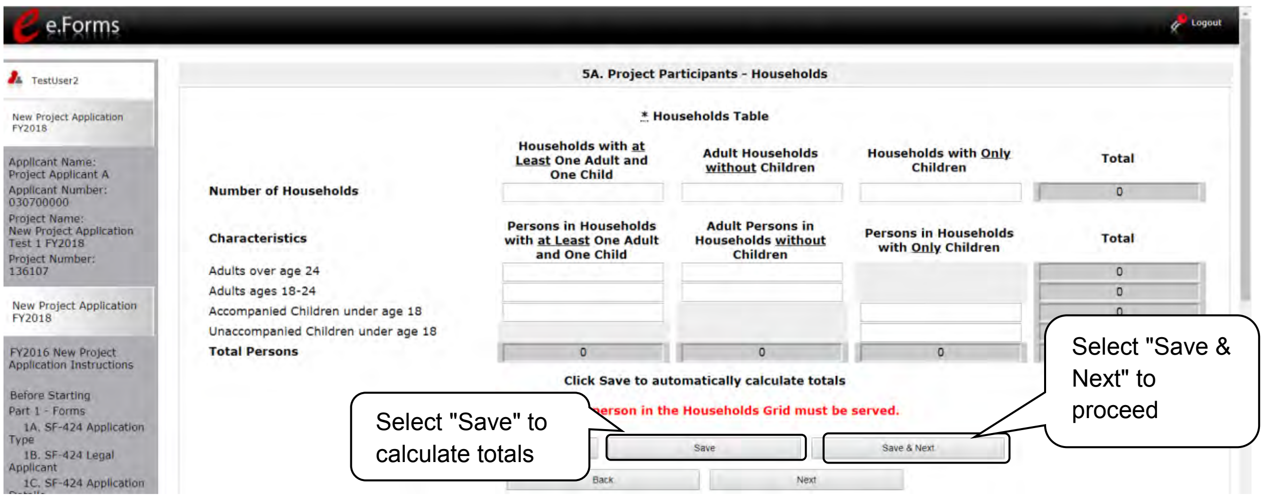


Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24	10	2	2	4	2	3	4	4	1	2
Adults ages 18-24										
Children under age 18	12						2	2	3	
Total Persons	22	2	2	2	2	2	3	5	3	2

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.

Estimations:	*For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.*



Step	Description
1.	Under the "Households" section, enter the total number of households for each household type.
2.	Select "Save" and the system will calculate the total for the "Total Number of Households" field.
3.	Under the "Characteristics" section, enter the number of persons by household type for each demographic row.
4.	Select "Save" and the system will calculate the remaining four fields in the columns and the 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.

5B. Project Participants - Subpopulations

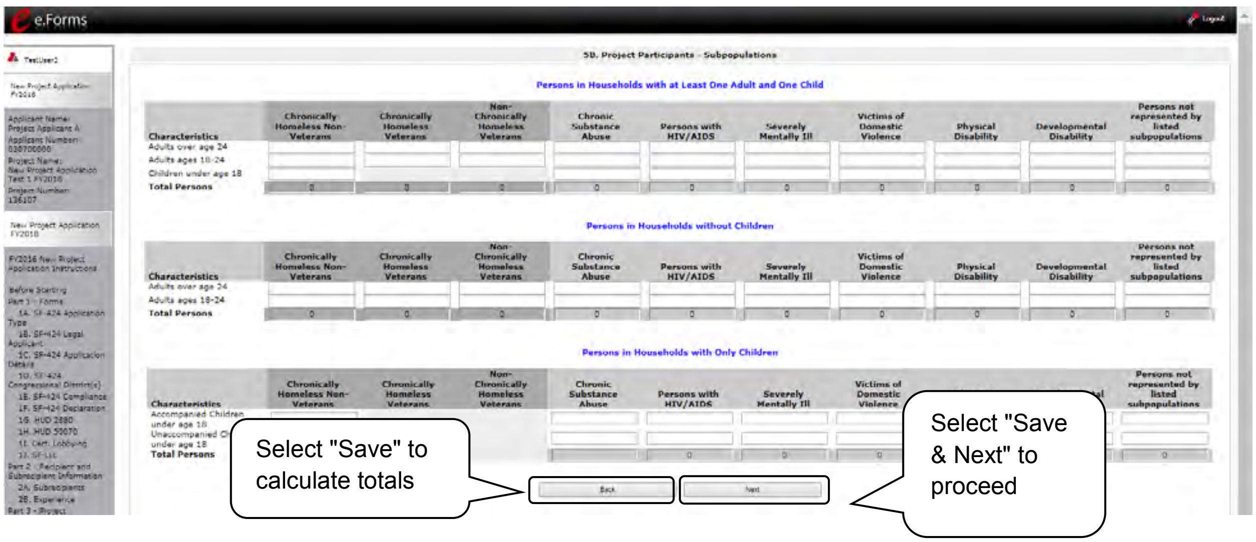
The following steps provide instructions on completing the “Project Participants – Subpopulations” screen for **Part 5: Participants and Outreach Information** to indicate the number of persons served at maximum program capacity at a single point in time, as well as the characteristics/disabilities,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

Estimations:	*For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.*

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

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

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



Subpopulations	• *Chronically Homeless includes disabled adults in households with or without children.* • *Veterans must be adults; therefore, no entry is allowed for accompanied or unaccompanied children under age 18 for the “Chronically Homeless Veterans” column.*

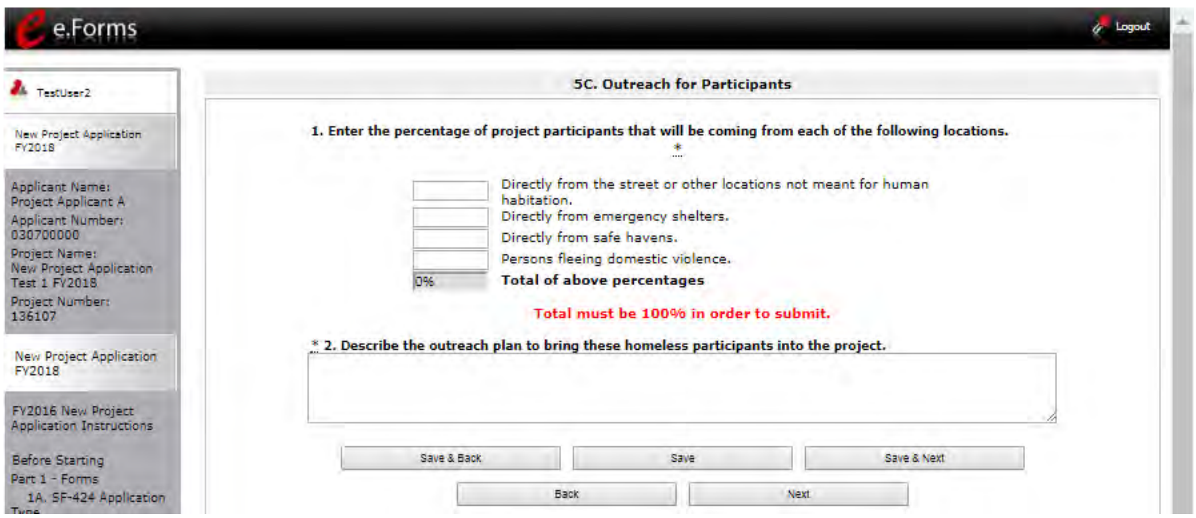
Step	Description
1.	For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on capacity at a single point in time, as well as the characteristics/disabilities, according to their respective household types.
2.	Select “Save” and the system will calculate all totals based on the values you entered for each subpopulation.
3.	Select “Save & Next” once all information is complete on this screen.

5C. Outreach for Participants

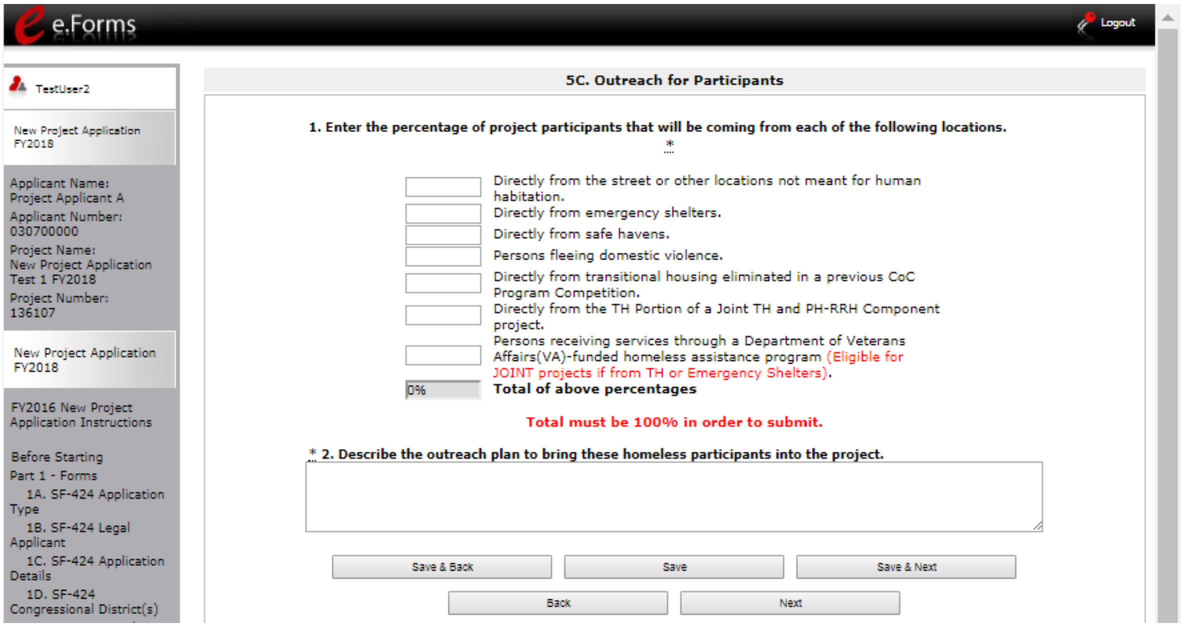
The following steps provide instructions on completing the "Outreach to Participants" screen for **Part 5: Participants and Outreach Information** to indicate the places from which participants are coming to the project.

> ***Screen 5C has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.***
>
> See the *following pages for instructions:*
>
> - *5C. Outreach for Participants (PH: PSH)*
> - *5C. Outreach for Participants (PH: RRH)*
> - *5C Outreach for Participants (Joint TH & PH-RRH)*

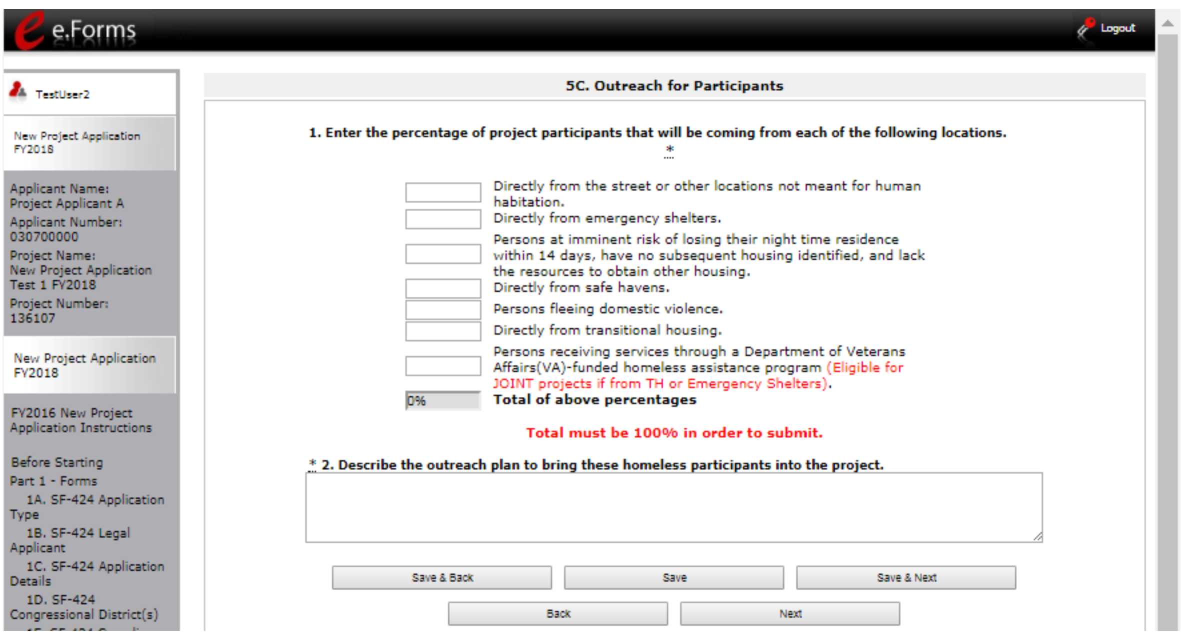
PH-PSH



PH - RRH



Joint TH and PH-RRH



Step	Description
1.	Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the locations listed in the table below.
2.	Select “Save” and the system will calculate the total based on the values you entered. • The total must be 100% in order to submit the form.
3.	In the next text box provided, describe the outreach plan to bring these participants experiencing homelessness into the project.
4.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

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

	PH-PSH	PH-RRH	Joint TH & PH-RRH
Directly from the street or other locations not meant for human habitation	X	X	X
Directly from emergency shelters	X	X	X
Directly from safe havens	X	X	X
Persons fleeing domestic violence	X	X	X
Directly from transitional housing eliminated in the FY 2018 CoC Program Competition		X	
Directly from the TH Portion of a Joint TH and PH-RRH Component project		X	
Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program (eligible for JOINT projects if from TH or Emergency Shelters)		X	X
Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)			X
Directly from transitional housing			X

Preface to Part 6: Budget Information

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

- **Reallocation.** If your new project is being created through the reallocation process, the budget should not exceed the amount allocated by the CoC from eligible renewal projects that were reduced or eliminated. If the budget does exceed the amount reallocated by the CoC as provided on the reallocation forms on the CoC Priority Listing, the budget will be reduced by HUD to match the amount specified by the CoC for reallocation.
- **Budget Detail screens.** New Project Applications have "Detail" project screens for each budget category: leased units; leased structures; rental assistance; supportive services; operating; and HMIS. (Renewal Project Applications now omit the "Detail" project screens for leased structures, supportive services, operating, and HMIS.)
- **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.
- **FMRs.** Project Applicants will apply for projects in the FY 2018 CoC Program Competition using the FY 2017 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2018 application process, GIWs will also use FY 2017 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 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).

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.**
  - o 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.

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

New Projects:
Possible Component Types and Eligible Activities

PH (PSH)	PH (RRH)	Joint TH/PH-RRH	SSO-CE	HMIS
Leased Units		Leased Units		
Leased Structures		Leased Structures		
Rental Assistance	Rental Assistance	Rental Assistance		
Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operations		Operations		
HMIS	HMIS	HMIS		HMIS

NOTE: *Project Applicants may NOT have any of the following combinations in a single structure or housing unit, although some of these budgets may be combined in a single Project Application because the funding is not used in the same structure or unit, such as in a Joint TH and PH-RRH Project:*

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

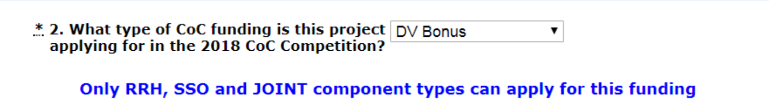
6A. Funding Request for New Projects

This screen has six questions. The navigational steps in this section go through the questions in order. The options available in Question 5 are determined by your selections on screen 3A. Project Detail. Once you select the activities in Question 5, the appropriate budget screens will populate in the left menu bar.

All Projects: Questions 1 and 2: Readiness and Funding Source

Step	Description
1.	In question 1, select "Yes" or "No" to indicate the Project Applicant's readiness to initiate the project by September 30, 2020. If you select "No," you will not be able to submit the Project Application.
2.	In question 2, select one of the following options for how the project will be funded: • Reallocation • Bonus • Reallocation and Bonus • DV Bonus

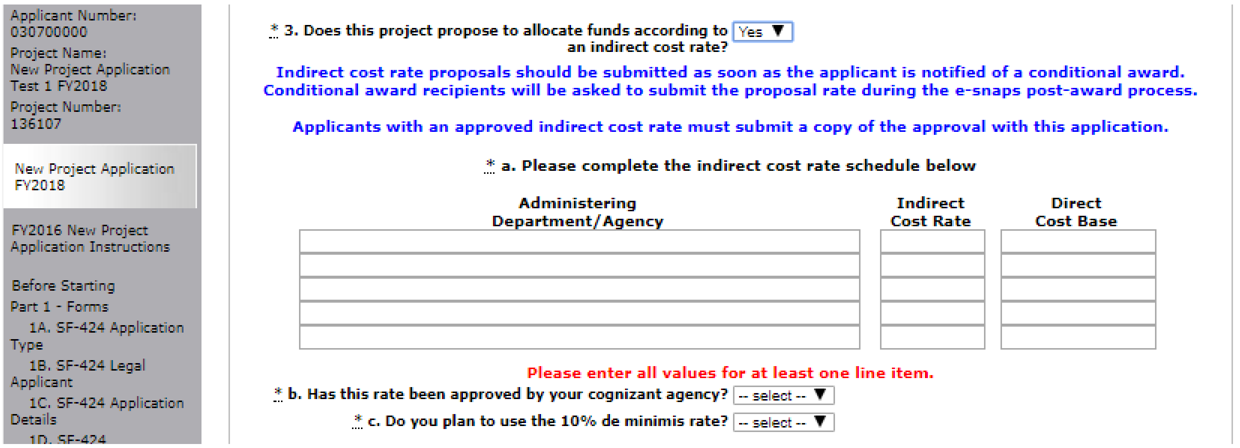
NOTE: *PH-PSH is not eligible for DV Bonus funding.*



The following table identifies the eligible types of new projects for each type of funding source.

	PH-PSH	PH-RRH	Joint	SSO	HMIS	Transition
Reallocation	X	X	X	X	X	X
Bonus	X	X	X	X	X	not eligible
Reallocation and Bonus	X	X	X	X	X	not eligible
DV Bonus	not eligible	X	X	X	not eligible	not eligible

All Projects: Question 3: Indirect Costs



Step	Description
3.	In question 3, select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate. If "Yes": • Complete the indirect cost rate schedule • Indicate whether the indirect cost rate has been approved by your cognizant agency • Indicate whether you plan to use the 10% de minimis rate Note: If you select "Yes," indirect cost rate proposals should be submitted as soon as HUD notifies the applicant of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the *e-snaps* post-award process.

All Projects: Question 4: Grant Term

Step	Description
4.	In question 4, from the dropdown menu, specify the grant term by selecting either “1 Year," “2 Years," "3 Years," "4 Years," “5 Years," or "15 years."

NOFA:	*Review the FY 2018 CoC Program Competition NOFA for more information on grant terms. https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/*

Individual Project Types: Question 5

NOTE:	*For new projects, the number of eligible costs listed in Question 5 depends on the project component selected on screen 3A. Project Detail.*

Step	Description
5.	Select all the costs for which you are requesting funds for the project. After you select the “Save” button, the left menu bar will populate with a complete list of budget screens that you will need to complete.

PH-PSH Projects

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

Leased Units ☐

Leased Structures ☐

Rental Assistance ☐

Supportive Services ☐

Operating ☐

HMIS ☐

PH-RRH Projects

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

Rental Assistance ☐

Supportive Services ☐

HMIS ☐

Joint TH-RRH Projects

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

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

SSO-CE Projects

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

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

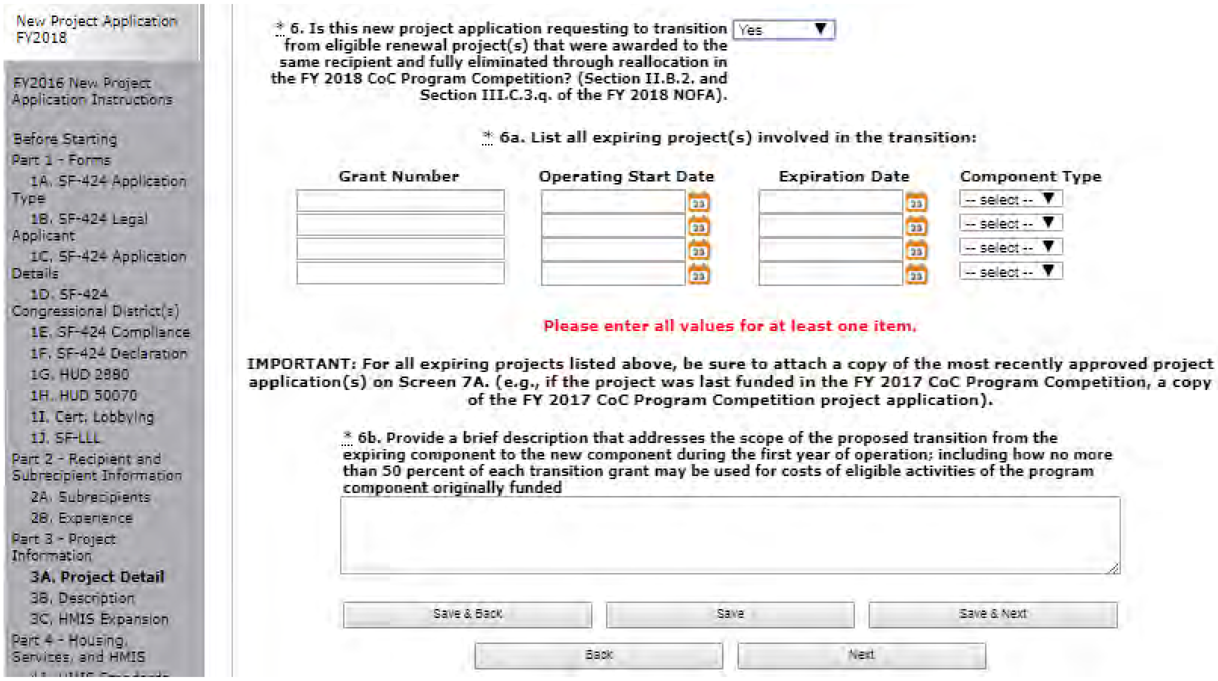
- Supportive Services ☐

Dedicated HMIS Projects

New Dedicated HMIS project costs can only be carried out by the HMIS Lead, which is the project applicant or subrecipient for HMIS dedicated funds and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

- HMIS ☐

All Projects: Question 6: Transition Project



Step	Description
6.	Select "Yes" or "No" to indicate whether this New Project Application is being submitted as a "transition project." In other words, in this application, are you requesting to transition from an eligible renewal project(s) awarded that you were awarded and that you are now fully reallocating to this new project? Review Section II.B.2 and Section III.C.3.q of the FY 2018 NOFA.
7.	Select "Save and Next" to proceed to the first budget screen.

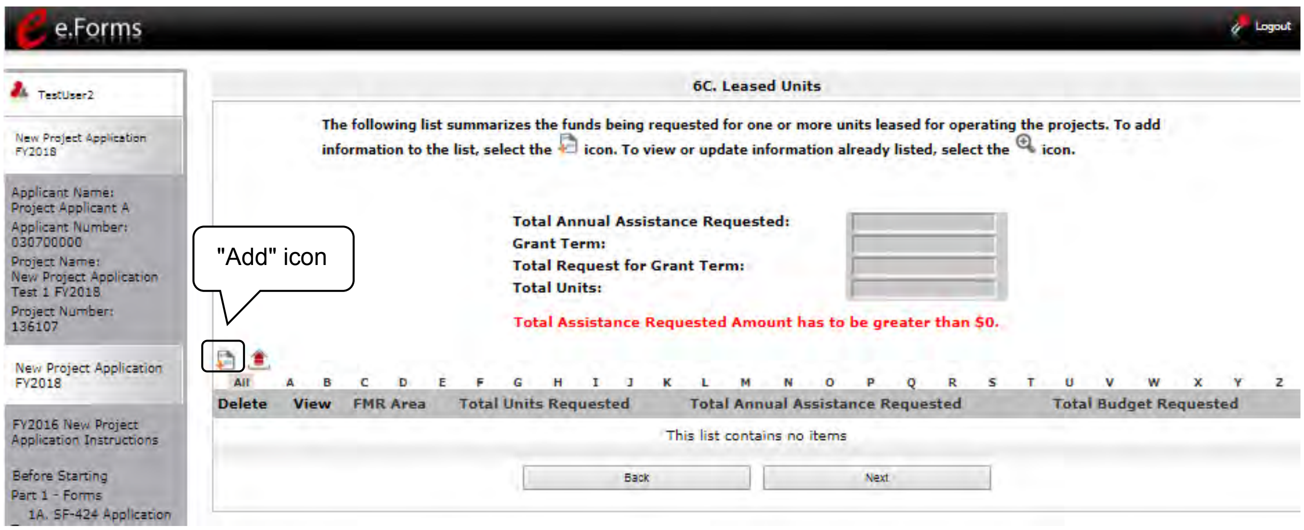
6B. Acquisition/Rehabilitation/New Construction Budget

The "Acquisition/Rehabilitation/New Construction Budget" screen is not an option in the FY 2018 CoC Program Competition for any new project.

6C. Leased Units Budget

Project Applicants must complete the "Leased Units Budget" screen and relevant detail screens if the Project Applicant is applying for leased units funds, and **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the project applicant must complete the rental assistance budget, not the leased units budget.

The following steps provide instruction on completing the “Leased Units Budget” screen.



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

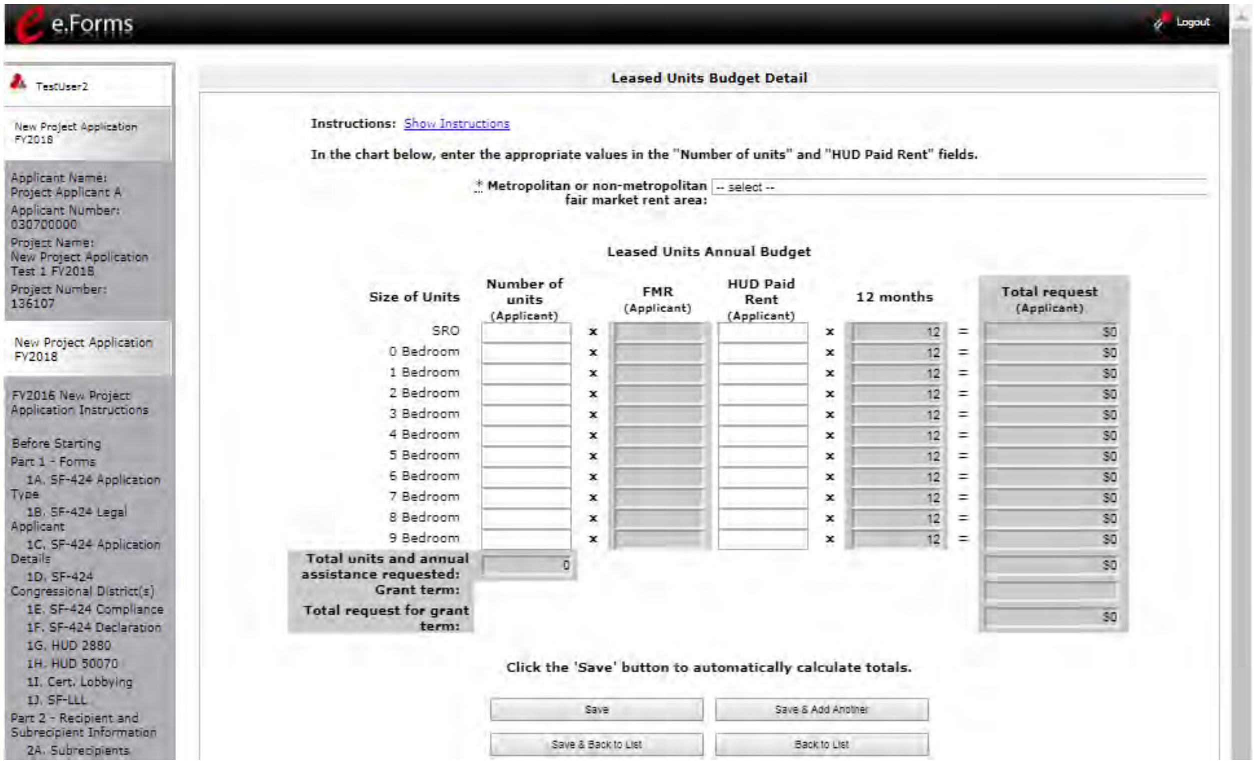
FMR

The Budget Detail screens use the FY 2017 FMRs.

To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).

Leased Units Budget Detail



Step	Description
1.	Select the FY 2017 Fair Market Rent (FMR) area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
2.	Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3.	In the "HUD Paid Rent" column, for each unit size, enter the rent to be paid by the CoC Program grant. This rent can be equal to or below the FMR amount in the previous column - it cannot exceed the FMR amount. Once HUD awards funds to the project, recipients must document compliance with the rent reasonableness requirement explained in section 578.51 of the CoC Program interim rule.
4.	The 12-month column is fixed. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type.
5.	The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen.
6.	Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.

7. If the project is housed in one structure, select “Save & Back to List” to go back to the “Leased Units Budget” screen.
    - If the project is housed in more than one FMR Area, select “Save & Add Another” and repeat steps 1 through 3 for each structure in the project for which you are requesting leased units funds.
    - Once you have completed all of the “Leased Units Budget Detail” screens that your project requires, select “Save & Back to List.”

Completion of Leased Units Budget

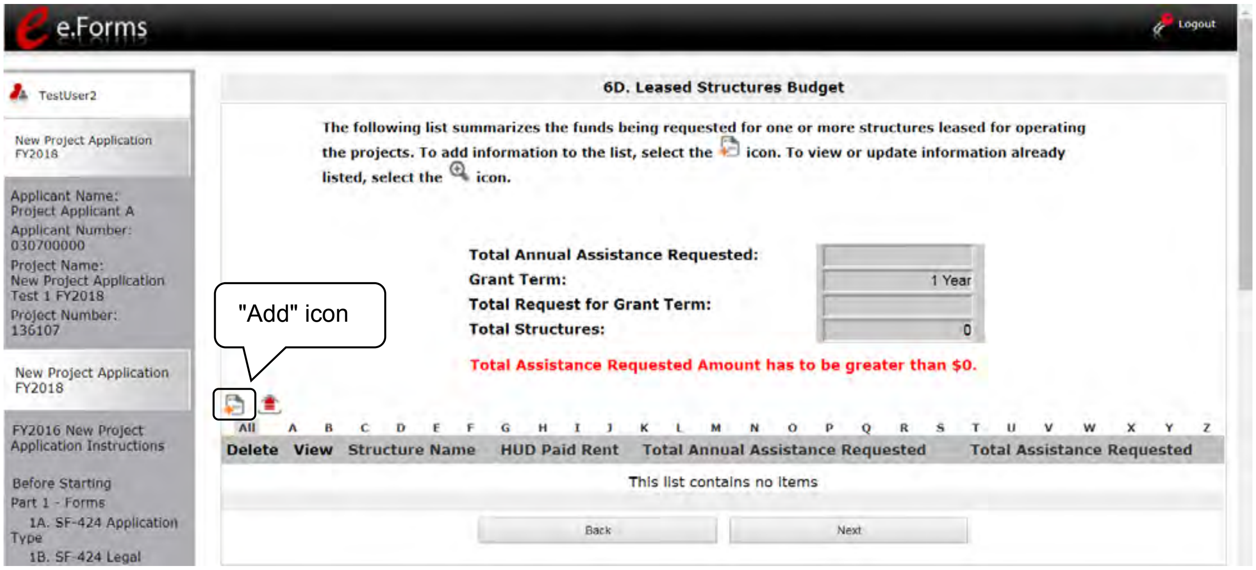
After completing all of the “Leased Unit Budget Detail” screens, the “Leased Unit Budget” screen will auto-populate with the budget information you entered.

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

6D. Leased Structures Budget

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

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



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

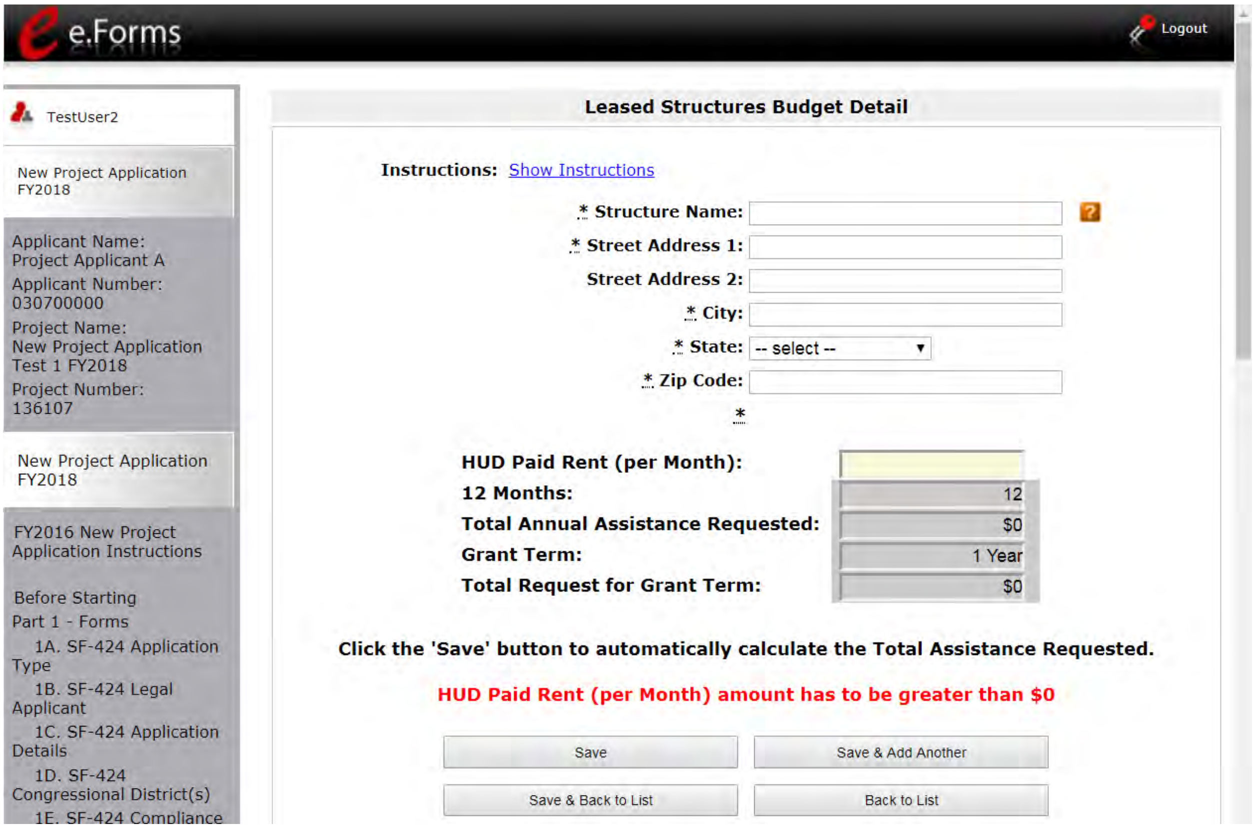
FMR

The Budget Detail screens use the FY 2017 FMRs.

To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).

Leased Structures Budget Detail



Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure.
2.	Enter the monthly leasing amount in the "HUD Paid Rent (per month)" field. The amount entered must not exceed the monthly rent for comparable structures.
3.	The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
4.	The screen will automatically calculate the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "6A: Funding Request."
5.	If the project will lease one structure only, select “Save & Back to List” to go back to the "Leased Structures Budget" screen. • If the project will lease more than one structure, select “Save & Add Another.” • Follow the directions for completing another “Leased Structures Budget Detail” screen as described in the preceding steps. • After you have entered all of the “Leased Structures Budget Detail” screens that your project requires, select “Save & Back to List” to return to the “Leased Structures Budget” screen.

Completion of Leased Structures Budget

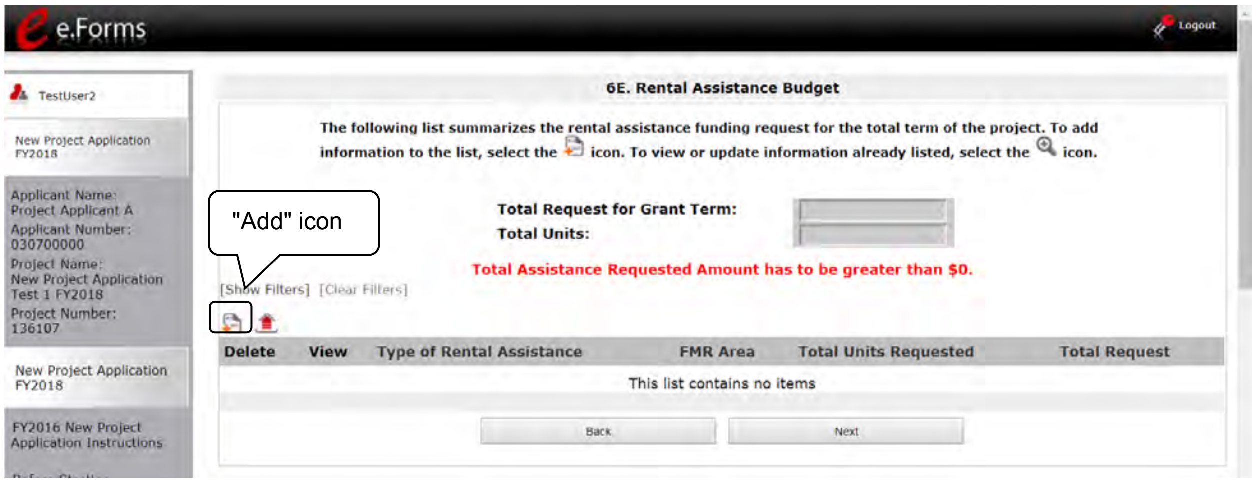
After completing all of the “Leased Structures Budget Detail” screens, the “Leased Structures Budget” screen will auto-populate with the budget information you entered.

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

6E. Rental Assistance Budget

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

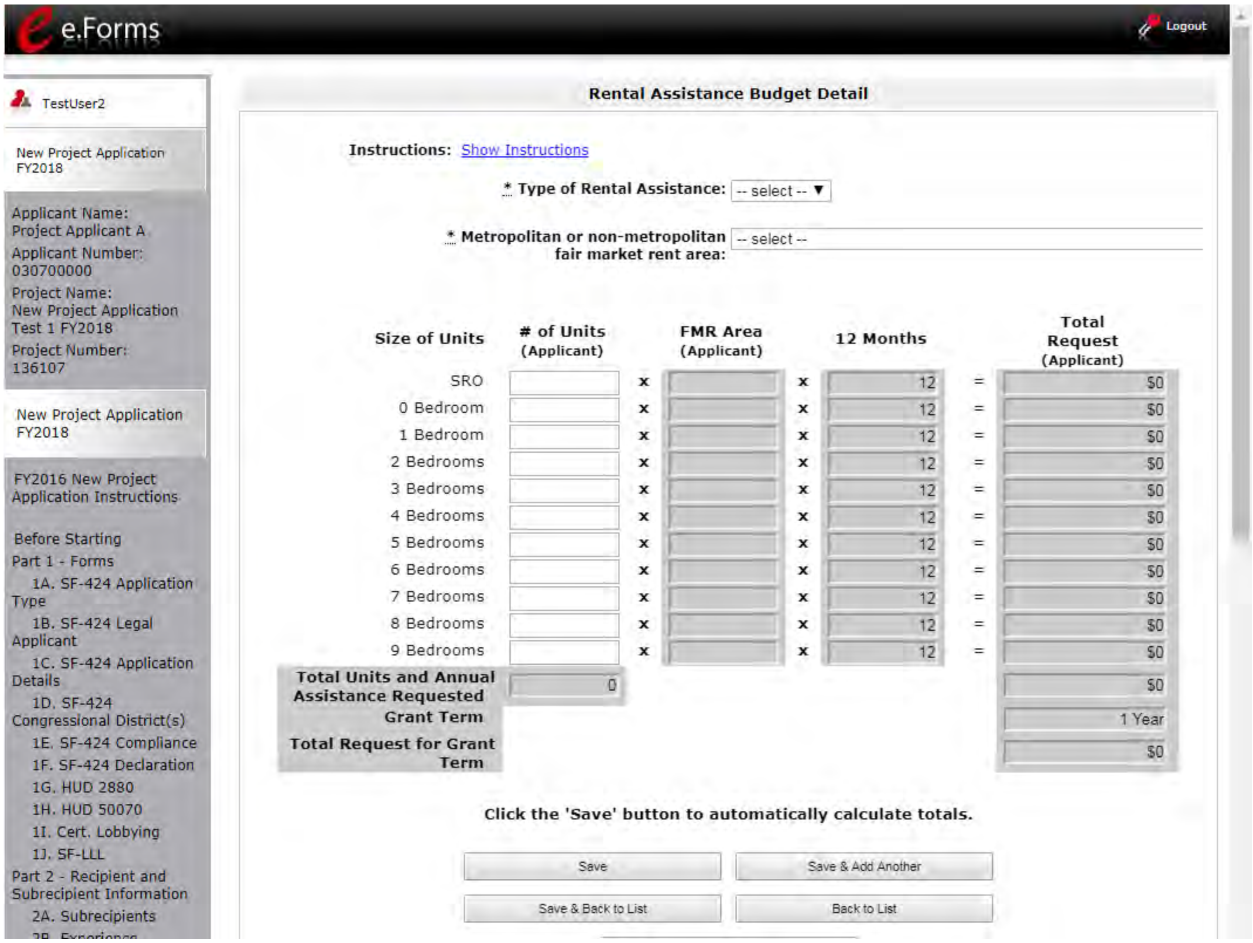
The following steps provide instruction on completing the “Rental Assistance Budget” screen of the New Project Application.



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

FMR	*The Budget Detail screens use the FY 2017 FMRs.* *To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.* *Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).*

Rental Assistance Budget Detail



Step	Description
1.	Select the "Type of Rental Assistance:"—PRA, TRA, or SRA. (project-based rental assistance, tenant-based rental assistance, or sponsor-based rental assistance).
2.	Select the FY 2017 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
3.	Enter the number of units of each bedroom size for which the project is requesting rental assistance.
4.	The 12-month column is fixed. The amount shown in the FMR column multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type.
5.	After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The sum of each column will be auto-calculated.
6.	The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only.

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

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

Completion of Rental Assistance Budget

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

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

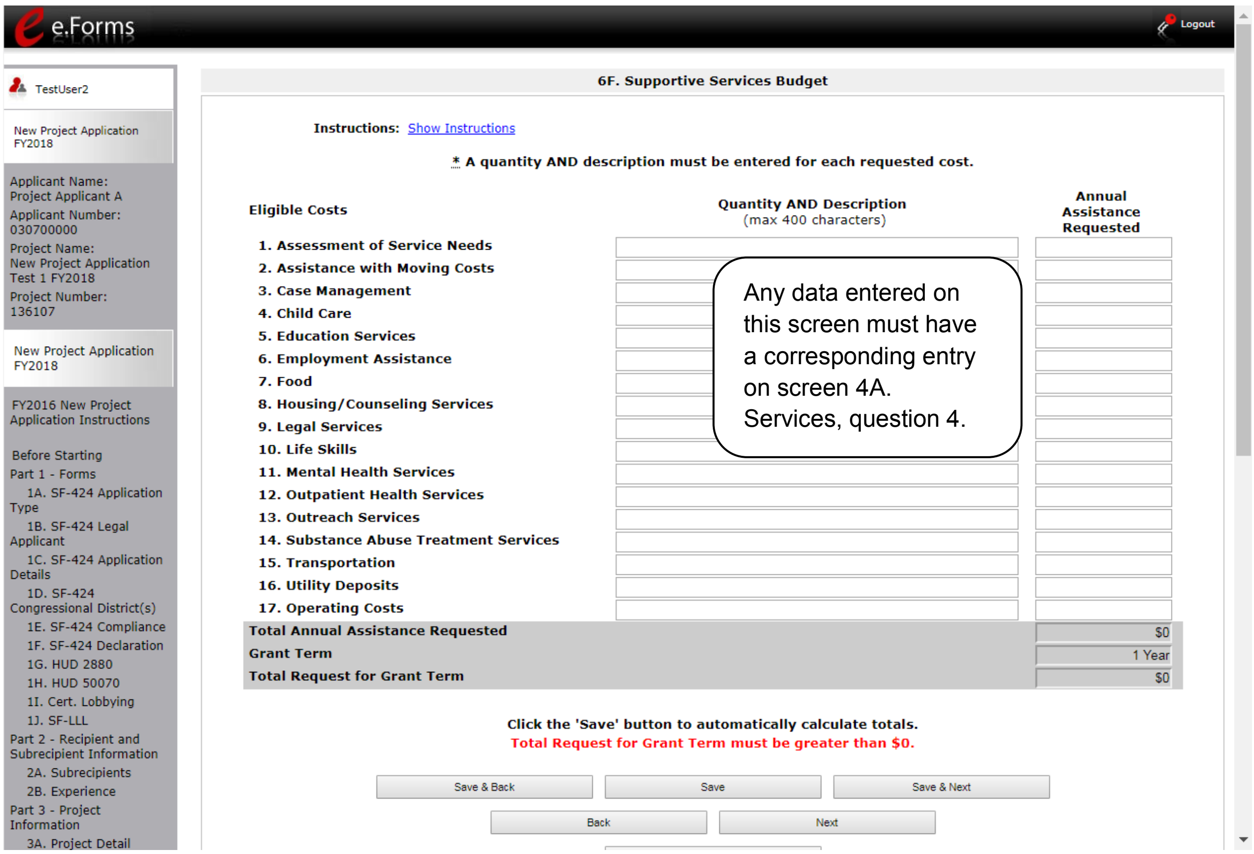
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
    - If you want to view and edit any of the “Rental Assistance Budget Detail” screens, select the ”View” icon next to the appropriate entry.
    - If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

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

6F. Supportive Services Budget

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

NOTE: *For a description of the categories listed on this screen, please review the CoC Program interim rule: https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/*



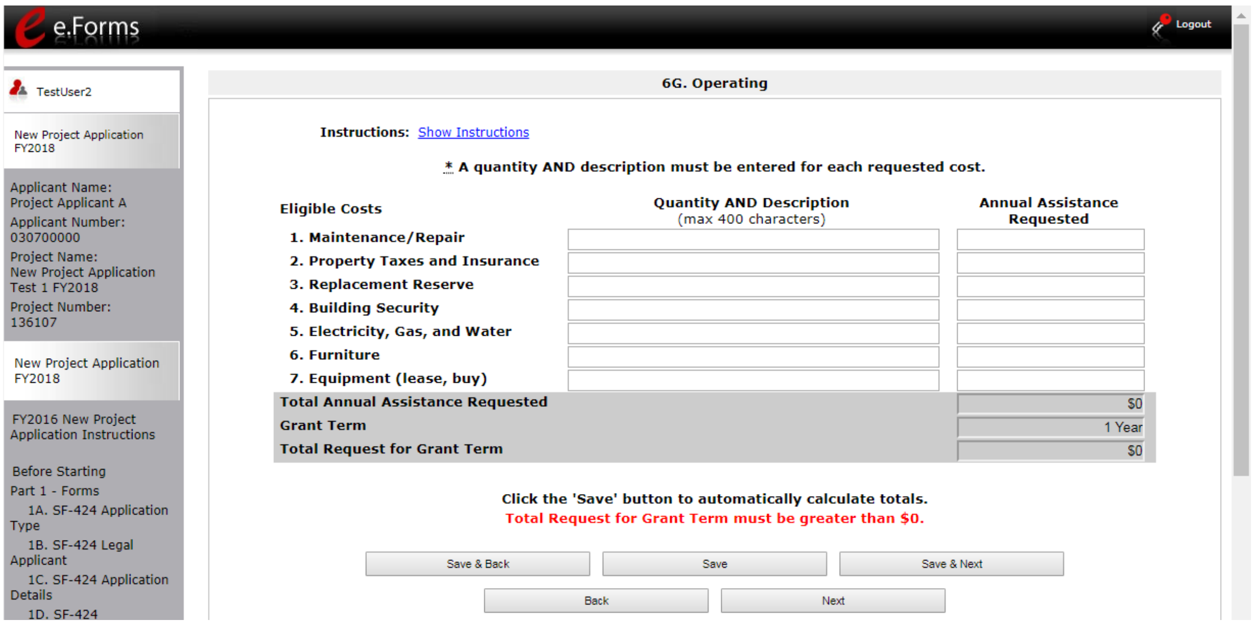
Step	Description
1.	There are 17 budget categories on the Supportive Services Budget. For each applicable category, enter the following information: • Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. • Dollar request for each year of the grant term. Note: #17, Operating Costs is for facilities providing only supportive services.
2.	Select "Save."
3.	The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

4.	The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
5.	The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
6.	Select “Save and Next” to continue to the next budget form.

6G. Operating Budget

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

NOTE:	*For a description of the categories listed on this screen, please review the CoC Program interim rule: https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/*

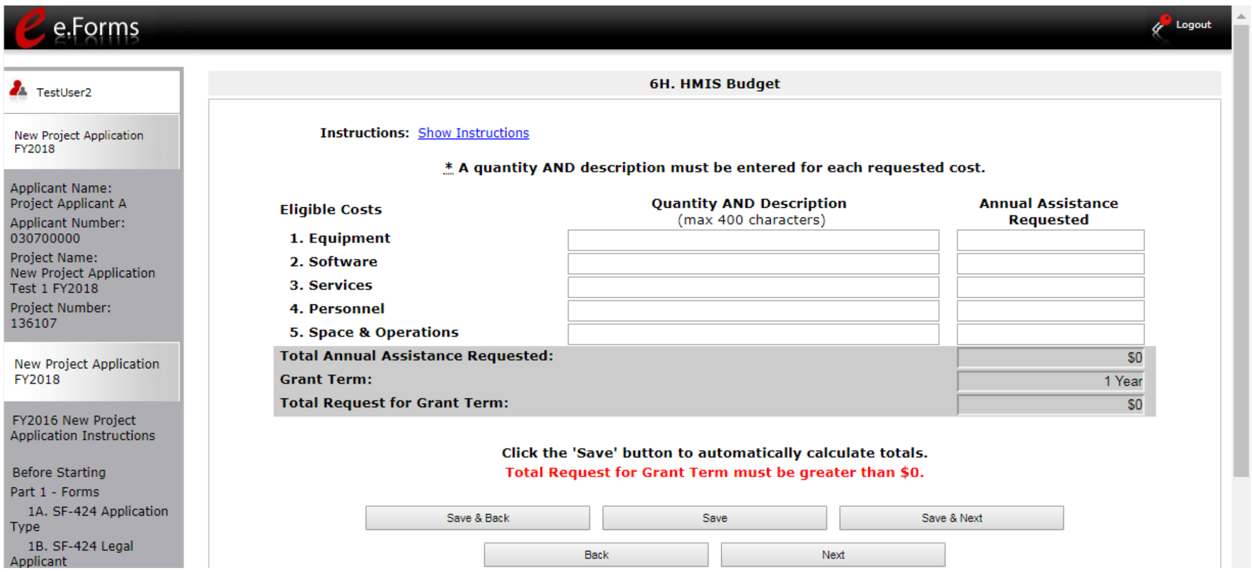


Step	Description
1.	There are 7 budget categories on the Operating Budget. For each applicable category, enter the following information: • Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. • Dollar amount requested for each year of the grant term.
2.	Select "Save."
3.	The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
4.	The "Grant Term" field is populated based on the grant term selected on the "6A. Funding Request" screen and is a "read only" field.
5.	The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
6.	Select "Save and Next" to proceed to the next budget form.

6H. HMIS Budget

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

NOTE:	*For a description of the categories listed on this screen, please review the CoC Program interim rule: https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/*

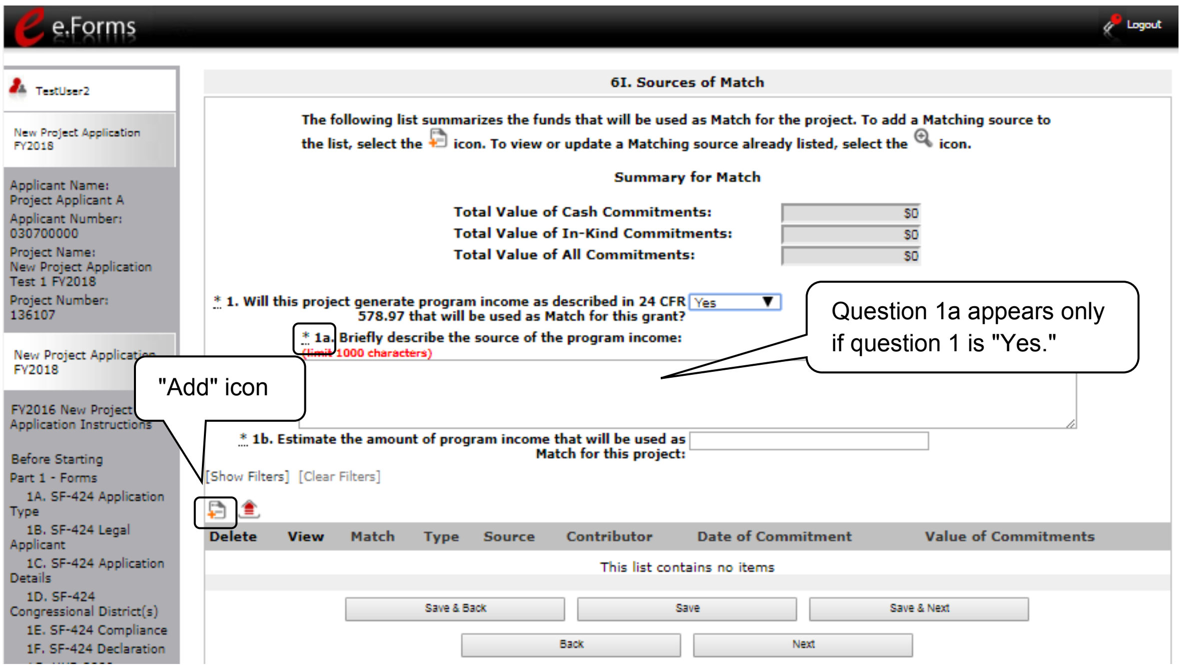


Step	Description
1.	For each of the 5 budget categories, enter the following: • Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. • Dollar request for each year of the grant term.
2.	When you select "Save" on this screen, the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3.	The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and is a "read only" field.
4.	When you select "Save" on this screen, the "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5.	Select "Save and Next" to proceed to the "Sources of Match" screen.

6I. Sources of Match

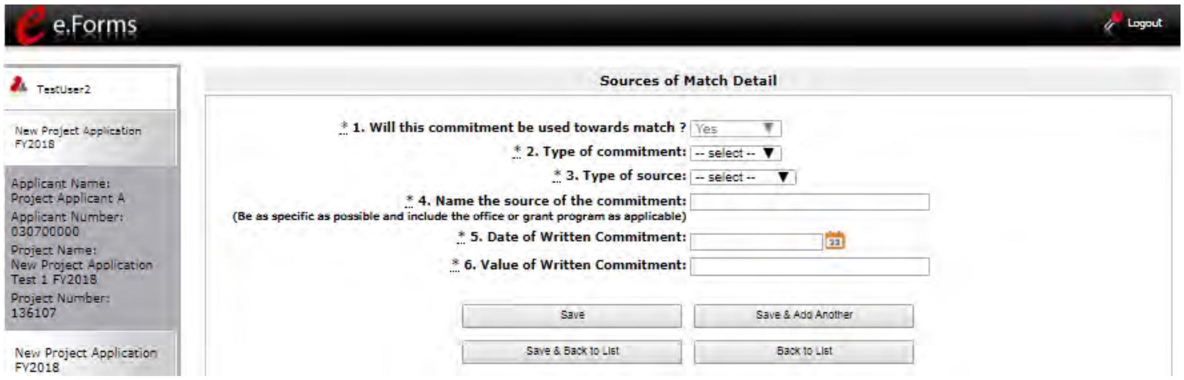
The following steps provide instruction on completing the “Sources of Match” screen of the new project applications.

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



Step	Description
1.	In question 1, select "Yes" or "No" to indicate whether the project generates program income that will be used as match. • If yes, in the text box, describe the source of program income.
2.	To add information to the Match list, select the "Add" icon to open the “Source of Match Details” screen.
3.	The “Sources of Match Details" screen will appear.

Sources of Match Detail



Step	Description
1.	Question one will automatically populate as "Yes."
2.	From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match, select “Save & Back to List” to go back to the “Sources of Match” screen. • If the project has another source of match, select “Save & Add Another” and repeat steps 1 through 6 for each source of match. Once you have completed all of the “Sources of Match Details” screens that your project requires, select “Save & Back to List.”

Completion of Sources of Match

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

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

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

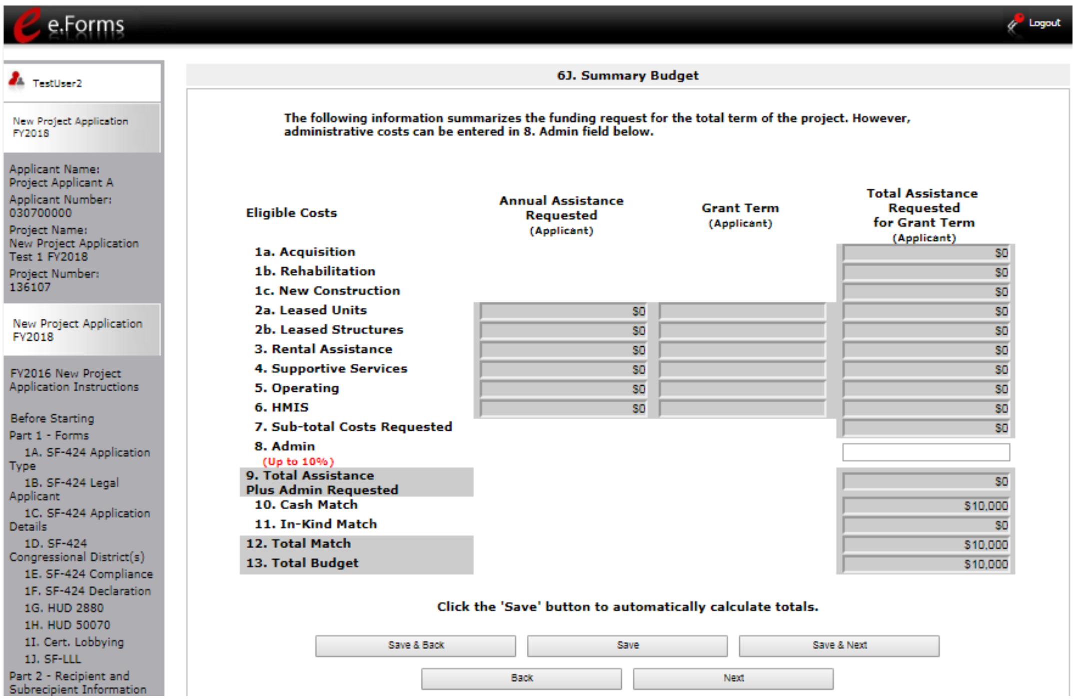
- *If you want to view and edit any of the “Sources of Match Detail” screens, select the ”View” icon next to the appropriate entry.*
- *If you find that you have created a "Sources of Match Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.*
- *If the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

6J. Summary Budget

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

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 New Project Application "Summary Budget" screen.



Step	Description
1.	Review the funding amounts in the gray-shaded fields. If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.
2.	In the "Admin." field (line 8 for new projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
3.	"Save & Next" at the bottom of the screen. You will proceed to the Part 7 - "Attachment(s) & Certification" screen.
NOTE:	*The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities* ***except for leased units and leased structures, but including administration costs.***

7A. Attachments

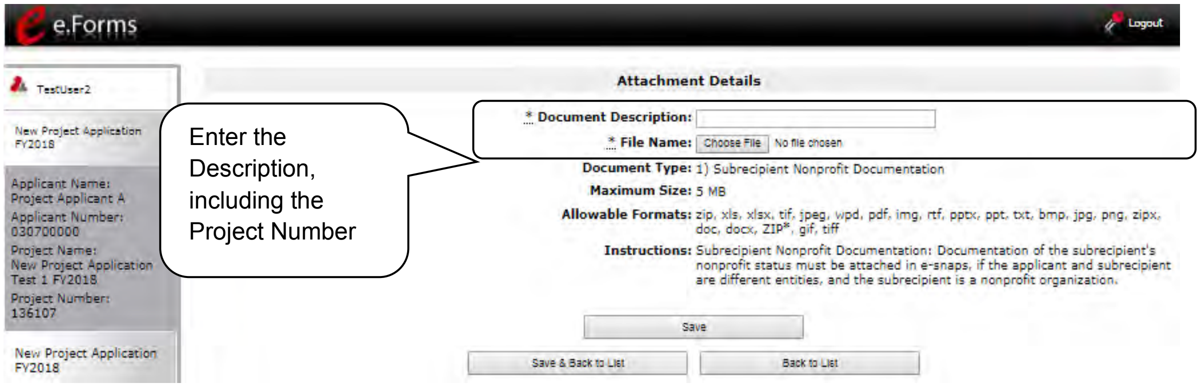
Depending on the Applicant, the "Attachment" screen has three potential items:

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu,), then proof of subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
    - **Consolidated Plan Certification.** For Project Applicants that selected "No CoC" on Screen 3A, and are thus applying as Solo Applicants, a form HUD-2991 must be obtained and signed by the certifying official for the applicable jurisdiction, indicating that the proposed project will be consistent with the Consolidated Plan. If the Solo Applicant is a state or unit of local government, the jurisdiction must certify that it is following its HUD-approved Consolidated Plan.

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

7A. Attachments (continued)

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



Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. • The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt.
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

NOTE:

To delete an uploaded attachment*.*

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

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

7A. In-Kind MOU Attachment

Screen 7B appears when Project Applicants add a match entry for "In-Kind" match (6I. Sources of Match Detail screen, question 3. "Type of Source").

- **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 subrecipient's nonprofit status is required.

Step	Description
1.	Select the document name under "Document Type."
2.	The "Attachment Details" screen appears. Follow the instructions for uploading attachments under 7A. Attachments.

7D. Certification

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

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

Step	Description
1.	Review sections A, B, and C of the screen.
2.	Verify the name of the Project Applicant organization’s Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization’s Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select “Save & Next” to navigate to the next screen.

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 clicking on the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after making any changes.

NOTE:	*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Project Applicant to continue to the next step in e-snaps. 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 you to address the particular item prior to entering into a grant agreement if conditionally awarded.*

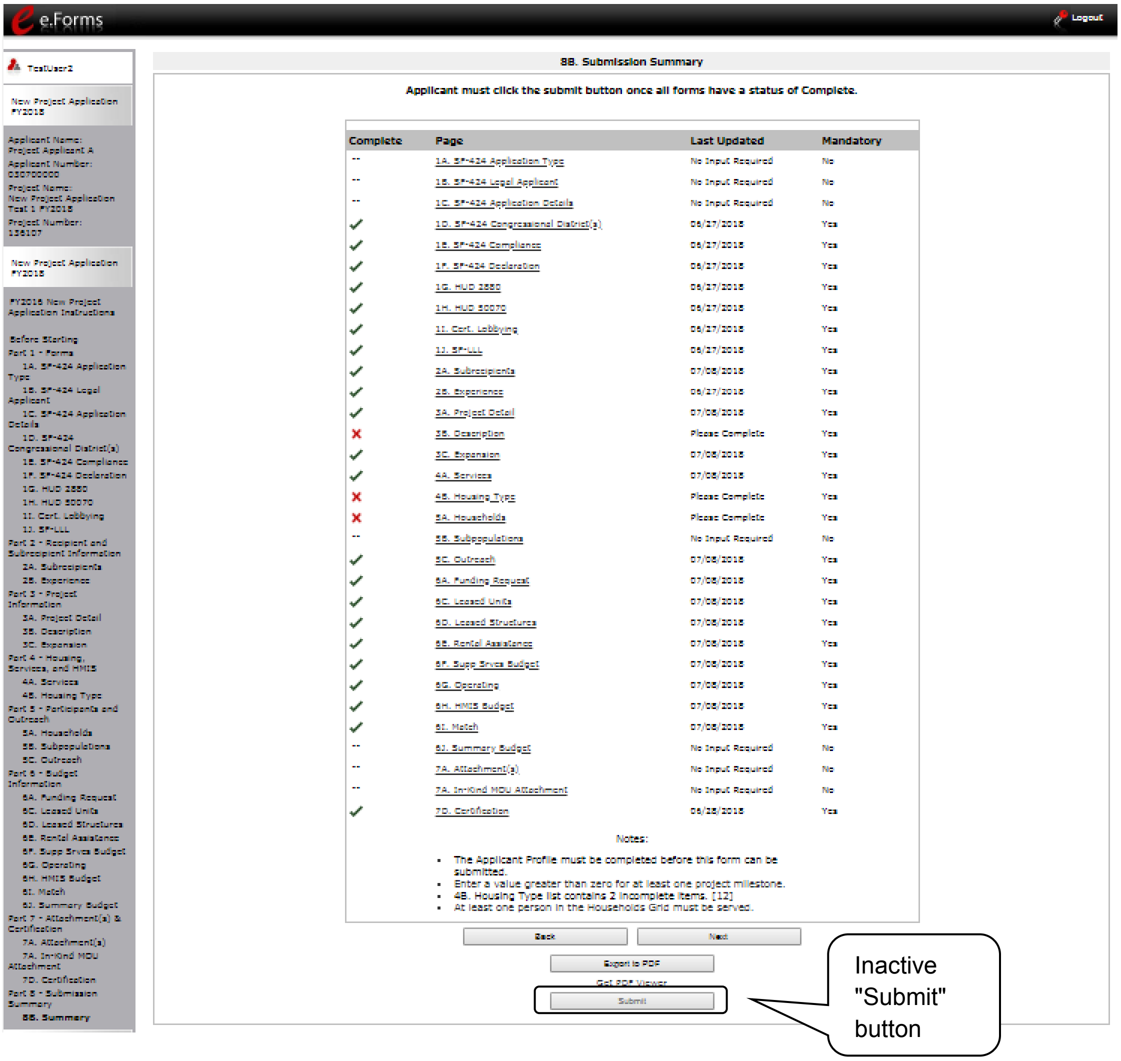
The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

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

New Project Application

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.

The Submission Summary screen for the HMIS Project Application looks different because it has different screens specific to HMIS.



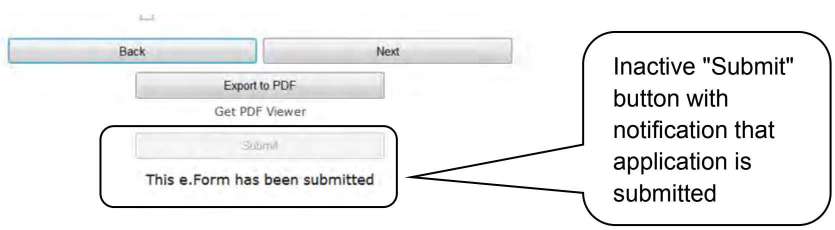
Step	Description
1.	For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	When you have an active "Submit" button, continue to the next section.

Submitting the Project Application

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

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

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



Exporting to PDF

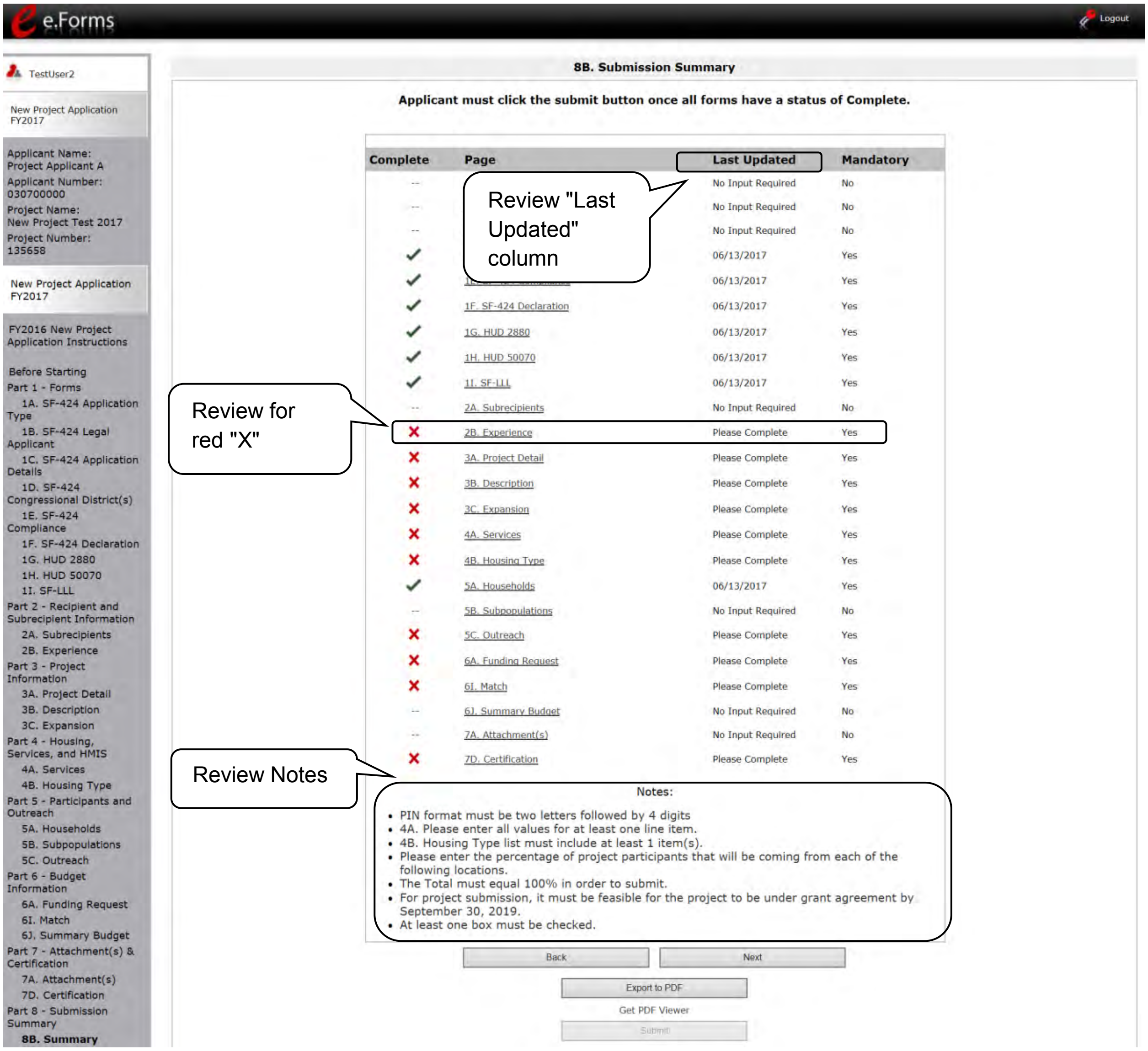
Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.

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

Trouble-shooting when you cannot submit the Project Application

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 form at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application forms or in the Applicant Profile.

The following image shows the New 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.



Step	Description
1.	Review your Submission Summary screen to determine which Project Application form needs to be completed. 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.	Return to the Submission Summary screen and select the "Submit" button.

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

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

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

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

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

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

Updating the Applicant Profile

If an Applicant needs to edit the Project Applicant Profile in order to correct information, the Applicant must do the following:

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

NOTE: *The “View Applicant Profile” link in the left menu bar, within the project application, is intended only to view the Project Applicant Profile and not to make any updates.*

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. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests that a change is made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Step	Who	Description
1.	Either	If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant (via email or phone,) outside of *e-snaps*. • If a Project Applicant determines that a change 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 applicant.
2.	Collaborative Applicant	The Collaborative Applicant will notify the Project Applicant (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. o Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button. o 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 Listing for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.

Next Steps

Congratulations on submitting your New Project Application!

At this point, your project application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 1a and 1b. 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 2018 CoC Program Competition. Please make sure you keep in contact with the organization in case any amendments need to be made.

For additional resources go to the *e-snaps* webpage on the HUD Exchange at: https://www.hudexchange.info/programs/e-snaps/.