



FY 2022
Continuum of Care
Program NOFO
New Project Application

e-snaps Navigational Guide

Version 1

New Project Application

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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 the United States Department of Housing and Urban Development (HUD) on or before the CoC Program Competition deadline.

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

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

All Project Applicants are strongly encouraged to read the FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.

This navigational guide supplements the New Project Application Resources for the CoC Program provided at:

- <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Important!

The annual CoC Program NOFO competition and the Special NOFO to Address Unsheltered and Rural Homelessness competition are open at the same time. **BOTH** of these NOFOs are visible in *e-snaps*.

This navigational guide is for those who are registering for the following funding opportunity:

- **New Project Application FY2022.**

You must ensure you register for the correct funding opportunity. If you have not, you must abandon this project application and begin again by registering for the correct funding opportunity you are choosing for this project application.

New Project Application

Objectives

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

- Access *e-snaps*.
- Register for the FY2022 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*.

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY2022 NOFO information (e.g., detailed instructions), including the FY2022 *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

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

New Project Application

Overview of the Project Application Process

FY2022 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at:

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

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

The CoCs will 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 to proceed with the Project Application process.
 - The Project Applicant Profile section of this guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
 - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY2022 New Project Application funding opportunity, creating an FY2022 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY2022 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 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 2022 CoC Program Competition

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

- **“Expansion Project” Screen.**

If a Project Applicant intends to submit a new Expansion Project Application (up to two new Project Applications are allowed) to a corresponding Renewal Project Application, the Renewal Project Application and new Expansion Project Application must be submitted as outlined in the FY2022 CoC Program Competition NOFO.

Renewal Projects that are part of an expansion must expire in Calendar Year (CY) 2022, as confirmed on the FY2022 Grant Inventory Worksheet (GIW) or the electronic Line of Credit Control System (eLOCCS), must be to the same recipient, and must be for the same eligible component and project type: Permanent Housing—Permanent Supportive Housing (PH-PSH), Permanent Housing—Rapid Re-Housing (PH-RRH), Joint Transitional Housing and Permanent Housing—Rapid Re-Housing (Joint TH/PH-RRH), Transitional Housing (TH), Supportive Services Only (SSO), Supportive Services Only—Coordinated Entry (SSO-CE) or Homeless Management Information System (HMIS).

Both the New and Renewal Project Applications must be ranked on the CoC Priority Listing.

- **Funding sources and limitations.** For FY2022, new projects are eligible through “Reallocation” funds, “Bonus” funds, a combination of “Reallocation + Bonus” funds, or “Domestic Violence (DV) Bonus” funds. Review the NOFO for more information:
 - https://www.hud.gov/program_offices/comm_planning/coc/competition
- **Transition grant.** Project Applicants can change the component of an existing Renewal Project Application through the transition grant process by transitioning the project to an eligible new component. The CoC must fully reallocate the Renewal Project’s funds, and then the same Project Applicant must submit a new Project Application in *e-snaps*. Eligible components for new projects in the transition process are: PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, and HMIS. Refer to Section II.B.2. of the FY2022 CoC Program Competition NOFO for the criteria that applicants must follow for transition grants.

New Project Application

Helpful Reminders from Prior Years

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

- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with prior years, the HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (New, Renewal, Youth Homelessness Demonstration Program (YHDP), CoC Planning, and UFA Costs), refer to the following resource:
 - <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>.
- **Prepopulating data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **The "Project Application" and "CoC Priority Listing."**
 - The Project Application includes the information submitted by Renewal and New Project Applicants for funding consideration.
 - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing.
- **Applicant field and dropdown menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

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

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

New Project Application

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY2022 CoC Program Competition NOFO.

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

Steps

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

New e-snaps Users

Steps

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



For a refresher on how to continue through the e-snaps system, visit the HUD Exchange e-snaps webpage at:

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

New Project Application

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

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



For information on how to add and delete users, refer to the “Give Staff Access to Your Organization's e-snaps Account” resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

New Project Application

Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens 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 e-snaps Navigational Guide at:

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

- **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, please contact the HUD *e-snaps* Help Desk at e-snaps@hud.gov. The HUD Exchange Ask A Question (AAQ) is no longer active.

- **First-time applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as a Project Applicant in *e-snaps*. Review the Project Applicant Profile *e-snaps* Navigational Guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

An organization will establish itself as a Project Applicant in *e-snaps* one time only.



*If you are a Collaborative Applicant and a Project Applicant applying for Renewal, 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 e-snaps Help Desk if you need assistance at:

- e-snaps@hud.gov.

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

New Project Application

Funding Opportunity Registration

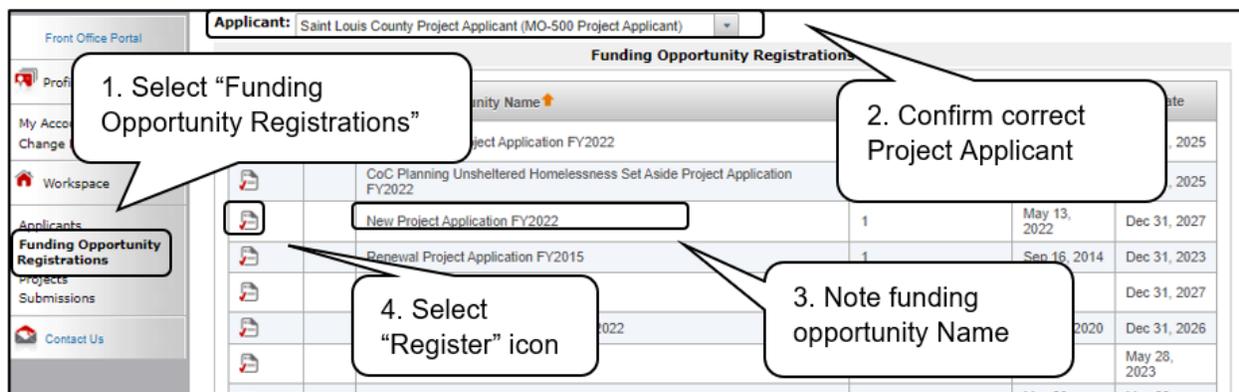
All Project Applicants must register the organization for the FY2022 New Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY2022 CoC Program Competition.

Terminology

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

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

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



Steps

1. Select "Funding Opportunity Registrations" on the left menu bar. The "Funding Opportunity Registrations" screen will appear.
2. Confirm the Project Applicant.
3. Note the funding opportunity name. Ensure you are choosing the correct funding opportunity for this project application; **You must choose "New Project Application FY2022."**
4. Select the "Register" icon  next to "New Project Application FY2022."
5. The "Funding Opportunity Details" screen will appear.

New Project Application

The screenshot shows the 'Front Office' portal interface. At the top left, there is a navigation menu with options: 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area is titled 'Applicant: Employment Connection (431106386)'. Below this, there are two sections: 'Funding Opportunity Details' and 'Funding Opportunity Registration'. The 'Funding Opportunity Details' section displays: 'Funding Opportunity Name: New Project Application FY2022', 'Start Date: 2022-05-13 00:00:00.0', and 'End Date: 2027-12-31 23:59:00.0'. The 'Funding Opportunity Registration' section contains the question: 'Are you sure you wish to register Employment Connection (431106386)?' with 'Yes' and 'Cancel' buttons. A callout box with a speech bubble points to the 'Yes' button, containing the text: 'Select "Yes" to register'.

Steps

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 FY2022** funding opportunity.

The screenshot shows the 'Front Office' portal interface after successful registration. The main content area is titled 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)'. Below this, there are two sections: 'Funding Opportunity Details' and 'Funding Opportunity Registration'. The 'Funding Opportunity Details' section displays: 'Funding Opportunity Name: New Project Application FY2022', 'Start Date: 2022-05-13 00:00:00.0', and 'End Date: 2027-12-31 23:59:00.0'. The 'Funding Opportunity Registration' section contains the message: 'Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.' with a 'Back' button.

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."

The screenshot shows the 'Projects' interface. At the top, there is a 'Project Status' dropdown set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'New Project Application FY2022'. Below this is a table with columns: 'Project Name', 'Number', 'Name', 'Applicant Name', and 'Status'. The table contains three rows of project data. Callouts are placed over the interface:

- 1. Select "Projects" from left menu bar
- 2. Select the "New Project Application FY2022" funding
- 3. "Add" icon appears after selection of funding opportunity
- 4. Select "Add" icon

Project Name	Number	Name	Applicant Name	Status
new_1	137690	New Project Application FY2022	Saint Louis County Project Applicant	
	137758	New Project Application FY2022	Saint Louis County Project Applicant	MO-500 Project Applicant In Progress
FY 2022 New Project Veriosn 1	137703	New Project Application FY2022	Saint Louis County Project Applicant	MO-500 Project Applicant In Progress

Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Select "**New Project Application FY2022**" from the "Funding Opportunity Name" dropdown.
3. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
4. Select the "Add" icon. 
5. The "Create a Project" screen will appear.



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

Please ensure you are working under the correct Project Applicant.

New Project Application

Create a Project

Funding Opportunity Name: New Project Application FY2022
Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Applicant Project Name: FY2022 New Project Vesion 1

Buttons: Save, Save & Add Another, Save & Back, Cancel

Callout 1: Enter the project name as it will appear in the grant award letter

Callout 2: Select "Save & Back"

Steps

1. On the "Create a Project" screen, the Funding Opportunity and Applicant Name Project Applicant Name will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
3. You should enter the name that you want to appear in the grant award letter.
4. Select "Save & Back" to return to the "Projects" screen.

Projects

Project Status: Open Projects

Funding Opportunity Name: New Project Application FY2022

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
2022_new_1	137690	New Project Applicatio FY2022		MO-500 Project Applicant	In Progress
FY2022_New_Assess_1	137758	New Project Applicatio FY2022		MO-500 Project Applicant	In Progress
FY 2022 New Project Veriosn 1	137703	New Project Applicatio FY2022	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress

Callout 1: "View" icon

Callout 2: Project name is listed

5. The project name is listed in the menu.
6. 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.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_Pln_App_2 137887	CoC Planning Project Application FY2022 CoC Planning Project Application FY2022	May 20, 2022	Dec 31, 2022	Primary Applicant	1	

Steps

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

New Project Application

FY 2022 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 it. If the information is correct, then edit it to something that is incorrect, save it, then change it back and save it again.
- Navigate to the "Submission Summary" screen and select "Complete."
- Log out of *e-snaps*.
- Log in again. Navigate to your Project Application. The information should be updated.

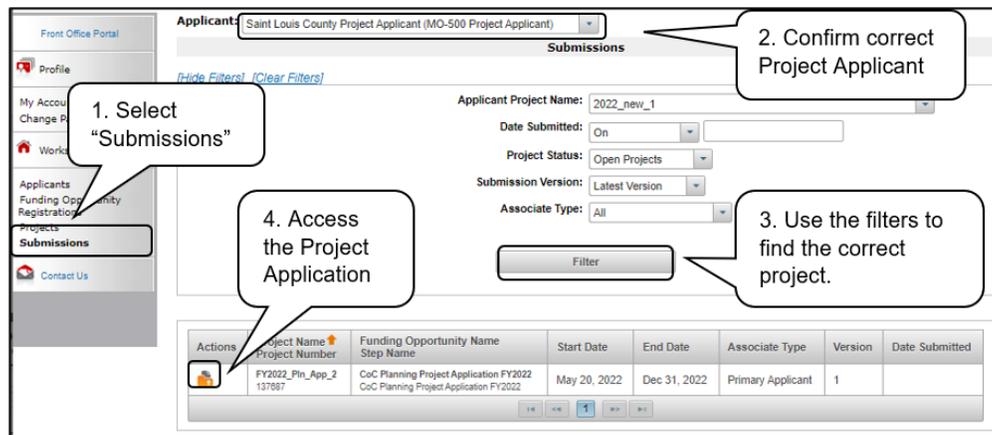
Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected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



Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
3. Select the "Folder" icon  to the left of the Project Application name you established with the funding opportunity name "New Project Application FY2022."
4. The "Before Starting the Project Application" screen will appear.

New Project Application

Before Starting the New Project Application

Before you begin the FY 2022 New Project Application, review the following information on the "Before Starting the Project Application" screen.

Before Starting the Project Application

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

Things to Remember:

- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2022 CoC Program Competition NOFO).

Back Next

Only Part 1 and screen 8B appear. The other screens will appear after you complete ALL of Part 1.

Select "Next" to continue

Step

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 the "Applicant," "Funding Opportunity Registration," "Projects," and "Submissions" screens on the left menu bar.

New Project Application

1A. Application Type



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

The following steps provide instructions on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY2022 Project Application.

The screenshot shows the '1A. SF-424 Application Type' form. It includes the following fields and callouts:

- 1. Type of Submission:** Application (dropdown menu)
- 2. Type of Application:** New Project Application FY2022 (text input)
- If Revision, select appropriate letter(s):** -- select -- (dropdown menu)
- If "Other", specify:** (text input)
- 3. Date Received:** 08/15/2022 (text input)
- 4. Applicant Identifier:** (text input)
- 5a. Federal Entity Identifier:** (text input)
- 5b. Federal Award Identifier:** (text input)
- 6. Date Received by State:** (text input)
- 7. State Application Identifier:** (text input)

Callouts:

- A box on the left says "Verify the data is correct".
- A callout pointing to the "Next" button says "Select 'Next' to continue".

Buttons: Back, Next

Steps

1. Verify the information in field 1, "Type of Submission."
2. In field 2, confirm that you have registered for the correct funding opportunity, "New Project Application FY2022."
3. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
4. Leave fields 4, 5a, 5b, 6, and 7 blank.
5. Select "Next" to continue.

New Project Application

1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY2022 Project Application.

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Anytown Homeless Services

b. Employer/Taxpayer Identification Number (EIN/TIN): 00-0000004

c. UEI: 00000000000000

d. Address

Street 1: 1234 Main St

Street 2:

City: Anytown

County:

State: Missouri

Country: United States

Zip / Postal Code: 12345

e. Organizational Unit (optional)

Department Name:

Division Name:

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

Prefix: Ms.

First Name: Jane

Middle Name:

Last Name: Smith

Suffix: -- select --

Title: Grants Manager

Organizational Affiliation: Anytown Homeless Services

Telephone Number: (555) 555-5550

Extension: 261

Fax Number: (555) 555-5000

Email: jsmith@anytown.org

Back Next

Steps

1. In field 8, verify that all of the information on the screen is complete and accurate. The fields are pre-populated and cannot be changed on this screen. If any of the information is incorrect, it must be corrected in the Project Applicant Profile.
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.***

New Project Application

1C. Application Details

The following steps provide instructions on completing all mandatory fields marked with an asterisk (*) on the "Application Details" screen for **Part 1: SF-424** of the FY2022 Project Application.

1C. SF-424 Application Details

9. Type of Applicant: B. County Government

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6600-N-25

Title: Continuum of Care Homeless Assistance Competi

13. Competition Identification Number:

Title:

Back Next

Verify the data is correct

Select "Next" to continue

Steps

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

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.

New Project Application

1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

The screenshot displays the '1D. SF-424 Congressional District(s)' application screen. It features several sections with callouts:

- Section 14:** 'Area(s) affected by the project (state(s) only): (for multiple selections hold CTRL+Key)'. It shows an 'Available Items' list with states like Alabama, Alaska, etc., and a 'Selected Items' list containing 'Missouri'. A callout points to the right arrow button: 'Move correct state from left column'.
- Section 15:** 'Descriptive Title of Applicant's Project: FY2022_Fin_App_2'. A callout points to the text: 'Populates from Applicant Profile'.
- Section 16:** 'Congressional District(s):'. It is divided into 'a. Applicant:' and 'b. Project:'. Both have 'Available Items' lists (e.g., AK-000, AL-001, etc.) and 'Selected Items' lists (e.g., MO-001, MO-002). Callouts point to the right arrow buttons: 'Move correct congressional district(s) for the project'.
- Section 17:** 'Proposed Project'. It includes 'a. Start Date: 09/09/2022' and 'b. End Date: 09/09/2023'.
- Section 18:** 'Estimated Funding (\$)'. It includes input fields for 'a. Federal:', 'b. Applicant:', 'c. State:', 'd. Local:', 'e. Other:', 'f. Program Income:', and 'g. Total:'.

At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

New Project Application

Steps

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.

Note: To make changes to this field, return to the “Projects” screen.

- 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. In 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. Under field 17, "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.
 6. Field 18, “Estimated Funding” cannot be edited.
 7. Select “Save & Next” at the bottom of the screen to save your information and continue.

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.

New Project Application

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile."

1E. SF-424 Compliance

* 19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

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

* 20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

Save & Back Save Save & Next

Back Next

Steps

1. In field 19, 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 a review of the application, select "Yes" and enter the date on which the application was made available to the state using the calendar 📅 icon function.
 - If the state or U.S. territory does not require a 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. In field 20, select "Yes" or "No" to indicate whether the Project Applicant is delinquent on any federal debt.
 - If "No," select "Save & Next."
 - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" to continue.



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

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

New Project Application

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

1F. SF-424 Declaration

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

* I AGREE: Select "I AGREE"

21. Authorized Representative

The "Authorized Representative" fields are populated from the Applicant Profile

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: -- select --

Title: Housing Manager

Telephone Number: (555) 555-5500
(Format: 123-456-7890)

Fax Number: (555) 555-5000
(Format: 123-456-7890)

Email: jdoe@anytown.org

Signature of Authorized Representative: Considered signed upon submission Select "Save and Next" to continue

Date Signed: 08/04/2022

Save & Back Save Save & Next

Back Next

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY2022 New Project Application.
2. In field 21, verify that the Authorized Representative information is complete and accurate.
 - **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.

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.

New Project Application

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, CoC Planning, 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://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

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

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

New Project Application

1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "HUD 50070 – Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows a web form for the HUD 50070 certification. At the top, there is a certification statement: "I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment." A checkbox next to this statement is checked, with a callout bubble pointing to it that says "Select to certify". Below this is a warning: "WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)". The form is titled "Authorized Representative" and contains several input fields: Prefix (Mr.), First Name (John), Middle Name, Last Name (Doe), Suffix (dropdown menu), Title (Housing Manager), Telephone Number ((555) 555-5500), Fax Number ((555) 555-5000), and Email (jdoe@anytown.org). Below these is a "Signature of Authorized Representative" field with the text "Considered signed upon submission" and a "Date Signed" field (08/04/2022). At the bottom, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next". A callout bubble points to the "Save & Next" button with the text "Select 'Save and Next' to continue".

Steps

1. Review parts A through G of the certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY2022 New Project Application is correct.
3. Verify that the Authorized Representative information is complete and accurate.
 - **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.
4. Select "Save & Next" to continue.

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.

New Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for Part 1: SF-424 of the FY2022 Project Application.

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:

Select to certify

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

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Select "Save and Next" to continue

Steps

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

New Project Application

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-LLL - Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

1J. SF-LLL

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

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

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

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

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

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

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

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

Steps

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

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

New Project Application

If "No" Lobbying Activities

1J. SF-LLL
DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

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

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

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

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Select "No" and confirm information

* Legal Name:

* Street 1:

Street 2:

* City:

* County:

* State:

* Country:

* Zip / Postal Code:

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

* I certify that this information is true and complete. Check the box to certify

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Signature of Authorized Official:

Date Signed:

Select "Save & Next" to continue

Step

1. If "No" lobbying activities, review the pre-populated data on the screen.
2. Under field 11, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Project Application is correct.
3. Select "Save & Next" to continue.

New Project Application

If "Yes" Lobbying Activities

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

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

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

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

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Yes No

1. Type of Federal Action:

2. Status of Federal Action:

3. Report Type:

* 4. Name and Address of Reporting Entity:
 Prime
 Subrecipient

Congressional District, if known:

Available Items:	Selected Items:
AK-000	MO-001
AL-001	
AL-002	
AL-003	
AL-004	
AL-005	
AL-006	
AL-007	
AR-001	
AR-002	

6. Federal Department/Agency:

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

8. Federal Action Number:

9. Award Amount:

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

500 characters remaining.

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

500 characters remaining.

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

* I certify that this information is true and complete.

Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number: (555) 555-5500
(Format: 123-456-7890)

Fax Number: (555) 555-5000
(Format: 123-456-7890)

Email:

Signature of Authorized Official:

Date Signed:

New Project Application

Steps

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. Under field 4, 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 under field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the Project Application is correct.
8. Select "Save & Next" to continue.

**Prime is
the required
selection:**

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

A subrecipient NEVER submits the Project Application.

New Project Application

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

IK. SF-424B

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

Review the assurances

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

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

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

* As the duly authorized representative of the applicant, I certify: Select box to certify

Authorized Representative for: Anytown Homeless Services

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Title: Housing Manager

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

Date Signed: 08/04/2022 Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

Steps

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

New Project Application

1L. SF-424D

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Construction Programs" screen for **Part 1: SF-424** of the FY2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows a web form titled "1L. SF-424D". At the top right is a "Logout" link. The main question is: "* Are you requesting CoC Program funds for construction costs in this application?". Below the question is a dropdown menu with "No" and "Yes" options. A callout box points to the dropdown with the text "Select 'Yes' or 'No'". Below the question are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next". At the bottom, a red note reads: "Note: This formlet contains mandatory fields for which no value has been saved."

Steps

1. Select "Yes" or "No" from the dropdown menu regarding whether you are requesting CoC Program funds for construction costs in this application.

The screenshot shows the same web form as above, but the dropdown menu is now set to "No". Below the question, a red message reads: "No SF-424D is required. Select 'Save and Next' to move to the next screen." The buttons "Save & Back", "Save", "Save & Next", "Back", and "Next" are still present.

- If "No" is selected, then no SF-424D is required. Select "Save and Next" to move to the next screen.

New Project Application

1L SF-424D

*** Are you requesting CoC Program funds for construction costs in this application?** Yes

Review the assurances

(SF-424D) ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

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

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

*** As the duly authorized representative of the applicant, I certify** Check box to certify

Authorized Representative for: Mr. _____

Prefix: Mr. _____

First Name: Bill _____

Middle Name: John _____

Last Name: Smith _____

Suffix: _____

Title: County Executive _____

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

Date Signed: 08/24/2022

Select "Save & Next" to continue.

Save & Back Save Save & Next

Back Next

- If “Yes” is selected, additional fields will appear.
 - Review the information on the screen.
 - Verify that the Authorized Representative information is complete and accurate.
 - Select the box stating that you certify these assurances.
- 2. Select “Save & Next” to continue to the next screen.

New 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 details that will populate this screen are based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY2022 Project Application.

If your project will not use any subrecipients, then do not complete this screen.

Steps

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

New Project Application

2A. Subrecipients (continued)

2A. Project Subrecipients Detail

* a. Organization Name:

* b. Organization Type: -- select --

If "Other" specify:

* c. Employer or Tax Identification Number:

* d. Unique Entity Identifier:

UEI number must be 12 alphanumeric characters

e. Physical Address

* Street 1:

Street 2:

* City:

* State: -- select --

* Zip Code:

Enter Subrecipient Organization's UEI number

Steps

1. In field a, enter the legal name of the subrecipient organization.
2. In field b, indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.
 - Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103); and public housing agencies, as such term is defined in 24 CFR 5.100.

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

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. In field c, enter the subrecipient's 9-digit Employer or Tax Identification number.
4. In field d, enter the subrecipient's 12-digit Unique Entity Identifier (UEI). Note: The DUNS number has been replaced by the UEI. For more information on the UEI, please go to <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.
5. In field e, enter the subrecipient's address, city, state, and zip code. If the mailing address is different from the street address; enter the mailing address.

New Project Application

2A. Subrecipients (continued)

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

Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006
AL-007
AR-001
AR-002

Selected Items:

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

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

* i. Expected Sub-Award Amount:

j. Contact Person

* Prefix: -- select --

* First Name:

Middle Name:

* Last Name:

Suffix: -- select --

* Title:

* E-mail Address:

* Confirm E-mail Address:

* Phone Number:

Extension:

Fax Number:

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

Select "Save & Add Another" to add more subrecipients

Save Save & Add Another

Save & Back to List Back to List

Steps (continued)

- In field f, 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.
- In field g, select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
- In field h, select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
- In field i, 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.

New Project Application

2A. Subrecipients (continued)

Steps (continued)

10. In field j, enter the information of the contact person at the subrecipient.
 - Select the appropriate prefix from the dropdown menu.
 - Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
 - 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.
 - Enter the contact person's telephone number, starting with the area code.
 - Enter the extension of the contact person's telephone number, if applicable.
 - Enter the contact person's fax number, starting with the area code (optional).
11. To add another subrecipient, select "Save & Add Another" and repeat steps 1–10.
 - 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.
12. 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 .
13. 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 e-snaps Navigational Guide at:

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

New Project Application

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 FY2022 Project Application.

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

*** 1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.**

rsgf

*** 2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.**

srgsf

*** 3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.**

sgff

*** 4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization?**

If “Yes,” field 4a will appear

*** 4a. Describe the unresolved monitoring or audit findings.**

rtgff

Save & Back Save Save & Next

Back Next

New Project Application

Steps

1. In field 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. In field 2, describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other federal, state, local, and private sector funds.
3. In field 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. In field 4, select "Yes" or "No" from the dropdown menu regarding monitoring findings for any HUD grants (including Emergency Solutions Grants [ESG]) operated by the Project Applicant or potential subrecipient(s).
 - If "Yes" is selected, field 4a will appear.
Provide an explanation in the text box.
5. Select "Save & Next" to continue.

NOTE:

When copying and pasting text from Microsoft 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 Microsoft Word.

New Project Application

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 FY2022 New Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the "Project Detail" screen of the application.

3A. Project Detail

* 1. CoC Number and Name: IN-503 - Indianapolis CoC

* 2. CoC Collaborative Applicant Name: City of Indianapolis

3. Project Name: FY 2022 New Project Verison 1

* 4. Project Status: Standard

* 5. Component Type: PH

* 5a. Select the type of PH project: PSH

* 6. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? No

* 7. Is this new project application requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition? (Attachment Requirement) Yes

* 7a. List all expiring project(s) involved in the transition:

Grant PIN	Operating Start Date	Expiration Date	Component Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --

Please enter all values for at least one item.

Update: IMPORTANT: For all expiring projects listed above, be sure to attach a copy of the most recently approved e-snaps project application(s) on Screen 7A (e.g., if the project was funded in the FY 2021 CoC Program Competition, a copy of the FY 2021 CoC Program Competition project application).

* 7b. Provide a brief description that addresses the scope of the proposed transition during the first year of operation.

3500 characters remaining.

* 8. Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? No

* 9. Will this project include replacement reserves in the Operating budget? No

Save & Back Save Save & Next

Back Next

Callouts:

- Fields 1 and 2 determine which CoC receives the project application when submitted in e-snaps
- Field "5. Component Type" determines questions on other screens
- In field 5a, only if you selected "PH" as the component type, select "PSH" or "RRH"
- Transition projects: If "yes," identify expiring grant(s).

New Project Application

Steps

1. In field 1, select your "CoC Number and Name" from the dropdown menu.
2. In field 2, select your "CoC Collaborative Applicant Name" from the dropdown menu.

Fields 1 and 2

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 FY2022 CoC Competition or your project is located in a 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.

Steps (continued)

3. In field 3, verify the project name 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 Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the project.

Steps (continued)

4. In field 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.

New Project Application

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 to the CoC's decision to not fund this project. To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and attach a letter from your CoC officially informing you of its decision. 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 at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

Steps (continued)

5. In field 5, select the "Component Type" from the dropdown menu.

Eligible New Project component types during the FY2022 CoC Program Competition include the following:

The screenshot shows a web form interface. At the top, there is a dropdown menu labeled "5. Component Type:" with "PH" selected. Below this, there is a section for "5a. Select the type of PH project:" with a dropdown menu showing "-- select --", "PSH", and "RRH". A callout box with a speech bubble points to the "PSH" and "RRH" options, containing the text "Indicate PSH or RRH". Below field 5a, there are two more questions: "6. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3?" and "7. Is this new project application requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition? (Attachment Requirement)".

- PH
 - If you select PH, field 5a will appear.
 - 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. In field 6, select "Yes" or "No" to indicate whether your organization or expected subrecipient is a victim service provider defined in 24 CFR 570.3 and uses a comparable database.
7. In field 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

New Project Application

asks "Is this new project application requesting to transition from eligible Renewal Project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY2022 CoC Program Competition? (Section II.B.2. and Section III.C.3.q of the FY 2022 NOFO)."

- If "Yes," fields 7a and 7b will appear.
 - In field 7a., identify the expiring grants (i.e., the project or projects being reallocated) by providing the grant number, operating start date, expiration date, and component type.
 - In field 7b, 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. In field 8, select "Yes" or "No" to confirm that this Project Application for new CoC program funding will not replace state or local funds.
- 9. Field 9 is only for PH-PSH and Joint TH and PH-RRH projects. Select "Yes" or "No" to indicate whether this project will include replacement reserves in the operating budget.
- 10. 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 FY2022 NOFO for details about which projects are eligible for reallocation and other requirements associated with transition projects and funding.

- https://www.hud.gov/program_offices/comm_planning/coc/competition

Transition Projects: Required Attachment

On Screen 7A, attach a copy of the most recently approved project application; for example, if the project was awarded funds in FY2020, attach the FY2020 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 FY2020 Project Application.*
- *Navigate to the "Submission Summary" screen.*
- *Select "Export to PDF" at the bottom of the page.*

New Project Application

3B. Project Description

The following steps provide instructions on completing mandatory fields marked with an asterisk (*) on the “Project Description” screen for **Part 3: Project Information** of the FY2022 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. PH Component](#)

[3B. Joint TH and PH-RRH Component](#)

[3B. SSO Component](#)

[3B. HMIS Component](#)

NOTE:

When copying and pasting text from Microsoft 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 Microsoft Word.

New Project Application

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.

3B. Project Description

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

dfbdfbdf

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

*

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text" value="345"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text" value="67"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input checked="" type="checkbox"/>

If "Other," provide an explanation

* Other:

New Project Application

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 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 structures 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. In field 2a, if the project is requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the applicant, and subrecipients if included, to develop and maintain the property using CoC Program funds.
4. In field 3, indicate the proposed project's specific population focus.
 - Select all of the boxes that apply. Multiple selections are permissible. Select "N/A" if the project serves all subpopulations.
 - If you select "Other," select "Save," and then provide a description of the specific type of population in the text box provided.

New Project Application

3B. PH Component (continued)

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?

5. Housing First

* 5a. Will the project quickly move participants into permanent housing?

* 5b. Will the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income

Active or history of substance use

Having a criminal record with exceptions for state-mandated restrictions

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

None of the above

* 5c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services

Failure to make progress on a service plan

Loss of income or failure to improve income

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

None of the above

* 5d. Will the project follow a "Housing First" approach? (Click 'Save' to update)

The response in 5d auto-populates based on responses in 5a, 5b, and 5c.

Steps (continued)

5. In field 4, 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.
6. In field 5a, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
7. In field 5b, indicate whether the 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 those conditions are present in the project to screen out participants.
8. In field 5c, 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.
9. Based on your selections to the questions about screening and termination, in field 5d 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. See the FY2022 CoC Program NOFO regarding the requirements for projects that are designated as Housing First: https://www.hud.gov/program_offices/comm_planning/coc/competition.

New Project Application

3B. PH Component (continued)

The screenshot shows a web-based application form with the following elements:

- Question 6:** "Will program participants be required to live in a specific structure, unit, or locality at any time while in the program?" with a dropdown menu set to "Yes". A callout bubble points to it, stating: "If 'Yes,' explain how and why".
- Field 6a:** "Explain how and why the project will implement this requirement." with a text input area containing "dfvdf".
- Question 7:** "Will more than 16 persons live in a single structure?" with a dropdown menu set to "Yes". A callout bubble points to it, stating: "If 'Yes,' two more questions will appear".
- Field 7a:** "Describe the local market conditions that necessitate a project of this size." with a text input area containing "dvd".
- Field 7b:** "Describe how the project will be integrated into the neighborhood." with a text input area containing "dfvfd".
- Navigation Buttons:** "Save & Back", "Save", "Save & Next", "Back", and "Next".

Steps (continued)

10. In field 6, select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality at any time while in the program.
 - If "Yes," field 6a will appear.
Provide a description of how and why this project will implement this requirement.
11. In field 7, select "Yes" or "No" to indicate if there will be more than 16 persons living in a single structure.
 - If "Yes," fields 7a and 7b will appear.
In field 7a, describe the local market conditions that necessitate a project of this size.
In field 7b, describe how the project will be integrated into the neighborhood.

New Project Application

3B. PH Component (continued)

100% Dedicated or 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 elects to operate as being dedicated to chronically homeless individuals and families must continue to operate in accordance with Section III.A.3.b.

Field 8 appears if "PSH" was selected

Select "Save & Next" to continue

* 8. Is this project 100% Dedicated or DedicatedPLUS?

Save & Back Save Save & Next

Back Next

Steps (continued)

12. If "PSH" was selected, the "Dedicated and DedicatedPLUS" section, field 8, will appear on the screen.
 - In field 8, indicate whether the project is "100% Dedicated" or "DedicatedPLUS," according to the information provided.
13. Select "Save & Next" to continue to the next screen.

New Project Application

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.”

3B. Project Description

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

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

*

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select ALL that apply)

<input type="checkbox"/> N/A - Project Serves All Subpopulations <input type="checkbox"/> Veterans <input type="checkbox"/> Youth (under 25) <input type="checkbox"/> Families	<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Illness <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Chronic Homeless <input checked="" type="checkbox"/> Other <small>(Click 'Save' to update)</small>
---	---

If "Other," provide an explanation

* Other:

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 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.

New Project Application

- Leased or rental assistance units or structures 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. In field 3, indicate the proposed project's specific population focus.
 - Select all of the boxes that apply. Multiple selections are permissible. Select "N/A" if the project serves all subpopulations.
 - If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.
4. 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.

New Project Application

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

5. Housing First

* 5a. Will the project quickly move participants into permanent housing?

* 5b. Will the project enroll program participants who have the following barriers? Select all that apply.

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

* 5c. Will the project prevent program participant termination for the following reasons? Select all that apply.

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

* 5d. Will the project follow a "Housing First" approach? (Click 'Save' to update)

This response in 5d auto-populates based on responses in 5a, 5b, and 5c

Steps (continued)

- In field 5a, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
- In field 5b, 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.
- In field 5c, 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.
- Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" in field 5d will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.
 - NOTE:** See the FY2022 CoC Program NOFO regarding the requirements for projects that are designated as Housing First:
https://www.hud.gov/program_offices/comm_planning/coc/competition.

New Project Application

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

* 6 Will program participants be required to live in a specific structure, unit, or locality at any time while in the program? Yes

If "Yes," explain how and why.

* 6a. Explain how and why the project will implement this requirement.

* 7. Will more than 16 persons live in a single structure? Yes

If "Yes," 2 more questions will appear.

* 7a. Describe the local market conditions that necessitate a project of this size.

* 7b. Describe how the project will be integrated into the neighborhood.

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

Steps (continued)

- In field 6, select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality.
 - If "Yes," field 6a will appear.
Provide a description of how and why this project will implement this requirement.
- Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure.
 - If "Yes," fields 7a and 7b will appear.
In field 7a, describe the local market conditions that necessitate a project of this size.
In field 7b, describe how the project will be integrated into the neighborhood.
- Select "Save & Next" to continue.

New Project Application

3B. SSO Component

The following instructions are for screen “3B. Project Description” when the SSO component and coordinated entry for SSO project type are selected on screen “3A. Project Detail”.

3B. Project Description

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

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other	<input checked="" type="checkbox"/>
		(Click 'Save' to update)	

If "Other," provide an explanation

* Other:

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 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.

New Project Application

- Leased or rental assistance units or structures 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. In field 3, indicate the proposed project's specific population focus.

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

4. As an SSO-Coordinated Entry project answer the following questions:

Additional questions
for SSO-CE projects

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

* 4b. Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance?

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

* 4d. Will the coordinated entry process use a comprehensive, standardized assessment process?

* 4e. Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.

* 4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following groups:

- (1) adults without children;
- (2) adults accompanied by children;
- (3) unaccompanied youth;
- (4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
- (5) persons at risk of homelessness?

* 4g. Will this coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible?

Save & BackSaveSave & Next

BackNext

New Project Application

Steps (continued)

4. In field 4a, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
5. In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be affirmatively marketed and easily accessible by program participants seeking assistance.
6. In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.
7. In field 4d, select "Yes" or "No" to indicate whether the coordinated entry process uses a comprehensive, standardized assessment process.
8. In field 4e, describe the standardized assessment and referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.
9. In field 4f, if the coordinated entry process includes differences in access, entry, assessment, or referral for certain populations, select "Yes" or "No" to indicate whether those differences are limited only to the following five groups: adults without children; adults accompanied by children; unaccompanied youth; households fleeing domestic violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and persons at risk of homelessness.
10. In field 4g, select "Yes" or "No" to indicate whether the coordinated entry project will refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible.
11. Select "Save & Next" to continue.

New Project Application

3B. HMIS Component

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

3B. Project Description

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

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

*
...

Project Milestones	Days from Execution of Grant Agreement			
	A	B	C	D
Begin hiring staff or expending funds	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 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 structures and supportive services near 100% capacity.
 - Closing on purchase of land, structure(s), or execution of structure lease.
 - Rehabilitation started.
 - Rehabilitation completed.

New Project Application

- 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. In field 4, 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.
4. Select "Save & Next" to continue to the next screen.

New Project Application

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

NOTE:

To apply for an Expansion Project, applicants must submit:

- *A Renewal Project Application for the individual, existing Renewal Project being expanded.*
- *A New Project Application for the portion expanding the project.*

More information on Expansion Projects is available on the Applying for Expansion Projects During the CoC Program Competition page at:

<https://www.hudexchange.info/resource/5853/applying-for-expansion-projects-during-the-coc-program-competition/>

New Project Application

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

The following steps provide instructions on completing mandatory fields marked with an asterisk (*) on the "Project Expansion" screen for **Part 3: Project Information** of the FY2022 New Project Application.

3C. Project Expansion Information

* 1. Is this a "Project Expansion" of an eligible renewal project?

Yes No Yes

Save & Back Save & Next Back Next

If "No," select "Save & Next" to continue

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

Steps

1. Indicate whether the Expansion Project is for an eligible CoC program-funded Renewal Project with the same component type.
 - If "No," select "Save & Next" and continue to the next screen.
 - If "Yes," additional fields appear that you are required to complete. Continue on to Step 2.

Enter the PIN (first 6 characters of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2022 upon which this project proposes to expand.

* 1a. Eligible Renewal Grant PIN: 123456

* 1b. Eligible Renewal Grant Project Name: Hope House

Enter PIN and name of project being expanded

2. In field 1a, enter the PIN (first 6 numbers of the grant number) of the eligible CoC-funded grant that is applying for renewal in FY2022 upon which this project proposes to expand.
3. In field 1b, enter the project name of the eligible CoC-funded grant that is applying for renewal in FY2022 upon which this project proposes to expand.

New Project Application

3C. Project Expansion (continued)

*** 2. Will this expansion project increase the number of program participants?** If "Yes," fields 2a and 2b will appear

*

2a. Currently Approved Renewal Numbers (from "Stand-alone Renewal" project application)

Number of persons (From renewal application Screen 5A)

Number of units (From renewal application Screen 4B)

Number of beds (From renewal application Screen 4B)

2b. New Requested Numbers to Add (from this "Stand-alone New" project application)

Number of additional persons (From this new application Screen 5A)

Number of additional units (From this new application Screen 4B)

Number of additional beds (From this new application Screen 4B)

Enter all values for 2a and 2b.

Steps (continued)

- In field 2, select "Yes" or "No" to indicate whether the expansion will increase the number of homeless persons served. If "Yes," fields 2a and 2b will appear.
 - In field 2a, indicate the currently approved renewal numbers from the Stand-Alone Renewal Project Application.
 - In field 2b, indicate the new requested numbers to add from the Stand-Alone New Project Application.

*** 3. Will this expansion project provide additional supportive services to program participants?** If "Yes," field 3a will appear

*** 3a. Indicate how the project will provide additional supportive services to program participants. (Check one or both boxes)**

Increase number of or expand supportive services provided

Increase frequency or intensity of supportive services

- For question 3, select "Yes" or "No" to indicate whether the expansion will bring additional supportive services to homeless persons. If "Yes," field 3a will appear.
 - In field 3a, indicate how the project will provide additional supportive services to program participants. Check one or both boxes.

New Project Application

3C. Project Expansion (continued)

* 4. Will this expansion project bring existing facilities up to government health or safety standards? Yes

If "Yes," field 4a will appear

* 4a. Describe how the project is proposing to "bring existing facility(s) up to state or local government health or safety standards."

3500 characters remaining.

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps (continued)

6. In field 4, select "Yes" or "No" to indicate whether the expansion will bring the existing facilities up to government health and safety standards. If "Yes," field 4a will appear.
 - In field 4a, describe how the project is proposing to bring existing facility(s) up to state or local government health or safety standards.
7. Once all of the fields are completed, select "Save & Next" to continue.

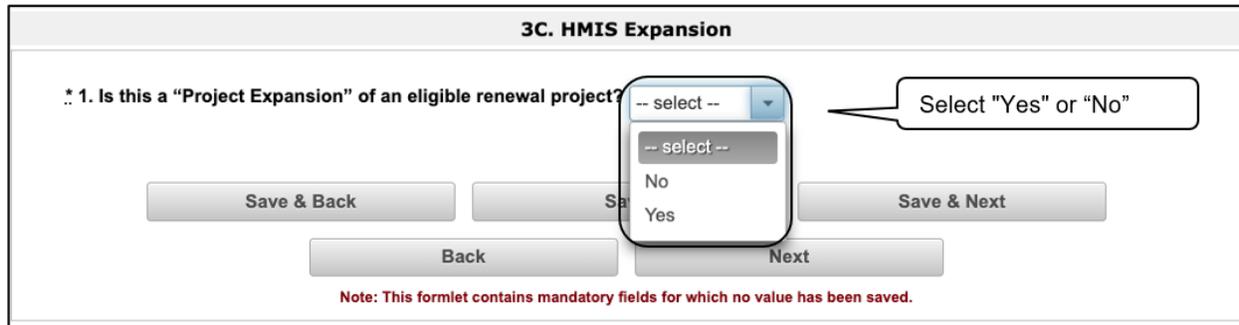
The table below identifies the new questions that appear when an activity is selected in Screen 3C.

PH Expansion Activities	Steps
Increase the number of homeless persons served	<p>In fields 2a and 2b, indicate how your project is proposing to increase the number of persons experiencing homelessness served.</p> <ul style="list-style-type: none"> • In field 2a, enter the "Current Level of Effort" for the following categories: <ul style="list-style-type: none"> ○ # of persons served at a point in time ○ # of units ○ # of beds • In field 2b, 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	<p>In field 3a, identify how you will be providing additional services.</p> <ul style="list-style-type: none"> • Increase the number and/or expand the variety of services. • Increase the frequency and/or intensity of services.
Bring existing facilities up to state/local government health and safety standards	<p>In field 4a, describe how the project is proposing to bring the existing facility or facilities up to state/local government health and safety standards.</p>

New Project Application

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 FY2022 New Project Application.



3C. HMIS Expansion

* 1. Is this a "Project Expansion" of an eligible renewal project?

-- select --

-- select --

No

Yes

Select "Yes" or "No"

Save & Back

Save & Next

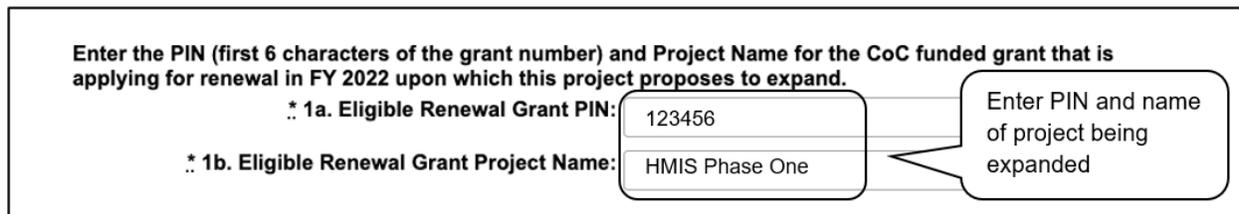
Back

Next

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

Steps

1. In field 1, select "Yes" or "No" to indicate whether the requested funds increase the capacity or function of the CoC's existing HMIS-eligible Renewal Project.
 - If "No," select "Save & Next" and continue to the next screen.
 - If "Yes, additional fields appear that you are required to complete. Continue on to Step 2.



Enter the PIN (first 6 characters of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2022 upon which this project proposes to expand.

* 1a. Eligible Renewal Grant PIN: 123456

* 1b. Eligible Renewal Grant Project Name: HMIS Phase One

Enter PIN and name of project being expanded

2. In field 1a, enter the PIN (first 6 numbers of the grant number) of the eligible CoC-funded grant that is applying for renewal in FY2022 upon which this project proposes to expand.
3. In field 1b, enter the project name of the eligible CoC-funded grant that is applying for renewal in FY2022 upon which this project proposes to expand.

New Project Application

*** 2. Will this expansion project increase HMIS functionality?** If "Yes," field 2a will appear

*** 2a. Describe the increased HMIS functionality.**

3500 characters remaining.

Steps (continued)

4. In field 2, select "Yes" or "No" to indicate whether this Expansion Project will increase HMIS functionality.
 - If "Yes," field 2a will appear. In field 2a, describe the increased HMIS functionality.

*** 3. Will this expansion project increase geographic coverage of HMIS?** Select "Yes" or "No"

*** 4. Will this expansion project increase number of HMIS participating agencies or programs?** If "Yes," field 4a will appear

5. In field 3, select "Yes" or "No" to indicate whether this Expansion Project will increase the geographic coverage of HMIS.
6. In field 4, select "Yes" or "No" to indicate whether the Expansion Project will increase the number of HMIS participating agencies and/or programs.
 - If "Yes," field 4a will appear. In field 4a, identify the number of additional HMIS users in each agency or the programs that will be added.

*** 4a. Identify the number of additional HMIS users in each agency or programs that will be added**

HUD - Continuum of Care Program (CoC)	<input type="text"/>
HUD - Emergency Solutions Grant (ESG)	<input type="text"/>
HUD - Housing Opportunities for Persons with AIDS (HOPWA)	<input type="text"/>
HHS - Projects for Assistance in Transition from Homelessness (PATH)	<input type="text"/>
HHS - Runaway and Homeless Youth Programs (RHY)	<input type="text"/>
VA	<input type="text"/>
Other	<input type="text"/>
Total	0

Select "Save & Next" to continue

7. Select "Save & Next" to continue.

New Project Application

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 FY2022 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 \(PH and Joint TH and PH-RRH\)](#)
- [4A. HMIS Standards \(HMIS Only\)](#)

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

New Project Application

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 FY2022 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.

4A. Supportive Services for Participants

*** 1. Describe how program participants will be assisted to obtain and remain in permanent housing.**

*** 2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.**

Steps

1. In field 1, describe the supportive services that will be provided to help project participants obtain and remain in permanent housing.
2. In field 2, describe the specific plans to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

New Project Application

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

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

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

Please enter all values for at least one line item and leave no incomplete line items.

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

Provider options: Applicant, Subrecipient, Partner, Non-Partner

Frequency options: Daily, Weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Semi-annually, Annually, As needed

Funding requests on screen "6F. Supportive Services" must have a corresponding entry on this screen

Steps (continued)

- In the table provided in field 3, 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.

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

*** 5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed?**

Yes

Yes

Select "Yes" or "No"

- In field 4, select "Yes" or "No" to indicate whether the project provides transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.
- In field 5, select "Yes" or "No" to indicate whether the project provides annual follow-ups with program participants to ensure mainstream benefits are received and renewed.

New Project Application

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

.. 6. Will program participants have access to SSI/SSDI technical assistance provided by this project the applicant, a subrecipient, or partner agency? Yes

.. 6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months. -- select --

If "Yes," field 6a will appear

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps (continued)

- In field 6, select "Yes" or "No" to indicate whether program participants will have access to Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) technical assistance provided by the applicant, a subrecipient, or a partner agency.
 - If "Yes," field 6a will appear.
In field 6a, select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance has completed SSI/SSDI Outreach, Access, and Recovery (SOAR) training in the last 24 months.
- Select "Save & Next" to continue.

New Project Application

4A. HMIS Standards (HMIS Only)

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

4A. HMIS Standards

* 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? If "No," field 1a will appear

* 1a. If no, explain why and the planned steps for correction.

3500 characters remaining.

* 2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.) If "No," field 2a will appear

* 2a. If no, explain why and the planned steps for correction.

3500 characters remaining.

* 3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS? If "No," field 3a will appear

* 3a. If no, explain why and the planned steps for correction.

3500 characters remaining.

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.
 - If you answered "No," field 1a will appear.
In field 1a, you are required to explain why and discuss the planned steps for correction.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting.
 - If you answered "No," field 2a will appear.
In field 2a, you are required to explain why and discuss the planned steps for correction.
3. In field 3, 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, Veterans Affairs (VA), and the Department of Health and Human Services (HHS).
 - If you answered "No," field 3a will appear.
In field 3a, you are required to explain why and discuss the planned steps for correction.

New Project Application

4A. HMIS Standards (continued)

* 4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? -- select --

* 5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

3500 characters remaining.

* 6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

3500 characters remaining.

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

* 8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?

3500 characters remaining.

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps (continued)

4. In field 4, select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
5. In field 5, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all privacy and security standards as required by HUD and other federal partners.
6. In field 6, select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check for all employees who access and view HMIS data.
7. In field 7, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards.
8. In field 8, describe the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS.
9. Select "Save & Next" to continue.

New Project Application

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 FY2022 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. Housing Type and Location \(Joint TH\)*](#)
- [*4B. HMIS Training \(HMIS\)*](#)

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

New Project Application

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

The following screen, “4B. Housing Type and Location,” applies to PH: PSH (the components selected on screens “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 the information you add about individual project sites.

4B. Housing Type and Location

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

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

[Show Filters] [Clear Filters]

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
		---	---	0	0	0

Back Next

Steps

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

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.

New Project Application

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

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

The screenshot shows a web form titled "4B. Housing Type and Location Detail". It contains several sections:

- 1. Housing Type:** A dropdown menu with "-- select --" as the current selection. A callout points to it with the text "Select housing type from dropdown menu".
- 2. Indicate the maximum number of units and beds available for program:** Two input fields labeled "2a. Units:" and "2b. Beds:". A callout points to the dropdown menu for this section with a list of options: "Barracks", "Dormitory, shared or private rooms", "Shared housing", "Single Room Occupancy (SRO) units", "Clustered apartments", "Scattered-site apartments (including efficiencies)", and "Single family homes/townhouses/duplexes".
- 3. How many beds in "2b. Beds" are dedicated to persons experiencing chronic homelessness?** An input field. A note below it states: "This includes both the 'dedicated' and 'prioritized' beds."
- 4. Address:** A text area with instructions: "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." Below this are input fields for "Street 1:", "Street 2:", "City:", "State:" (dropdown), and "ZIP Code:".
- *5. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)** A section with two panes: "Available Items:" (listing 290534 Blue Springs, 291152 Columbia, 291806 Florissant, 292582 Independence, 292828 Jefferson City, 292852 Joplin) and "Selected Items:". Between the panes are buttons for adding and removing items. Below the panes are buttons for "Save", "Save & Add Another", "Save & Back to List", and "Back to List". A callout points to "Save & Back to List" with the text "Select 'Save & Back to List' when finished adding housing types". Another callout points to "Save & Add Another" with the text "Select 'Save & Add Another' to add another housing type".

A red note at the bottom of the form states: "Please select at least one area." and "Note: This format contains mandatory fields for which no value has been saved."

Steps

1. In field 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.

New Project Application

2. In fields 2a and 2b, 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 count and used for housing program participants in this project.
 - Select “Save.”
3. In field 3, indicate the number of total beds in “2b. Beds” that are dedicated to persons experiencing chronic homelessness.
4. In field 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 home housing cannot be identified at the time of application, enter the address for the administration office.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
5. In field 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.*

New Project Application

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

The following screen, “4B. Housing Type and Location,” applies to PH: RRH (the components selected on screens “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 the information you add about individual project sites.

4B. Housing Type and Location

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

Select "Add"

Total Units: 0

Total Beds: 0

Auto-calculates based on entries

[Show Filters](#) [Clear Filters]

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
		---	---	0	0	0

Back Next

Steps

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

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.

New Project Application

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

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

4B. Housing Type and Location Detail

Select housing type from dropdown menu

* 1. Housing Type: -- select --

2. In the number of units and beds available for program participants at the site.

* 2a. Units:

* 2b. Beds:

-- select --
Barracks
Dormitory, shared or private rooms
Shared housing
Single Room Occupancy (SRO) units
Clustered apartments
Scattered-site apartments (including efficiencies)
Single family homes/townhouses/duplexes

Steps

1. In field 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. In field 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 count and used for housing program participants in this project.
 - Select "Save."

New Project Application

3. Address

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

*. Street 1:

Street 2:

*. City:

*. State:

*. ZIP Code:

Steps (continued)

- In field 3, enter the physical address for this proposed project.
 - For scattered-site housing, enter the address where the majority of beds are located, the address where most beds are located as of the date you submit the application, or an administrative address.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
 - If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.

***4. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.**
(for multiple selections hold CTRL key)

Available Items:		Selected Items:
080054 Arvada	<input type="button" value="→"/> <input type="button" value="→+"/> <input type="button" value="←"/> <input type="button" value="←+"/>	080072 Aurora
080144 Boulder		
080180 Broomfield City/County		
080228 Castle Rock		
080238 Centennial		
080288 Colorado Springs		
080300 Commerce City		
080390 Denver		
080552 East Colfax		

Please select at least one area.

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

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

New Project Application

Steps (continued)

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

**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.*

New Project Application

4B. Housing Type and Location (Joint TH)

The following screen, “4B. Housing Type and Location,” applies to Joint TH (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 the information you add about individual project sites.

4B. Housing Type and Location

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

*** List all CoC-funded and Non CoC-funded units and beds for this project**

	TH	RRH	Total
Total Units:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Beds:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Auto-calculates based on entries

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
No records found.						

[Save & Back](#) [Save](#) [Save & Next](#)

[Back](#) [Next](#)

Steps

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

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.

New Project Application

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

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

The screenshot shows the '4B. Housing Type and Location Detail' form. At the top, it states: 'The applicant has selected "JOINT TH & PH-RRH" as their component type and CoC-funded units and beds being provided under this project.' The form contains three main sections:

- 1. Is this housing type and location for the TH portion or the RRH portion of the project?** A dropdown menu is set to 'TH'. A callout box shows a dropdown with 'TH' and 'RRH' options, with the text: 'If "TH", field 1a will appear'.
- 1a. Does this TH portion of the project have private rooms per household?** A dropdown menu is set to 'Yes'. A callout box points to this field with the text: 'Select housing type from drop down'.
- 2. Housing Type:** A dropdown menu is set to '-- select --'. A callout box shows a dropdown menu with the following options: 'Barracks', 'Dormitory, shared or private rooms', 'Shared housing', 'Single Room Occupancy (SRO) units', 'Clustered apartments', 'Scattered-site apartments (including efficiencies)', and 'Single family homes/townhouses/duplexes'.
- 3. What is the funding source for these units and beds? (If multiple sources, select "Mixed" from the dropdown menu)** A dropdown menu is set to '-- select --'. A callout box shows a dropdown menu with the following options: 'CoC', 'ESG', 'Section 8', 'HUD-VASH', 'Mixed Funding', and 'Other'.

Steps

1. In field 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," is selected, field 1a will appear. Field 1a automatically pre-populates to "Yes."
2. In field 2, from the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks.
 - Dormitory, shared, or private rooms.
 - Shared housing.
 - Single-Room Occupancy (SRO) units.
 - Clustered apartments.
 - Scattered-site apartments (including efficiencies).
 - Single-family homeless/townhouses/duplexes.
3. In field 3, enter the funding source for the units and beds. If multiple sources, select "Mixed" from the dropdown menu.

New Project Application

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

* 2a. Units:

* 2b. Beds:

Steps (continued)

- In field 4, 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 count and used for housing program participants in this project.
 - Select "Save."

5. Address

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

* Street 1:

Street 2:

* City:

* State:

* ZIP Code:

- In field 5, enter the physical address for this proposed project.
 - For scattered-site housing, enter the address where the majority of beds are located, the address where most beds are located as of the date you submit the application, or an administrative address.
 - If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

New Project Application

**6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.
(for multiple selections hold CTRL key)**

Available Items:

- 080054 Arvada
- 080072 Aurora
- 080180 Broomfield City/County
- 080228 Castle Rock
- 080238 Centennial
- 080288 Colorado Springs
- 080300 Commerce City
- 080390 Denver
- 080552 Fort Collins

Selected Items:

- 080144 Boulder

Please select at least one area.

Save Save & Add Another

Save & Back to List Back to List

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

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

Steps (continued)

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

New Project Application

4B. HMIS Training

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

Activity	Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	00/0000
HMIS Software Training for Sys Admin	08/2022
HMIS Software Training	08/2022
Data Quality Training	05/2021
Security Training	00/0000
Privacy/Ethics Training	00/0000
HMIS PIT Count Training	12/2021
Other (must specify)	

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

Steps

1. For each type of activity listed, indicate the last training date or proposed training date for each HMIS training, as applicable.

Note: Enter the date in the prescribed format (mm/yyyy) of the last, **or** next proposed, training date. If there has been no training, enter 00/0000.

2. Enter up to three 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.

New Project Application

Preface to Part 5: Participant Screens

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

NOTE: *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.*

New Project Application

Additional Guidelines for “5A. Project Participants—Households” and “5B. Project Participants—Subpopulations”

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

These guidelines also apply to the other two household types—Adult households without children and Households with only children.

Example:

Household type: Households with at least 1 adult and 1 child

Households = 10

Adults over age 24 = 16

Accompanied Children under age 18 = 12

The screenshot shows a web form titled "5A. Project Participants - Households". It features a table with the following structure:

	Households with <u>at Least One Adult and One Child</u>	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Number of Households	10			10
Characteristics				
Persons over age 24	16			16
Persons ages 18-24	0			0
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
Total Persons	28	0	0	28

Below the table, there are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next". A callout box points to the "Total Persons" field, stating: "Total Persons" for this Household Type = 28.

New Project Application

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-Chronically Homeless (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: Households 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)

For each row, columns 1, 2, 3, and 10 are mutually exclusive.

People counted in column 10 cannot be counted in columns 1-9.

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	10	2	2	4	2	2	4	4	1	2
Persons ages 18-24	4							2	2	
Children under age 18	2									
Total Persons	22	2	2	4	2	2	6	6	1	2

For row "Total Persons," columns 1, 2, 3, and 10 cannot exceed the "Total Persons" field on 5A for the corresponding Household type

Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation. Total # for columns 4 - 9 may exceed "Total Person" field on 5A.

New Project Application

5A. Project Participants—Households

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

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.

5A. Project Participants - Households				
* Households Table				
	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>

	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	<input type="text" value="16"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16"/>
Persons ages 18-24	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Accompanied Children under age 18	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="12"/>
Unaccompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total Persons	<input type="text" value="28"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="28"/>

Click Save to automatically calculate totals

Select "Save" to calculate totals

Select "Save & Next" to continue

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

Steps

1. In the "Number of Households" row, 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. In 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.

New Project Application

5B. Project Participants—Subpopulations

The following steps provide instructions on completing the “Project Participants—Subpopulations” screen for **Part 5: Participants and Outreach Information** to indicate the number of persons served at maximum program capacity at a single point in time, as well as the characteristics/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 screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

New Project Application

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text"/>
Persons ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Children under age 18	<input type="text" value="12"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	22	2	2	4	2	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans- (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons	0	0	0	0	0	0

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Phys Disab
Accompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Persons				0	0	0		

Select "Save" to calculate totals

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps

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.

Subpopulations

The chronically homeless subpopulation 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.

New Project Application

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" screens for each budget category: leased units, leased structures, rental assistance, supportive services, operating, and HMIS. (Renewal Project Applications now omit the "detail" 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.
- **Fair Market Rents (FMRs).** Project Applicants will apply for projects in the FY2022 CoC Program Competition using the FY2020 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY2022 application process, GIWs will also use FY2020 FMRs. Project Applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY2022 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" screen
- "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).

New Project Application

Part 6: Budget Information

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

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

The following table 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
Acquisition/ Rehabilitation/ New Constructions	Not eligible	Not eligible	Not eligible	Not eligible
Leased Units	Not eligible	Leased Units	Not eligible	Not eligible
Leased Structures	Not eligible	Leased Structures	Not eligible	Not eligible
Rental Assistance	Rental Assistance	Rental Assistance	Not eligible	Not eligible
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Not eligible
Operations	Not eligible	Operations	Not eligible	Not eligible
HMIS	HMIS	HMIS	Not eligible	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.

New Project Application

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

6A. Funding Request	
1. Will it be feasible for the project to be under grant agreement by September 30, 2024?	Yes
2. What type of CoC funding is this project applying for in this CoC Program Competition?	DV Bonus

Steps

- In field 1, select “Yes” or “No” to indicate the Project Applicant’s readiness to initiate the project by September 15, 2024.
 - If you select “No,” you will not be able to submit the Project Application.
- In field 2, select one of the following options for how the project will be funded:
 - Reallocation
 - CoC Bonus
 - Reallocation + CoC Bonus
 - DV Bonus

Note: If “Yes” was selected on screen “3A. Project Detail,” field 7, which asks if the New Project Application is requesting to transition from eligible Renewal Projects that were awarded through reallocation, then “Reallocation” must be selected.

NOTE:

PH-PSH is not eligible for DV Bonus funding.

2. What type of CoC funding is this project applying for in this CoC Program Competition? DV Bonus

Only PH-RRH, SSO and JOINT component types can apply for DV Bonus funding

New Project Application

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

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

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

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

*** 3a. Complete the indirect cost rate table below**

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="-- select --"/>

Steps (continued)

3. In field 3, select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate.
 - If "Yes", fields 3a, 3b, and 3c will appear. In field 3a, complete the indirect cost rate schedule.

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

New Project Application

All Projects: Question 4: Grant Term

* 4. Select a grant term:

4. In field 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."

NOTE:

Review the FY2022 CoC Program Competition NOFO for more information on grant terms at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.

New Project Application

Individual Project Types: Question 5

5. In field 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.

NOTE:

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

PH-PSH Projects

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

- Acquisition/Rehabilitation/New Construction
- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

PH-RRH Projects

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

- Rental Assistance
- Supportive Services
- HMIS

Joint TH-RRH Projects

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

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

New Project Application

SSO-CE Projects

For new SSO-CE projects, the only eligible activity is coordinated entry. Therefore, the only expense categories listed in Question 5 are supportive services and HMIS.

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

Supportive Services

HMIS

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

Individual Project Types: Question 6

* 6. If conditionally awarded, is this project requesting an initial grant term greater than 12 months? (13 to 18 months)

* 6a. Select the number of months requested for the initial grant term:

Select "Save & Next" to continue

Save & Back Save Save & Next

Back Next

Steps (continued)

- In field 6, select "Yes or "No" to indicate whether this project will require an initial grant term greater than 12 months.
 - If "Yes," field 6a will appear.
In field 6a, use the dropdown menu to select the number of months required for the initial grant term.
- Select "Save & Next" to continue.

New Project Application

6B. Acquisition/Rehabilitation/New Construction Budget

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

6B. Acquisition/Rehabilitation/New Construction Budget

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

Select
"Add" icon

Total Acquisition:

Total Rehabilitation:

Total New Construction:

Total Assistance Requested:

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

Search all fields:

Delete	View	Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Total Request	Acquisition	Rehabilitation	New Construction
No records found.											

⏪ ⏩ ⏴ ⏵

Save & Back Save Save & Next

Back Next

Steps

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

New Project Application

Acquisition/Rehabilitation/New Construction Budget Detail

Acquisition/Rehabilitation/New Construction Budget Detail

Complete the following fields related to the funds being requested for acquisition, rehabilitation, and/or new construction of the new project.

* Name of Structure: ?

* Street Address 1:

Street Address 2:

* City:

* State: ▼

* Zip Code:

	Assistance Requested
1. Acquisition	<input type="text" value="\$100,000"/>
2. Rehabilitation	<input type="text" value="\$250,000"/>
3. New Construction	<input type="text"/>
4. Total Assistance Requested	<input type="text" value="\$350,000"/>

Select "Save" to auto-calculate totals

Select "Save & Add Another" to add another location

Click the 'Save' button to automatically calculate the Total Assistance Requested.

Steps

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 project's use of the structure. It does not have to be the legal name of the structure.
2. Enter the amount of grant funds requested for acquisition, rehabilitation, and new construction.
 - Select "Save" and the screen will automatically calculate the Total Assistance Requested.
3. If you are requesting project funds for acquisition, rehabilitation, or new construction for one location only:
 - Select "Save & Back to List" to go back to the "Acquisition/Rehabilitation/New Construction Budget" screen.
4. If you are requesting project funds for acquisition, rehabilitation, or new construction for another location:
 - Select "Save & Add Another." Follow the directions for completing another "Acquisition/Rehabilitation/New Construction Budget Detail" screen as described above.
5. After you have entered all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Acquisition/Rehabilitation/New Construction Budget" screen.

New Project Application

After completing all of the “Acquisition/Rehabilitation/New Construction Budget Detail” screens, the “Acquisition/Rehabilitation/New Construction Budget” screen will auto-populate with the budget information you entered, as shown below.

Note: Acquisition can be combined with rehabilitation. However, new construction cannot be combined with acquisition.

6B. Acquisition/Rehabilitation/New Construction Budget

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

Total Acquisition:

Total Rehabilitation:

Total New Construction:

Total Assistance Requested:

Acquisition can be combined with rehabilitation, but not with new construction.

Search all fields:

Delete	View	Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Total Request	Acquisition	Rehabilitation	New Construction
		Structure 1	123 Main Street	--	Any City	Arkansas	32002	\$350,000	\$100,000	\$250,000	--

Navigation: < << 1 >> >

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

New Project Application

Completion of the Acquisition/Rehabilitation/New Construction Budget Screen

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

The screenshot shows the '6B. Acquisition/Rehabilitation/New Construction Budget' screen. At the top, it states: 'The following list summarizes the total request for each structure. To add a structure to the list, select the icon. To view or update a structure already listed, select the icon.' Below this is a summary table:

Total Acquisition:	\$100,000
Total Rehabilitation:	\$250,000
Total New Construction:	\$0
Total Assistance Requested:	\$350,000

Below the summary is a search bar: 'Search all fields: Enter keyword'. The main table has the following columns: Delete, View, Name of Structure, Street Address 1, Street Address 2, City, State, Zip Code, Total Request, Acquisition, Rehabilitation, and New Construction. The first row contains: Structure Twenty One, 123 Main, --, Milwaukee, Wisconsin, 50205, \$350,000, \$100,000, \$250,000, \$0. Below the table are navigation buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. Callouts point to the 'Add' icon (top left), 'View' icon (next to the first row), 'Delete' icon (next to the first row), and 'Next' button (bottom right).

Steps

1. Review the following items on the "Acquisition/Rehabilitation/New Construction Budget" screen.
 - The "Acquisition/Rehabilitation/New Construction Budget" screen should have been auto-calculated with your total acquisition/rehabilitation/new construction budget amount.
 - Each "Acquisition/Rehabilitation/New Construction Budget Detail" screen you entered for each location will appear as a separate entry under the "View" header.
2. If changes are needed, please review the following guidance.
 - 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 the 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.

New Project Application

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 instructions on completing the "Leased Units Budget" screen.

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the + icon. To view or update information already listed, select the magnifying glass icon.

Total Annual Assistance Requested: \$0
Grant Term: 1 Year
Total Request for Grant Term: \$0
Total Units: 0

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

Delete	View	FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
X	magnifying glass	--	0	\$0	\$0

Steps

1. To add information to this list, select the "Add" icon  above the word "All" on 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 FY2022 FMRs.

To ensure consistency between the GIW and the FY2022 application process, GIWs also used FY2022 FMRs.

Project Applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY2022 application submission deadline.

New Project Application

Leased Units Budget Detail

Leased Units Budget Detail

Instructions: [Show Instructions](#)
 In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

* Metropolitan or non-metropolitan fair market rent area:

Select FMR where project is located

Enter HUD paid rent

Enter number of units

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	<input type="text"/>	\$368	<input type="text"/>	12	\$0
0 Bedroom	<input type="text" value="3"/>	\$490	<input type="text" value="\$350"/>	12	\$12,600
1 Bedroom	<input type="text" value="4"/>	\$493	<input type="text" value="\$352"/>	12	\$16,896
2 Bedroom	<input type="text" value="5"/>	\$649	<input type="text" value="\$500"/>	12	\$30,000
3 Bedroom	<input type="text"/>	\$802	<input type="text"/>	12	\$0
4 Bedroom	<input type="text"/>	\$1,061	<input type="text"/>	12	\$0
5 Bedroom	<input type="text"/>	\$1,220	<input type="text"/>	12	\$0
6 Bedroom	<input type="text"/>	\$1,379	<input type="text"/>	12	\$0
7 Bedroom	<input type="text"/>	\$1,538	<input type="text"/>	12	\$0
8 Bedroom	<input type="text"/>	\$1,698	<input type="text"/>	12	\$0
9 Bedroom	<input type="text"/>	\$1,857	<input type="text"/>	12	\$0
Total units and annual assistance requested:					\$59,496
Grant term:					1 Year
Total request for grant term:					\$59,496

Total units and annual assistance requested:

Grant term:

Total request for grant term:

Click the 'Save' button to automatically calculate totals.

Select "Save & Back to List" when finished with all leased units

Select "Save & Add Another" to add a structure in another FMR

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

Steps

1. Select the FY2022 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 and 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.

New Project Application

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 6 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."

New Project Application

Completion of Leased Units Budget

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

The screenshot shows the '6C. Leased Units' screen. At the top, it says: 'The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the + icon. To view or update information already listed, select the magnifying glass icon.' Below this, there are summary statistics: 'Total Annual Assistance Requested: \$59,496', 'Grant Term: 1 Year', 'Total Request for Grant Term: \$59,496', and 'Total Units: 12'. A table below shows a single entry for 'AR - Clay County...' with 12 units and a total budget of \$59,496. Callouts point to the '+', magnifying glass, and 'x' icons, and the 'Next' button.

Delete	View	FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
		AR - Clay County...	12	\$59,496	\$59,496

Steps

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

New Project Application

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.

Steps

1. To add information to this list, select the "Add" icon  above the word "All" on 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 FY2022 FMRs.

To ensure consistency between the GIW and the FY2022 application process, GIWs also used FY2022 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY2022 application submission deadline.

New Project Application

Leased Structures Budget Detail

The screenshot shows a web form titled "Leased Structures Budget Detail". The form contains the following fields and values:

- Structure Name: The Garden
- Street Address 1: 2112 Danforth Ave
- Street Address 2: (empty)
- City: Willowdale
- State: Pennsylvania
- Zip Code: 20043
- HUD Paid Rent (per Month): \$750
- 12 Months: 12
- Total Annual Assistance Requested: \$9,000
- Grant Term: 1 Year
- Total Request for Grant Term: \$9,000

Callouts provide instructions for the buttons:

- "Select 'Save' to automatically calculate" points to the "Save" button.
- "Click the 'Save' button to automatically calculate the Total Assistance Requested." points to the "Save" button.
- "Select 'Save & Add Another' to add another structure" points to the "Save & Add Another" button.
- "Select 'Save & Back to List' when completed" points to the "Save & Back to List" button.
- "Enter monthly HUD paid rent" points to the HUD Paid Rent input field.

Steps

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. Select "Save."
 - The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
 - 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."
4. 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.

New Project Application

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.

The screenshot shows the '6D. Leased Structures Budget' screen. At the top, it says: 'The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the Add icon. To view or update information already listed, select the View icon.' Below this, there are summary statistics: 'Total Annual Assistance Requested: \$9,000', 'Grant Term: 1 Year', 'Total Request for Grant Term: \$9,000', and 'Total Structures: 1'. A table below shows one entry: 'The Garden' with 'HUD Paid Rent' of '\$750' and 'Total Annual Assistance Requested' of '\$9,000'. Callouts point to the 'Add' icon (top left), the 'View' icon (next to the table entry), the 'Delete' icon (next to the table entry), and the 'Next' button (bottom right).

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
		The Garden	\$750	\$9,000	\$9,000

Steps

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.

New Project Application

6E. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short-/medium-term 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 instructions on completing the "Rental Assistance Budget" screen of the New Project Application.

The screenshot shows the '6E. Rental Assistance Budget' screen. At the top, it says 'The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the [Add icon] icon. To view or update information already listed, select the [Search icon] icon.' Below this, there are two input fields: 'Total Request for Grant Term:' and 'Total Units:'. A red error message reads: 'Total Assistance Requested Amount has to be greater than \$0.' At the bottom left, there is a table with columns: 'Delete', 'View', 'Type of Rental Assistance', 'FMR Area', 'Total Units Requested', and 'Total Request'. The table content shows 'No records found.' A callout box points to the 'Add' icon in the table header with the text 'Select "Add"'. Navigation buttons 'Back' and 'Next' are at the bottom.

Steps

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 FY2022 FMRs.

To ensure consistency between the GIW and the FY2022 application process, GIWs also used FY2022 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY2022 application submission deadline.

New Project Application

Rental Assistance Budget Detail

Rental Assistance Budget Detail

Instructions: [Show Instructions](#)

Type of Rental Assistance: Select type of rental assistance

* Metropolitan or non-metropolitan fair market rent area: Select FMR where project is located

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	\$524	12	\$0
0 Bedroom	<input type="text"/>	\$698	12	\$0
1 Bedroom	<input type="text" value="4"/> Enter number of units	\$794	12	\$0
2 Bedrooms	<input type="text" value="3"/>	\$974	12	\$0
3 Bedrooms	<input type="text" value="2"/>	\$1,305	12	\$0
4 Bedrooms	<input type="text"/>	\$1,457	12	\$0
5 Bedrooms	<input type="text"/>	\$1,676	12	\$0
6 Bedrooms	<input type="text"/>	\$1,894	12	\$0
7 Bedrooms	<input type="text"/>	\$2,113	12	\$0
8 Bedrooms	<input type="text"/>	\$2,331	12	\$0
9 Bedrooms	<input type="text"/>	\$2,550	12	\$0
Total Requested				0
Grant Term				1 Year
Total for Grant Term				\$0

Click the 'Save' button to automatically calculate totals.

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

Select "Save" to automatically calculate

Select "Save & Back to List" when completed

Select "Save & Add Another" to add another FMR

Steps

1. Select the "Type of Rental Assistance"—project-based rental assistance (PRA), tenant-based rental assistance (TRA), or sponsor-based rental assistance (SRA).
2. Select the FY2022 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 and 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.

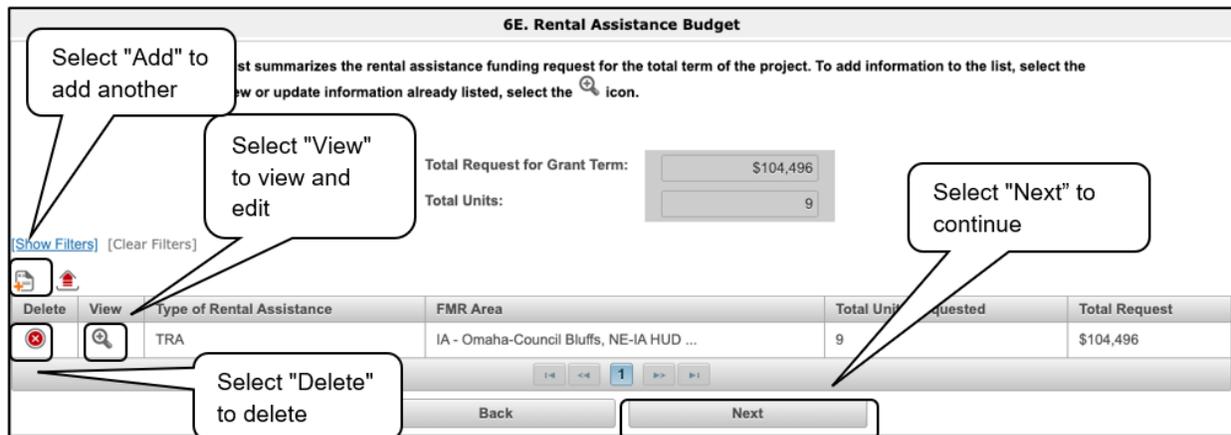
New Project Application

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 7 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."

New Project Application

Completion of Rental Assistance Budget

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



Steps

1. Review the following items on the “Rental Assistance Budget” screen.
 - The “Rental Assistance Budget” screen should have been auto-calculated with your total rental assistance 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.

New Project Application

6F. Supportive Services Budget

The following steps provide instructions 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 at

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

6F. Supportive Services Budget

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

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs	Initial service needs assessments	\$25,000
2. Assistance with Moving Costs	Van rental	\$5,000
3. Case Management	Weekly meetings with clients, 2.0 FTE	\$120,000
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation	Bus tokens	\$2,000
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		\$152,000
Grant Term		1 Year
Total Request for Grant Term		\$152,000

Enter brief description

Enter annual assistance requested

Any data entered on this screen must have a corresponding entry on Screen 4a. Services, question 3.

Select "Save & Next" to continue

Select "Save" to automatically calculate

Click the 'Save' button to automatically calculate totals.

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

New Project Application

Steps

1. There are 17 budget categories in 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 & Next" to continue to the next budget form.

New Project Application

6G. Operating Budget

The following steps provide instructions 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 at

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

The screenshot shows the "6G. Operating" budget form. It includes a table for "Eligible Costs" with columns for "Quantity AND Description (max 400 characters)" and "Annual Assistance Requested". Two rows are filled: "Monthly lawn care, annual HVAC checks" with a value of \$50,000, and "Annual property taxes and insurance" with a value of \$12,000. Summary fields at the bottom show "Total Annual Assistance Requested" as \$62,000, "Grant Term" as 1 Year, and "Total Request for Grant Term" as \$62,000. Callouts point to the description field, the annual assistance field, and the "Save" and "Save & Next" buttons.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair	Monthly lawn care, annual HVAC checks	\$50,000
2. Property Taxes and Insurance	Annual property taxes and insurance	\$12,000
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		\$62,000
Grant Term		1 Year
Total Request for Grant Term		\$62,000

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

Steps

1. There are seven budget categories in 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 & Next" to proceed to the next budget form.

New Project Application

6H. HMIS Budget

The following steps provide instructions 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 at:

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

The screenshot shows the '6H. HMIS Budget' form. It includes a table for 'Eligible Costs' with columns for 'Quantity AND Description (max 400 characters)' and 'Annual Assistance Requested'. The table has five rows for categories: 1. Equipment, 2. Software, 3. Services, 4. Personnel, and 5. Space & Operations. The 'Equipment' row contains 'Five laptops @ \$1500' and '\$7,500'. The 'Software' row contains 'Software licenses' and '\$12,000'. Below the table, there are fields for 'Total Annual Assistance Requested: \$19,500', 'Grant Term: 1 Year', and 'Total Request for Grant Term: \$19,500'. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. Callouts provide instructions: 'Enter brief description' points to the description field; 'Enter annual assistance request' points to the amount field; 'Select "Save" to automatically calculate' points to the 'Save' button; and 'Select "Save & Next" to continue' points to the 'Save & Next' button. A central instruction reads: 'Click the "Save" button to automatically calculate totals.'

Steps

1. For each of the five 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. 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 "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 & Next" to proceed to the "Sources of Match" screen.

New Project Application

6I. Sources of Match

The following steps provide instructions 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.

6I. Sources of Match

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

Summary for Match

Total Amount of Cash Commitments:

Total Amount of In-Kind Commitments:

Total Amount of All Commitments:

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

* 1a. Briefly describe the source of the program income:
(limit 1000 characters)
Monthly fees

* 1b. Estimate the amount of program income that will be used as Match for this project: 3488 characters remaining.

Note: The estimated amount of program income that will be used as Match should not exceed the total value of all match commitments entered below. The minimum required Total Match amount for the Grant Term is \$90,499.

[Show Filters] [Clear Filters]

Delete	View	Type	Source	Name of Source	Amount of Commitments
No records found					

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

Steps

1. In field 1, select "Yes" or "No" to indicate whether the project generates program income that will be used as match.
 - If "Yes," field 1a will appear.
In field 1a, 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.

New Project Application

Sources of Match Detail

The screenshot shows a web form titled "Sources of Match Detail". It contains four numbered fields:

- 1. Type of Match commitment: In-Kind (dropdown menu)
- 2. Source: Government (dropdown menu)
- 3. Name of Source: County Government (text input field, with a note: "(Be as specific as possible and include the office or grant program as applicable)")
- 4. Amount of Written Commitment: \$525,000 (text input field)

Below the fields is a blue instruction: "Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding subrecipient and the third party that will provide the services."

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

Callouts:

- A callout pointing to the "Save & Back to List" button says: "Select 'Save & Back to List' when completed".
- A callout pointing to the "Save & Add Another" button says: "Select 'Save & Add Another' to add another source of match".

Steps

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

New Project Application

Completion of Sources of Match

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

61. Sources of Match

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

Summary for Match

Total Amount of Cash Commitments:

Total Amount of In-Kind Commitments:

Total Amount of All Commitments:

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

1a. Briefly describe the source of the program income:
(limit 1000 characters)

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

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

[Show Filters] [Clear Filters]

Delete	View	Type	Source	Name of Source	Amount of Commitments
		In-Kind	Government	County Government	\$525,000

Save & Back Save Save & Next

Back Next

Steps

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

New Project Application

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.

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

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$0
1b. Rehabilitation			\$0
1c. New Construction			\$0
2a. Leased Units	\$0	1 Year	\$0
2b. Leased Structures	\$0	1 Year	\$0
3. Rental Assistance	\$104,496	1 Year	\$104,496
4. Supportive Services	\$152,000	1 Year	\$152,000
5. Operating	\$62,000	1 Year	\$62,000
6. HMIS	\$19,500	1 Year	\$19,500
7. Sub-total Costs Requested			\$337,996
8. Admin (Up to 10%)			\$24,000
9. Total Assistance Plus Admin Requested			\$361,996
10. Cash Match			\$91,000
11. In-Kind Match			\$0
12. Total Match			\$91,000
13. Total Budget			\$452,996

Click the 'Save' button to automatically calculate totals.

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

New Project Application

Steps

1. Review the funding amounts in the gray-shaded fields. If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the "Summary Budget" screen.
2. 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.***

New Project Application

7A. Attachments

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

- Subrecipient nonprofit documentation. On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu,), then proof of 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.

7A. Attachment(s)					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	1) Subrecipient Nonprofit Documentation	No		--	No Attachment
	2) Other Attachment(s)	No		--	No Attachment
	3) Other Attachment(s)	No		--	No Attachment

Steps

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

New Project Application

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.

The screenshot shows the 'Attachment Details' form with the following fields and controls:

- * Document Description:** A text input field with a callout bubble pointing to it that says "Enter document name".
- * File Name:** A field with a "Choose File" button and the text "No file chosen".
- Document Type:** 2) Other Attachment(s)
- Maximum Size:** 5 MB
- Allowable Formats:** jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls
- Instructions:** Attach any additional documentation supporting the project application. To attach multiple documents, zip them into a single file.
- Buttons:** "Save", "Save & Back to List", and "Back to List". A callout bubble points to the "Save & Back to List" button with the text "Select 'Save & Back to List'".
- Note:** This formlet contains mandatory fields for which no value has been saved.

Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, 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.

New Project Application

7A. In-Kind MOU Attachment

Screen 7A 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 the subrecipient's nonprofit status is required.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	In-Kind Match MOU	No		--	No Attachment

Back Next

Steps

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

New Project Application

7D. Certification

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

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

The screenshot shows the Certification screen with the following elements and callouts:

- Left Sidebar:** Review certifications A and B, Export to PDF, Get PDF Viewer, Back to Submissions List.
- Top Section:** "Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation." (Text box)
- Form Fields:**
 - Name of Authorized Certifying Official: Joyce JJJ TT Crum CCC
 - Date: 06/04/2021
 - Title: DDDDDDirector, Housing & Homeless Program
 - Applicant Organization: City and County of San Francisco
 - PHA Number (For PHA Applicants Only):
- Callouts:**
 - "Verify information" points to the Name of Authorized Certifying Official field.
 - "Select check box to certify" points to the checked checkbox for the certification statement.
 - "Select check box to certify SAM status" points to the unchecked checkbox for the SAM status requirement.
 - "Select 'Save & Next' to continue" points to the Save & Next button.
- Buttons:** Save & Back, Save, Save & Next, Back, Next, Check Spelling.

Steps

1. Review sections A and B on the screen.
 - If you are unable to certify any of the statements in this certification, provide an explanation in the text box.
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 it.
8. Select the check box to certify your organization has an active System for Award Management (SAM) registration.
9. Select "Save & Next" to navigate to the next screen.

New Project Application

8B. Submission Summary

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

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

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

Users can go back to any screen by 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 "Submission Summary" screen for the HMIS Project Application looks different because it has different screens specific to HMIS.

NOTE:

The "No Input Required" status on the "Submission Summary" screen 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

Submitting the Project Application

The following image shows the Project Application "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	08/11/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Declaration	08/11/2022	Yes
✓	1E. SF-424 Declaration	08/11/2022	Yes
✓	1F. SF-424 Declaration	08/11/2022	Yes
✓	1G. HUD 2880	08/11/2022	Yes
✓	1H. HUD 50070	08/11/2022	Yes
✓	1I. Cert. Lobbying	08/11/2022	Yes
✓	1J. SF-LLL	08/11/2022	Yes
✓	1K. SF-424B	08/11/2022	Yes
✓	1L. SF-424D	08/25/2022	Yes
--	2A. Subrecipients	No Input Required	No
✓	2B. Experience	08/11/2022	Yes
✓	3A. Project Detail	08/25/2022	Yes
✓	3B. Description	08/25/2022	Yes
✓	3C. Expansion	08/25/2022	Yes
✓	4A. Services	08/25/2022	Yes
✓	4B. Housing Type	08/25/2022	Yes
✓	5A. Households	08/25/2022	Yes
--	5B. Subpopulations	No Input Required	No
✓	6A. Funding Request	08/25/2022	Yes
✓	6H. HMIS Budget	08/25/2022	Yes
✓	6I. Match	08/25/2022	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
--	7A. In-Kind MOU Attachment	No Input Required	No
✓	7D. Certification	08/11/2022	Yes

Screens are complete

Back Next

Export to PDF
[Get PDF Viewer](#)
Submit

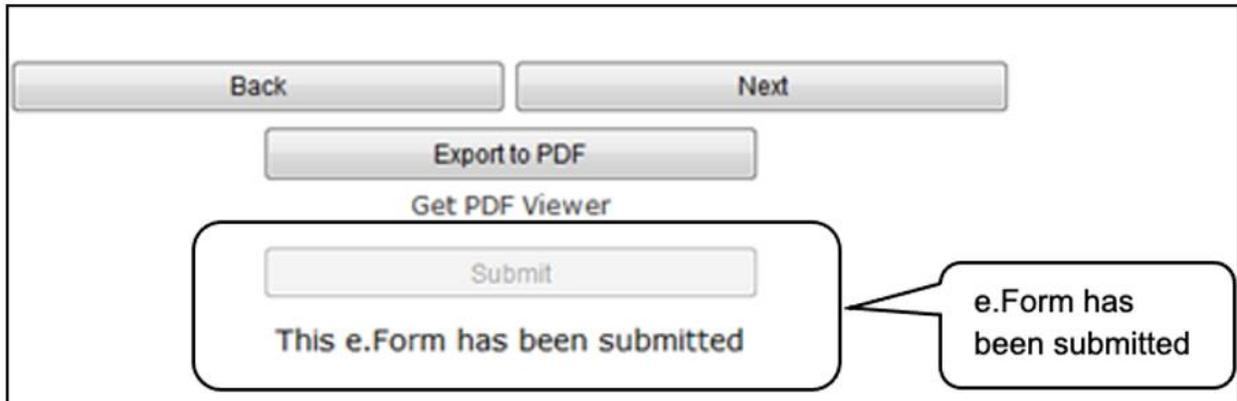
Active "Submit" button

Steps

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

New Project Application

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



Exporting to PDF

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



Steps

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

New Project Application

Troubleshooting 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.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	08/11/2022	
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	08/11/2022	Yes
✓	1E. SF-424 Compliance	08/11/2022	Yes
✓	1F. SF-424 Declaration	08/11/2022	Yes
✓	1G. HUD 2880	08/11/2022	Yes
✓	1H. HUD 50070	08/11/2022	Yes
✓	1I. Cert. Lobbying	08/11/2022	Yes
✓		08/11/2022	Yes
✓		08/11/2022	Yes
✓		08/25/2022	Yes
--		No Input Required	No
✓	2B. Experience	08/11/2022	Yes
✗	3A. Project Detail	Please Complete	Yes
✗	3B. Description	Please Complete	Yes
✓	3C. Expansion	08/25/2022	Yes
✓	4A. Services	08/25/2022	Yes
✓	4B. Housing Type	08/25/2022	Yes
✓	5A. Households	08/25/2022	Yes
--	5B. Subpopulations	No Input Required	No
✓	6A. Funding Request	08/25/2022	Yes
✓	6H. HMIS Budget	08/25/2022	Yes
✓	6I. Match	08/25/2022	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
--	7A. In-Kind MOU Attachment	No Input Required	No
✓	7D. Certification	08/11/2022	

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

Annotations:

- Review "Last Updated" column
- Screens are incomplete
- Inactive "Submit" button

Steps

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.

New Project Application

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 forms 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 e-snaps Help Desk, at: e-snaps@hud.gov.

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.

Please also provide a screenshot whenever possible.

New Project Application

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:

Steps

1. Select “Back to Submissions List.”
2. Select “Applicants” in the left menu bar.
3. Ensure your applicant name is selected in the dropdown menu at the top of the screen.
4. Select the orange "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” icon  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.

New Project Application

Project Application Changes

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. 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.

Steps—Who

1. Either Collaborative Applicant or Project Applicant

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 Project Applicant.
 - If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2. Collaborative Applicant

The Collaborative Applicant will notify the Project Applicant (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 Project 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 Project Applicant.
 - Review the list under the “Project Name” column or use the “Project Name” dropdown menu and “Filter” button.
 - The project name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.
 - Select the “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.

New Project Application

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 FY2022 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 HUD.gov and *e-snaps* webpages at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>