

# *e-snaps Instructional Guide*

## **New Project Application**



**2015, Version 1**

# New Project Application

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# New Project Application

## Introduction

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

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

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

All Project Applicants are strongly encouraged to read the FY 2015 CoC Program Competition NOFA and the FY 2015 Registration Notice in full.

## Objectives

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

- Access *e-snaps*
- Register for the FY 2015 New Project Application funding opportunity
- Create a New Project Application under the funding opportunity
- Enter a New Project Application from the "Submissions" screen
- Complete and submit a New Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to a Project Application in *e-snaps*

## Overview of the Project Application Process

FY 2015 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

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

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

# New Project Application

## Overview of this Instructional Guide

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to *e-snaps*. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this instructional 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 instructional guide on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.
- **Accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2015 New Project Application funding opportunity, creating an FY 2015 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2015 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 rank or reject the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will amend the project back to the Project Applicant. Notification for amending a project back to the applicant occurs outside of *e-snaps*. Once the Collaborative Applicant has finalized the CoC Project Priority Listing, it will submit to the CoC Consolidated Application to HUD.

# New Project Application

## Highlights in e-snaps in 2015

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

- **Permanent Supportive Housing (PSH) Bonus, Reallocation, and Program Component.** During the FY 2015 CoC Program Competition, HUD will not consider requests for new funding outside of the permanent supportive housing bonus, reallocation process, CoC Planning, and Unified Funding Agency (UFA) Costs. When completing and submitting a New Project Application, all new projects other than PSH bonus projects must be created through reallocation. CoCs and Project Applicants may use the reallocation process to create new PSH projects that serve chronically homeless individuals, and families; new rapid re-housing (RRH) projects for homeless individuals, including unaccompanied youth, and families coming directly from the streets or emergency shelter or fleeing domestic violence; new projects for dedicated Homeless Management Information System (HMIS); or new Supportive Services Only (SSO) projects for centralized or coordinated entry. Subcomponents available for selection under permanent housing (PH) are PSH and RRH. HUD has developed separate processes and instructional guides concerning the CoC Planning and UFA Costs project applications.
- **The "Project Application," and "CoC Priority Listing."**
  - The Project Application includes the information submitted on the SF-424 forms, as well as the application submitted by renewal and/or new Project Applicants for funding consideration.
  - The CoC Priority Listing consists of the New Project Listing, Renewal Project Listing, Reallocations, CoC Planning Project Listing, and, if designated as a UFA, a UFA Project Listing. The CoC Priority Listing in FY 2015 now contains the reallocation forms that the Collaborative Applicant will need to complete if projects are being reallocated, along with an attachment form.
- **Prepopulating of Data from the Project Applicant Profile.** When the CoC Program Competition opens and Project Applicants are able to begin a New Project Application, 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.
- **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.

*e-snaps* users with 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

# New Project Application

appear on the screen. *e-snaps* users must ensure they are working under the correct Applicant account.

- **Uploading Attachments.** The Applicant Profile information will stay in *e-snaps* throughout the year; however, once the CoC Program Competition opens and modifications to the Applicant Profile (for Collaborative Applicants and Projects Applicants) are implemented, Applicants will be required to upload their attachments again. For example, a current and accurate HUD 2880, completed and signed between July 1, 2015 and September 1, 2015, must be uploaded during the FY 2015 CoC Program Competition.
- **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 Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Program Competition application.
- **UFA.** During the CoC Program Competition, Project Applicants may see references to the "UFA." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs.

# New Project Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFA for the FY 2015 CoC Program Competition.

The screenshot shows the 'Front Office Portal' interface. On the left, there is a login form with fields for 'Username:' (containing '2015test') and 'Password:' (masked with asterisks), a 'Login' button, and a 'Forgot your password?' link. Below the login form is a 'Locale:' dropdown set to 'English - United States' and a 'Create Profile' button. A callout box points to the login form with the text 'Log in here'. Another callout box points to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The main content area displays a 'Welcome to e-snaps' message, followed by a detailed paragraph about the system's purpose for the HUD Continuum of Care (CoC) Program, a note about authorized users, and information regarding OMB approval and data collection requirements. At the bottom right of the main content, it says 'OMB Approval No. 2508-0182 (exp. 01/31/2018)'.

**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.*



# New Project Application

## Existing Users

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

## New e-snaps Users

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



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

## Adding and Deleting Registrants

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



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

# New Project Application

## Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. For the Project Applicant Profile to be complete, 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 instructional guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.



*Organizations must complete the Project Applicant Profile for the CoC Program Competition. To meet this requirement, the "Complete" button must be selected within the time period of the competition (i.e., between the opening and closing date of the competition).*

*Therefore, when you log in the first time after the CoC Program Competition period opens, even if there is a statement "This e.Form has been marked as complete," you must put the forms in edit-mode (select the "Edit" button on the "Submission Summary" screen) and select the "Complete" button again.*

*The Project Applicant Profile instructional guide has more information on this requirement, which is available on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*

- **Accessing 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.
- **Selecting the "Complete" button after the Competition opening date.** See the informational box near the top of this page.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

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

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

# New Project Application



*If you are a Collaborative Applicant and a Project Applicant applying for renewal, new, CoC planning, or UFA costs project funds, you must have both a Collaborative Applicant Profile and a Project Applicant Profile. Contact the HUD Exchange Ask-A-Question if you need assistance:*

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



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

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

# New Project Application

## Accessing the Project Application

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

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

# New Project Application

## Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2015 New Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2015 CoC Program Competition.


Applicant: Test Organization 2015 (703210244)

Confirm the correct Applicant listed in the field

Note Funding Opportunity Name.

Select "Funding Opportunity Registrations"

Register View	Funding Opportunity Name	Enroll Date
	CoC Planning Project Application FY2015	Dec 31, 2010
	CoC Registration and Application FY2015	Dec 31, 2010
	New Project Application FY2015	Dec 31, 2010
	Renewal Project Application FY2015	Dec 31, 2010
	Test FO Amendment	Mar 3, 2010
	UPA CoC Project Application FY2015	Nov 30, 2010

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "New Project Application FY 2015."
4.	The "Funding Opportunity Details" screen appears.

# New Project Application

Front Office

Logout Help

2015Test

Applicant: Test Organization 2015 (703218244)

**Funding Opportunity Details**

**Funding Opportunity Name:** New Project Application FY2015  
**Start Date:** Sep 16, 2014  
**End Date:** Jan 1, 2017

**Funding Opportunity Registration**

Test Organization 2015 (703218244) has been registered.

Back

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

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



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

# 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. [That step will occur on 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.

"Add" icon appears after selection in dropdown menu

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Test Project I	118446	New Project Application FY2015	Test Organization 2015	703218244	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "New Project Application FY 2015" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

# New Project Application

Front Office

2015Test

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: Test Organization 2015 (703218244)

Create a Project

Funding Opportunity Name: New Project Application FY2015

\* Applicant: Test Organization 2015 (703218244)

\* Applicant Project Name:


Save

Save & Add Another

Save & Back

Cancel

Enter the Project Name

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none"><li>You should enter the name that you want to appear in the grant award letter.</li></ul>
3.	Select "Save & Back" to return to the "Projects" screen.
4.	The project name is listed in the menu. <ul style="list-style-type: none"><li>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</li></ul>



*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

## 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.

Front Office

Applicant: Test Organization 2015 (703210244)

[Hide Filters] [Clear Filters]

**Submissions Filters**

Applicant Project Name: All Projects  
Date Submitted: On  
Project Status: Open Projects  
Submission Version: Latest Version  
Associate Type: All

Filter

Select "Submissions"

Use the Filters to find the project name

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
AN-500 UFA Costs Project Application 2015 118470	UFA Costs Project Application FY2015 UFA Costs Project Application FY2015	Sep 16, 2014	Oct 30, 2015	Primary Applicant	1	
Test Project 1 118446	New Project Application FY2015 New Project Application FY2015	Sep 16, 2014	Oct 30, 2015	Primary Applicant	1	
Test Project 1957 118529	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Oct 30, 2015	Primary Applicant	1	
Test Renewal 2015 118490	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Oct 30, 2015	Primary Applicant	1	

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



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

Please ensure you are working under the correct Applicant.

# New Project Application

## FY 2015 Project Application

Completing the New Project Application screens in *e-snaps* is a fairly straightforward process. This section identifies the steps for completing the screens.

**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 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. Next, make the appropriate corrections as needed.*

*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. Do not use the "View Applicant Profile" link on the left menu bar.*


# New Project Application

## Accessing the New Project Application

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

The screenshot shows the 'Front Office' web application interface. The top header displays 'Front Office' and user options like 'Logout' and 'Help'. The left sidebar contains navigation links: '2015test', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', and 'Submissions'. The main content area shows 'Applicant: Test Organization 2015 (703218244)' and 'Submissions Filters' with dropdown menus for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. Below the filters is a 'Filter' button. The 'Submissions' table lists project applications with columns for Project Name, Funding Opportunity Name, Start Date, End Date, Associate Type, Version, and Date Submitted. A callout box points to the 'Submissions' menu item in the sidebar, and another callout box points to a folder icon next to the 'Test Project 1' row in the table.

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
2015 UFA Costs Project Application 2015 113470	UFA Costs Project Application FY2015 UFA Costs Project Application FY2015	Sep 16, 2014	Oct 30, 2015	Primary Applicant	1	
Test Project 1 113446	New Project Application FY2015 New Project Application FY2015	Sep 16, 2014	Oct 30, 2016	Primary Applicant	1	
Test Project 1957 113529	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Oct 30, 2016	Primary Applicant	1	
Test Renewal 2015 113490	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Oct 30, 2016	Primary Applicant	1	

- | Step | Description   |
|------|---|
| 1.   | Select "Submissions" on the left menu bar.  |
| 2.   | The "Submissions" screen appears.   |
| 3.   | Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "New Project Application FY 2015." |
| 4.   | The "Before Starting" screen appears.   |

# New Project Application

## Before Starting the New Project Application

Before you begin the FY 2015 New Project Application, review the following information on the "Before Starting the Project Application" screen.

The "Before Starting the Project Application" screen also contains links to resources needed to complete the project application.

**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 at on the HUD Exchange at <https://www.fundexchange.gov/e-snap/guides/coo-program-competition-resources>.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the [HUD Exchange Help Desk](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2014 Funding Notice and the FY 2013 - FY 2014 CoC NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2014 Funding Notice, FY 2013 - FY 2014 CoC Program NOFA and the FY 2013 General Section NOFA, including the General Section Technical Correction, and all requirements and other mail.
- 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 the instructions found on each individual screen.
- New projects may only be submitted as either Reallocated or Permanent Supportive Housing Bonus Projects. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Applicant 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.
- 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 both the FY 2014 Funding Notice and the FY 2013 - FY 2014 CoC Program NOFA.

Next

Back to Submissions List

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

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

**NOTE:**

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

# 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 instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2015 Project Application.

The screenshot shows the '1A. Application Type' screen in the eForms system. The sidebar on the left contains navigation options: '2015Test', 'Applicant Name: Test Organization 2015', 'Applicant Number: 702218248', 'Project Name: Test Project 1', 'Project Number: 116436', 'New Project Application FY2015', 'FY2014 New Detailed Instructions', 'New Project Application FY2015', 'Before Starting Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', and '1C. Application Details'. The main form area is titled '1A. Application Type' and contains the following fields: '1. Type of Submission: Application', '2. Type of Application: New Project Application', 'If Revision, select appropriate letter(s): -- select --', 'If "Other", specify:', '3. Date Received: 08/11/2015', '4. Applicant Identifier:', '5a. Federal Entity Identifier:', '5b. Federal Award Identifier:', '6. Date Received by State:', and '7. State Application Identifier:'. A callout box with a black border and white background points to the first three fields, containing the text 'Verify the data in fields 1, 2 and 3'. At the bottom of the form are 'Back' and 'Next' buttons.

Step	Description
1.	Verify the information in field 2, "Type of Application," <ul style="list-style-type: none"><li>Confirm that you have registered for the correct funding opportunity, "New Project Application." Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.</li></ul>
2.	Leave fields 4 through 7 blank.
3.	Select "Next" to proceed to next screen.

# New Project Application

## 1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2015 Project Application.

The screenshot shows the '1B. Legal Applicant' screen in the eForms system. The left sidebar contains a navigation menu with options like 'New Project Application FY2015', 'FY2014 New Detailed Instructions', and 'Before Starting'. The main content area is titled '1B. Legal Applicant' and includes an 'Instructions: [show]' link. The form fields are organized into sections: 'B. Applicant' (with sub-section 'a. Legal Name'), 'b. Employer/Taxpayer Identification Number (EIN/TIN)', 'c. Organizational DUNS', 'd. Address', 'e. Organizational Unit (optional)', and 'f. Name and contact information of person to be contacted on matters involving this application'. A callout box with a rounded rectangle and a pointer to the 'Verify the data is accurate' text is overlaid on the form.

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

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

# New Project Application

## 1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Application Details" screen for **Part 1: SF-424** of the FY 2015 Project Application.

2015test

Applicant Name: \*  
Fed. Organization: 2015  
Applicant Number: 100271244  
Project Name: \*  
Fed Project: 1  
Project Number: 11844\*

New Project Application FY2015

FY2015 New Detailed Instructions

New Project Application FY2015

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

1C. Application Details

Instructions: [show]

9. Type of Applicant: \* M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) \*  
If "Other" please specify: \*

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

11. Catalog of Federal Domestic Assistance Title: CoC Program  
CFDA Number: 54.207

12. Funding Opportunity Number: PR-0500-11-10B  
Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number: \*  
Title: \*

Back Next

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

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2015 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

The screenshot shows the '1D. Congressional District(s)' form. It includes sections for:
 


- 14. Area(s) affected by the project (state(s) only):** A list of states (Alabama, Alaska, American Samoa, Arizona, Arkansas, California) with a 'Selected Items' box containing 'Virginia'.
- 15. Descriptive Title of Applicant's Project:** A text field containing 'Test Project 1'.
- 16. Congressional District(s):**
  - a. Applicant:** A list of districts (AK-000, AL-001, AL-002, AL-003, AL-004, AL-005) with a 'Selected Items' box containing 'VA-008'.
  - b. Project:** A list of districts (AR-003, AR-004, AS-000, AZ-001, AZ-002) with a 'Selected Items' box containing 'VA-008'.
- 17. Proposed Project:**
  - a. Start Date:** 03/01/2016
  - b. End Date:** 02/28/2016
- 18. Estimated Funding (\$):**
  - a. Federal:
  - b. Applicant:
  - c. State:
  - d. Local:
  - e. Other:
  - f. Program Income:
  - g. Total:

 Navigation buttons at the bottom include 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve persons experiencing homelessness. <ul style="list-style-type: none"> <li>Highlight one state, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.</li> </ul>



# New Project Application

2. Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated. To make changes to this field, return to the “Projects” screen to edit the name:
  - From the left-menu bar select "Back to Submissions List."
  - From the left-menu bar select “Projects” .
  - On the “Projects” screen, locate the name of the project you wish to rename and select the View  icon to the left of the project name.
  - On the “Project Details” screen, change the name you originally entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.
  - When you re-enter the New Project Application and navigate back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.


---

3. Field 16a "Congressional Districts" is pre-populated from the Project Applicant Profile.
  - Project Applicants cannot modify the populated data on this screen; however, Project applicants may modify the Project Applicant Profile to correct any errors identified.

---

4. For field 16b, select the congressional district(s) in which the project is expected to operate in the "Projects" field.
  - Highlight one district, or hold the CTRL+Key to make more than one selection.
  - Using the single arrow key, move your selection from the left box to the right box.

---

5. For field 17, under "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.

---

6. Leave the "Estimated Funding" fields blank.

---

7. Select "Save and Next" to save your information and 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

## 1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2015 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot shows the '1E. Compliance' screen in the eForms system. On the left is a sidebar with a navigation menu. The main area contains the following content:

- Header: **1E. Compliance**
- Instructions: [show]
- Question 19: \* 19. Is the Application Subject to Review By State Executive Order 12372 Process?
  - Option a: Yes (selected)
  - Option b: Program is subject to E.O. 12372 but has not been selected by the State for review.
- Text: If "YES", enter the date this application was made available to the State for review: [calendar icon]
- Question 20: \* 20. Is the Applicant delinquent on any Federal debt? No \*
- Text: If "YES," provide an explanation: [text area]
- Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

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



To access the lists of those states that have chosen to participate in the intergovernmental review process, visit [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

# 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 FY 2015 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

**1F. Declaration**

Instructions: [show]

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

\* I AGREE:  **Select**

**21. Authorized Representative**

Prefix: [dropdown]

First Name: [text]

Middle Name: [text]

Last Name: [text]

Suffix: [dropdown]

Title: [text]

Telephone Number: (Format: 123-456-7890) [text]

Fax Number: (Format: 123-456-7890) [text]

Email: [text]

Signature of Authorized Representative: [text]

Date Signed: [text]

Save Save & Back Save & Next Back Next Check Spelling

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2015 New Project Application.
3.	Select "Save & Next" to save your information and 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

## 2A. Subrecipients



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

The screen lists all of the project's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2015 Project Application.

The screenshot shows the '2A. Project Subrecipients' screen in the eForms application. The page title is '2A. Project Subrecipients'. Below the title, there is a text box that reads: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.' Below this text, there is a field for 'Total Expected Sub-Awards: 352,000'. A table with the following columns is visible: 'View', 'Organization', and 'Type'. The table contains one row with the following data: 'Test Subrecipient', 'N. Nonprofit with 501(c)(3) IRS Status (Other than Institutions of Higher Education)'. Below the table, there are two buttons: 'Back' and 'Next'. A callout box points to the 'Add' icon (a document with a plus sign) and says 'Select "Add"'. Another callout box points to the 'Next' button and says 'Select "Next" when finished adding project subrecipients'.

Step	Description
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)

The screenshot shows the '2A. Project Subrecipients Detail' form in the eForms system. The form is titled '2A. Project Subrecipients Detail' and includes an 'Instructions: [show]' link. The form fields are as follows:

- \* a. Organization Name:
- \* b. Organization Type: . Below it is a field for 'If "Other" specify:'
- \* c. Employer or Tax Identification Number:
- \* d. Organizational DUNS:  PLUS 4: . Below this field is a red error message: 'Not a valid DUNS number'.
- a. Physical Address:
  - \* Street 1:
  - Street 2:
  - \* City:
  - \* State:
  - \* Zip Code:

A callout box with a speech bubble points to the DUNS field, containing the text: 'Enter Subrecipient Organization's DUNS number'.

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

# New Project Application



## 2A. Subrecipients (continued)

The screenshot shows the '2A. Subrecipients' section of the application. On the left is a sidebar with a list of sections: Information, 2A. Subrecipients, 2B. Experience, Part 3 - Project Information, 3A. Project Detail, 3B. Description, 3C. Expenses, Part 4 - Housing, Services, and IMIs, Part 5 - Participants and Outreach, Part 6 - Performance Measures, 6B. Additional Performance Measures, Part 7 - Budget Information, and 7A. Funding Request. The main content area is titled '\* f. Congressional District(s): (for multiple selections hold CTRL key)'. It features two list boxes: 'Available Items' containing CA-036, CA-037, CA-038, CA-039, CA-040, and CA-041; and 'Selected Items' which is currently empty. Between these boxes are three arrow buttons: a double arrow pointing left, a single arrow pointing left, and a double arrow pointing right. A callout box points to the single arrow button with the text 'Use arrow to move selection from right to left box'. Below the list boxes are three dropdown menus: '\* g. Is the subrecipient a Faith-Based Organization?' (set to '- select -'), '\* h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?' (set to '- select -'), and '\* i. Expected Sub-Award Amount:' followed by an empty text input field.

Step	Description
6.	Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located. <ul style="list-style-type: none"><li>• Highlight one district, or hold the CTRL+Key to make more than one selection.</li><li>• Using the single arrow key, move your selection from the left box to the right box.</li></ul>
7.	Select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8.	Select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9.	Enter the total amount of funds that the Project Applicant expects to award to this subrecipient. <ul style="list-style-type: none"><li>• The amount must be in whole dollars (i.e., no decimals).</li><li>• This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.</li></ul>

# New Project Application

## 2A. Subrecipients (continued)

Step	Description
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number, starting with the area code (optional).
16.	To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15. <ul style="list-style-type: none"> <li>Repeat these steps for each subrecipient you need to add.</li> <li>When you are finished adding subrecipients, select "Save &amp; Back to List" to return to the "2A. Project Subrecipients" screen.</li> </ul>
17.	After you return to the "2A. Project Subrecipients" screen, review the list. <ul style="list-style-type: none"> <li>To edit the information you entered, select the "View" icon  to the left of the entry.</li> <li>To delete an entry from the list, select the red "Delete" icon. </li> </ul>
18.	When your sponsor list is complete, select "Next" to continue to the next screen.

# New Project Application

**NOTE:**

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

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

*Refer to the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*



# 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 FY 2015 Project Application.

The screenshot shows the 'eForms' application interface. The sidebar on the left contains a navigation menu with the following items: 2015Test, Applicant Name: Test Organization 2015, Applicant Number: 11111111, Project Name: Test Project 1, Project Number: 118456, New Project Application FY2015, FY2014 New Deleted Instructions, New Project Application FY2015, Before Starting, Part 1 - SF-134, 1A. Application Type, 1B. Legal Applicant, 1C. Application Details, 1D. Congressional District(s), 1E. Compliance, 1F. Declaration, Part 2 - Recipient and Subrecipient Information, 2A. Subrecipients, 2B. Experience, Part 3 - Project Information, 3A. Project Detail, 3B. Description, 3C. Expenses, Part 4 - Housing, Services, and FRTS, Part 5 - Participants and Outreach, Part 6 - Performance Measures, 6B. Additional Performance Measures, Part 7 - Budget Information, 7A. Funding Request, 7B. Cost Structures, 7C. Exp Svcs Budget, 7D. Match/Leverage, 7E. Summary Budget.

The main content area is titled '2B. Experience of Applicant, Subrecipient(s), and Other Partners'. It contains the following instructions and questions:

Instructions: [show]

\* 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

Test text.

\* 2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

Test text.

\* 3. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

Test text.

\* 4a. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? Yes \*

\* 4b. Describe the unresolved monitoring or audit findings.

Test text.

The bottom navigation bar contains the following buttons: Save, Save & Back, Save & Next, Back, Next, and Check Spelling.

Step	Description
1.	Describe the experience of the Project Applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2.	Describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
3.	Describe the basic organization and management structure of the Project Applicant and subrecipients (if any). Include evidence of internal and external coordination and an

# New Project Application

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adequate financial accounting system.

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4. Select "Yes" or "No" from the dropdown menu regarding monitoring findings for any HUD grants (including ESG) operated by the Project Applicant or potential subrecipient(s).
    - If "Yes," a new text box will appear. Provide an explanation in the text box provided.
  5. Select "Save and Next" to save your information and continue to the next screen.
- 

**NOTE:**

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

# 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 FY 2015 New Project Application, as well as, completing all mandatory fields marked with an asterisk (\*) on the "Project Detail" screen of the application.

The screenshot shows the '3A. Project Detail' screen in the e.Forms application. The form contains the following fields and instructions:

- Instructions:** [show]
- \* 1a. CoC Number and Name:** VA-601 - Fairfax County CoC
- \* 1b. CoC Applicant Name:** -- select --
- 2. Project Name:** Test Project 1
- \* 3. Project Status:** Standard
- \* 4. Component Type:** SSO
- \* 5. Is Energy Star used at one or more of the proposed properties?** No
- \* 6. Does this project use one or more properties that have been conveyed through the Title V process?** No

Callout boxes provide additional information:

- 1a and 1b determine which CoC receives the project application when submitted in e-snaps
- Component Type determines questions on other screens

Buttons at the bottom include: Save, Save & Back, Save & Next, Back, Next, and Check Spelling.

### NOTE:

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

*Only if your CoC did not register for the FY 2015 CoC Program Competition or you are not located in any CoC geographic area, select "No CoC." You should contact CoCs next to your location to determine if the geographic area in which you reside have been claimed and/or the state CoC that is there is a Balance of State.*


Step	Description
1.	Select your "CoC Number and Name" from the dropdown menu.
2.	Select your "CoC Applicant Name" from the dropdown menu.
3.	Verify the name of your project populated with the project name listed on your "Project" screen. This name is based on the Project Name you provided when you created the project. If the project name is incorrect, follow the instructions in the NOTE below.

# New Project Application

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.
5. Select the "Component Type" from the dropdown menu.  
**Note: Eligible New Project component types during the FY 2015 CoC Program Competition include PH, SSO for Coordinated Entry, and Dedicated HMIS.**
6. Select "Yes" or "No" to indicate if the project uses Energy Star.
7. Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.
8. Select "Save and Next" to save your information and continue to the next screen.

**NOTE:**  
**Incorrect Project Name**

*If the project name is incorrect:*

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

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

**NOTE:**  
**Appeal Project**

*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 9 - Notice of Intent to Appeal, and submit the details of your appeal to be considered for funding. 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 believes that it was not allowed to participate in a fair and open process and if the project has been rejected by the CoC. 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 Appel Project Application instructional guide on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>*

# New Project Application

## **3B. Project Description**

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2015 New Project Application.

There are different versions of screen 3B, depending on which component type was selected on screen 3A. Project Detail, field 4: Component Type. The options are PH, SSO for Coordinated Entry, or Dedicated HMIS.

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

**NOTE:**

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

# 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.

**3B. Project Description**

Instructions: [show]

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

TEST TEXT

\* 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

TEST TEXT

\* 3. Will your project participate in a CoC Coordinated Entry Process?

\* Please explain why your project will not participate in a CoC Coordinated Entry Process.

TEST TEXT

\* 4. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input checked="" 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"/>
		Other	<input type="checkbox"/>
		<small>(Click Save to update)</small>	

Step	Description
1.	Provide a description of the scope of the project.
2.	Provide a description of the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
3.	<p>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.</p> <ul style="list-style-type: none"> <li>If "No," one new question will appear. In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.</li> </ul>
4.	<p>Indicate the proposed project's specific population focus.</p> <ul style="list-style-type: none"> <li>Select all of the boxes that apply. Multiple selections are permissible.</li> <li>If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.</li> </ul>

# New Project Application

Step	Description
5.	Under question 5. Housing First, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
6.	Select all checkboxes that apply to indicate that participants are not screened out based on the items listed. Select "None of the above," if none of the options are applicable to the project.
7.	Select all checkboxes that apply to indicate that participants are not terminated from the program for the reasons provided. Select "None of the above", if none of the options are applicable to the project.
8.	<p>Question 5d. is auto-scored to indicate whether the project will follow a "Housing First" approach.</p> <p>This dropdown is not editable. The "Yes" or "No" that appears depends on your responses to questions 5a, 5b, and 5c. If you select "Yes" for 5a and select ALL of the items under 5b and 5c, the response will show as "Yes." Otherwise, it will show as "No."</p> <p>*NOTE* Once a project has indicated that it is following a Housing First approach; it must continue to do so in all subsequent CoC program competitions in which renewal of funding is requested.</p>

# New Project Application

Part 9 - Submission Summary  
48 Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submission List

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

Text text.

\* 7. Will the PH project provide PSH or RRH? PSH

\* 8. Will the project request costs under the rental assistance budget line item? Yes

\* 9. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? Yes

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

Text text.

\* 10. Will more than 16 persons live in one structure? Yes

\* 10a. Describe the local market conditions that necessitate a project of this size.

Text text.

\* 10b. Describe how the project will be integrated into the neighborhood.

Text text.

Save Save & Back Save & Next

Back Next

Check Spelling

Step	Description
9.	If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
10.	Select "PSH" or "RRH" to indicate if your project will provide PSH or RRH.
11.	Select "Yes" or "No" from the dropdown to indicate if the project requests costs under the rental assistance budget line item.
12.	Select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality. <ul style="list-style-type: none"> <li>If "Yes," one new question will appear. Provide a description of how and why this project will implement this requirement.</li> </ul>
13.	Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure. <ul style="list-style-type: none"> <li>If "No," select "Save &amp; Next" to continue to the next screen.</li> <li>If "Yes," two new questions will appear. In the two text boxes available, provide a description of the local market conditions that necessitate a project of this size and how the project will be integrated into the neighborhood.</li> </ul>
14.	Select "Save & Next" to continue to the next screen.



# New Project Application

## 3B. SSO Component

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

**3B. Project Description**

Instructions: [show]

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

Text text

\* 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

Text text

\* 4. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input checked="" 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"/>
		Other	<input type="checkbox"/>

(Click 'Save' to update)

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

Text text

Step	Description
1.	Provide a description of the scope of the project.
2.	Provide a description of the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
3.	Indicate the proposed project's specific population focus. <ul style="list-style-type: none"> <li>Select all of the boxes that apply. Multiple selections are permissible.</li> <li>If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.</li> </ul>
4.	If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

# New Project Application

The screenshot shows a web-based application form for a New Project Application. On the left is a navigation menu with sections like 'Part 5 - Participants and Outreach', 'Part 6 - Performance Measures', 'Part 7 - Budget Information', 'Part 8 - Attachment(s) & Certification', and 'Part 9 - Submission Summary'. The main form area contains questions 11a through 11f. Question 11a asks if the coordinated entry process covers the CoC's entire geographic area, with a 'Yes' dropdown. Question 11b asks if the process will be easily accessible, with a 'select' dropdown. Question 11c asks for an advertisement strategy, with a text area. Question 11d asks if a comprehensive assessment process is used, with a 'Yes' dropdown. Question 11e asks for a description of the referral process, with a text area. Question 11f asks if differences in access are limited to four groups, with a 'No' dropdown. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A callout box points to the 'Coordinated Entry' dropdown in question 11a, containing the text: 'Select "Coordinated Entry" and "Save."'.

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

# 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.

2015test

Applicant Name:  
Test Organization 2015

Applicant Number:  
703218244

Project Name:  
Test Project 1

Project Number:  
118442

New Project  
Application FY2015

FY2014 New Detailed  
Instructions

New Project  
Application FY2015

Before Starting  
Part 1 - SF-424

1A. Applicant Type

1B. Legal Applicant

1C. Applicant Details

1D. Congressional  
District(s)

1E. Compliance

1F. Declaration

Part 2 - Receipt and  
Subscription Information

2A. Subrecipients

2B. Experience

Part 3 - Budget

3B. Project Description

Instructions: [show]

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

Text text

\* 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

Text text

\* 3. Will your project participate in a CoC Coordinated Entry Process? [No]

\* Please explain why your project will not participate in a CoC Coordinated Entry Process.

Save Save & Back Save & Next

Back Next

Check Spelling

If "No," another question will appear.

Step	Description
1.	Provide a description of the scope of the project.
2.	Provide a description of the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
3.	Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process. <ul style="list-style-type: none"><li>If "No," one new question will appear.<ul style="list-style-type: none"><li>In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.</li></ul></li></ul>
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 or SSO component is selected.
- Screen 3C. HMIS Expansion is available when the HMIS component is selected.

## 3C. Project Expansion Information - PH and SSO Components

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the "Project Expansion" screen for **Part 3: Project Information** of the FY 2015 New Project Application.

Step	Description
1.	<p>Indicate whether or not your project will expand using an existing homeless facility or incorporate activities provided by an existing project.</p> <ul style="list-style-type: none"><li>• If "No," select "Save &amp; Next" and continue to the next screen.</li><li>• If "Yes," select "Save." After you select "Save," a new field will appear that you are required to complete. Continue on to Step 2.</li></ul>

# New Project Application


The screenshot displays the 'New Project Application' interface. On the left is a navigation menu with sections like 'Project Numbers', 'New Project Application FY2015', and 'Before Starting'. The main content area features a heading: '\* Select the activities below that describe the expansion project, and click on the "Save" button below to provide additional details.' Below this are two text boxes: 'Available Items' and 'Selected Items'. The 'Available Items' box contains three options: 'Increase the number of homeless persons served', 'Provide additional supportive services to homeless persons', and 'Replace the loss of nonrenewable funding (private, federal, other excluding state/local government)'. The 'Selected Items' box contains one option: 'Bring existing facilities up to state/local government health and safety standards'. Between the boxes are buttons for 'Add All', 'Add', 'Remove', and 'Remove All'. Below the 'Selected Items' box is a text area with the heading 'Bring existing facilities up to government health and safety standards' and a prompt: '\* Describe how the project is proposing to "bring the existing facility(ies) up to state/local government health and safety standards."' At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. Two callout boxes provide instructions: one points to the 'Available Items' box stating 'Selections will appear here' and another points to the 'Selected Items' box stating 'Selected items correspond with additional questions.'

Step	Description
2.	Select the activities that describe the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All." <ul style="list-style-type: none"> <li>If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All."</li> <li>Select "Save." Continue on to Step 3.</li> </ul>
3.	Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table on the next page of this document outlines which fields a Project Applicant may be required to complete; however, completion is based on your expansion activity selection. <b>Remember, you will only need to follow the steps associated with the activities you selected in Step 2.</b>
4.	Once all of the fields that were required based on your activity selection are completed, select "Save & Next" to continue to the next screen.

# New Project Application

## 3C. Project Expansion (continued)

The table below identifies which fields a Project Applicant may be required to complete. You will only need to follow the steps associated with the activities you selected in Step 2.

PH Expansion Activities	Steps
<p><b>Increase the number of homeless persons served</b></p>	<p>Indicate how your project is proposing to increase the number of persons experiencing homelessness served.</p> <ul style="list-style-type: none"> <li>• First, enter the “Current Level of Effort” for the following categories:               <ul style="list-style-type: none"> <li>○ # of persons served at a point-in-time</li> <li>○ # of units</li> <li>○ # of beds</li> </ul> </li> <li>• Next, enter the “New Effort” your proposed project will provide for the same three categories listed in the preceding step.</li> </ul>
<p><b>Provide additional supportive services to homeless persons</b></p>	<p>Identify how you will be providing additional services.</p> <ul style="list-style-type: none"> <li>• Select one or more reasons provided in the “Available Items” text box and move them to the “Selected Items” text box by selecting “Add” or “Add All.”</li> <li>• Provide an explanation in the “Describe the reason for the supportive service increase indicated above” text box.</li> </ul>
<p><b>Bring existing facilities up to state/local gov. health and safety standards</b></p>	<p>Describe how the project is proposing to bring the existing facility(ies) up to state/local government health and safety standards in the text box provided.</p>
<p><b>Replace the loss of non-renewable funding</b></p>	<p>Indicate how the project is proposing to replace the loss of non-renewable funding from private, federal, and/or other (excluding state/local government).</p> <ul style="list-style-type: none"> <li>• List the source of nonrenewable funding. Be sure to indicate that funds are not controlled by the state or local government.</li> <li>• Explain why the project funds are non-renewable.</li> <li>• Select the date that the nonrenewable funds expired or will expire.</li> </ul> <p>Use the “Calendar” icon  to the right of the date field to select the correct date from the pop-up calendar.</p> <ul style="list-style-type: none"> <li>• Identify any steps the Project Applicant or subrecipient took to identify other funding sources.</li> <li>• Provide text to explain why CoC Program funds are necessary to continue operating the project.</li> </ul>

# New Project Application

## 3C. HMIS Expansion - HMIS Component


The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the "HMIS Expansion" screen for **Part 3: Project Information** of the FY 2015 New Project Application.

Step	Description
1.	Select "Yes" or "No" to indicate whether the requested funds increase the capacity or function of the CoC's existing HMIS. <ul style="list-style-type: none"> <li>If "No," select "Save &amp; Next" and continue to the next screen.</li> <li>If "Yes," select "Save." After you select "Save," a new field will appear that you are required to complete. Continue on to Step 2.</li> </ul>
2.	Select the activities that identify the scope of the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All." <ul style="list-style-type: none"> <li>If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All."</li> <li>Select "Save." Continue on to Step 3.</li> </ul>
3.	Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table on the next page of this document outlines which fields a Project Applicant may be required to complete; however, completion is based on your expansion activity selection. <b>Remember, you will only need to follow the steps associated with the activities you selected in Step 2.</b>
4.	Once all of the fields that were required based on your activity selection are completed, select "Save & Next" to continue to the next screen.

# New Project Application

## 3C. HMIS Expansion (continued)

The table below identifies which fields a Project Applicant may be required to complete. You will only need to follow the steps associated with the activities you selected in Step 2.

HMIS Expansion Activities	Steps
<p><b>Replace the loss of non-renewable funding</b></p>	<ul style="list-style-type: none"> <li>From the dropdown menu, select the source of non-renewable funding: Federal, State, Local Government, Private, or Other.</li> <li>Explain why the project funds are non-renewable.</li> <li>Select the date that the nonrenewable funds expired or will expire. Use the “Calendar” icon  to the right of the date field to select the correct date from the pop-up calendar.</li> <li>Identify any steps the Project Applicant or subrecipient took to identify other funding sources.\</li> </ul>
<p><b>Increasing HMIS functionality</b></p>	<ul style="list-style-type: none"> <li>Describe the increased functionality.</li> </ul>
<p><b>Increasing the geographic coverage of HMIS</b></p>	<ul style="list-style-type: none"> <li>Identify the geographic codes that were added to the HMIS covera</li> </ul>
<p><b>Increase number of HMIS participating agencies and/or programs</b></p>	<p>Identify the additional participants in each of the following program that will be added:</p> <ul style="list-style-type: none"> <li>HUD - Continuum of Care Program (CoC)</li> <li>HUD - Emergency Solutions Grant (ESG)</li> <li>HUD - Housing Opportunities for Persons with AIDS (HOPWA)</li> <li>HHS - Projects for Assistance in Transition from Homelessness (PATH)</li> <li>HHS - Runaway and Homeless Youth Programs (RHY)</li> <li>Veterans Administration (VA)</li> <li>Other</li> </ul>



# New Project Application

## ***Part 4. Housing, Services, and HMIS***

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) for screens on Part 4: Housing, Services, and HMIS of the FY 2015 Project Application.

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

The following pages identify the different versions of Part 4: Housing, Services, and HMIS.

**NOTE:**

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

- *For new PH projects, Project Applicants must complete screen 4A. Supportive Services for Participants and screen 4B. Housing Type and Location.*
- *For new HMIS projects, Project Applicants must complete screen 4A. HMIS Standards and screen 4B. HMIS Training*
- *For new SSO projects, Project Applicants have no Part 4 screens to complete.*

# New Project Application

## 4A. Supportive Services for Participants (PH)

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

The information entered into screen 4A, "Supportive Services for Participants," the first screen of **Part 4: Housing, Services, and HMIS** of the FY 2015 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.

The screenshot shows the 'eForms' interface for '4A. Supportive Services for Participants'. The sidebar on the left contains navigation links for '2015001', 'Applied Status', 'Application Number', 'Project Name', 'Project Number', and 'New Project Application'. The main content area displays the following questions:

- \* 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families? (Yes/No dropdown)
- \* 1b. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate? (Yes/No dropdown)
- \* 1c. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing. (Text box)
- \* 2. Describe how participants will be assisted to obtain and remain in permanent housing. (Text box)
- \* 3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. (Text box)

A callout box points to question 1b with the text: "If 'No,' another question will appear."

Step	Description
1.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether proposed project policies and practices are consistent with laws related to providing education services to individuals and families. Only projects that will not serve families or unaccompanied youth should select "Not Applicable."
2.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the project will have a designated staff person responsible for ensuring that children are enrolled in school and receive educational services, as appropriate. <ul style="list-style-type: none"> <li>Only projects that will not serve families or unaccompanied youth should select "Not Applicable."</li> <li>If "No" is selected, another question will appear. <ul style="list-style-type: none"> <li>Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing in the text box provided.</li> </ul> </li> </ul>
3.	Describe the supportive services that will be provided to help project participants locate and remain in permanent housing in the text box provided.
4.	Describe the supportive services that will be provided to help project participants locate employment, increase their employment income, and maximize their ability to live independently.

# New Project Application

\* 4. For all supportive services available to participants, indicate who will provide them, how they will be accessed, 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	Applicant	Weekly
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--

5. Please identify whether the project will include the following activities:

\* 5a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?

\* 5b. Use of a single application form for four or more mainstream programs?

\* 5c. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?

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

\* 6a. Indicate the last SOAR training date for the staff person providing the technical assistance.

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

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

Step	Description
5.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and the frequency of service (daily, weekly, bi weekly, monthly, bi monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.
6.	Under question 5, using the dropdowns provided, select "Yes" or "No" to indicate whether the project: <ul style="list-style-type: none"> <li>Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.</li> <li>Uses a single application form for four or more mainstream programs.</li> <li>Follow-ups at least annually with participants to ensure mainstream benefits are received and renewed.</li> </ul>
7.	Select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a partner agency. <ul style="list-style-type: none"> <li>If "Yes," an additional question will appear. Indicate the last SOAR training date for the staff person providing the technical assistance, using the calendar  icon function</li> </ul>
8.	Select "Save & Next" to navigate to the next screen.

# 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).

The screenshot shows the '4A. HMIS Standards' form. It includes a sidebar on the left with navigation options and a main content area with two questions. Question 1a asks if the HMIS is currently programmed to collect all Universal Data Elements (UDE's) as set forth in the HMIS Data Standard Notice, with a dropdown menu set to 'No'. Below it is a text box for question 1b: 'If no, explain why and the planned steps for compliance. Max. 300 characters.' Question 2a asks if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting (i.e., Annual Performance Reports, quarterly reports, data for CAPER/ESG reporting, etc), with a dropdown menu set to 'Yes'. Below it is a text box for question 2b: 'If no, explain why and the planned steps for compliance. Max. 300 characters.'

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

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

# New Project Application

The screenshot shows a web-based application form with a sidebar on the left containing a table of contents. The main content area displays questions 3 through 11, each with a dropdown menu for the answer. At the bottom, there are navigation buttons: 'Save', 'Save & Exit', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

**Part 3 - Background and Information**

- 26. Attachments

**Part 3 - Project Information**

- 28. Expenses
- 29. Project Detail
- 30. Description
- 31. HMIS Expenses

**Part 4 - Housing, Services, and HMIS**

- 32. HMIS Standards
- 33. HMIS Training

**Part 5 - Not Applicable for HMIS**

**Part 6 - Not Applicable for HMIS**

**Part 7 - Budget Information**

- 34. Funding Request
- 35. Local Structure
- 36. HMIS Budget
- 37. Match/Contra
- 38. Section Budget

**Part 8 - Attachment(s) & Certification**

\* 3. Can the HMIS currently search client records to determine if a client is actively receiving services in the CoC? --select--

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

\* 5. Does the HMIS Lead have a security officer? --select--

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

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

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

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

Save Save & Exit Save & Next Back Next Check Spelling

Step	Description
5.	Select "Yes" or "No" from the dropdown menu to indicate whether the HMIS currently search client records to determine if a client is actively receiving services in the CoC.
6.	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
7.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a security officer.
8.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
9.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Security Training and follows up on security standards on a regular basis.
10.	Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.).
11.	Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month, and longer than 1 month.
12.	Select "Save & Next" to proceed to the next screen.

# New Project Application

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


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

The list in this Housing Type and Location screen of **Part 4: Housing, Services, and HMIS** of the FY 2015 Project Application summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

The screenshot shows the '4B. Housing Type and Location' screen. On the left is a sidebar with navigation options. The main content area features a summary section with the following fields:


- Total Units: 0
- Total Beds: 10
- Total Veterans Beds: 10
- Total Family Beds: 0
- Total Youth Beds: 0

Below the summary is a table with the following columns: View, Housing Type, Units, Beds, Dedicated CH Beds, and Non-Dedicated CH Beds. The table contains one row with the following data:

View	Housing Type	Units	Beds	Dedicated CH Beds	Non-Dedicated CH Beds
	Clustered apartments	5	10	0	10

A callout box with the text 'Select "Add"' points to the 'Add' icon in the table header. Below the table are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

### Step Description

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

# New Project Application

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

The screenshot shows the '4B. Housing Type and Location Detail' section of the eForms application. The sidebar on the left contains a navigation menu with items like '2015test70', 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Number', and various parts of the application process. The main form area contains the following elements:

- Instructions:** [show]
- \* 1. Housing Type:** A dropdown menu with a callout box that says 'Select from dropdown menu'.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.**
  - \* a. Units: [input field]
  - \* b. Beds: [input field]
- 3. Address:**
  - \* Street 1: [input field]
  - Street 2: [input field]
  - \* City: [input field]
  - \* State: [dropdown menu]
  - \* ZIP Code: [input field]
- \*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)**



Below the instructions, there is a section for selecting geographic areas:

- Available Items:** A list of counties: 019071 Jackson County, 011206 Hoover, 019049 DeKalb County, 019049 Pike County, Lowndes County.
- Selected Items:** An empty list.
- Buttons: >>, >, <, <<

At the bottom of the form, there are several buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A red error message reads 'Please select at least one area.' There are two callout boxes: one pointing to the 'Save & Back to List' button with the text 'Select "Save & Back to List" when finished adding housing types', and another pointing to the 'Save & Add Another' button with the text 'Select "Save & Add Another" to add another'.

Step	Description
1.	<p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none"> <li>• Barracks</li> <li>• Dormitory, shared or private rooms</li> <li>• Shared housing</li> </ul>

# New Project Application

- 
- Single Room Occupancy (SRO) Units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes
- 
2. Under question 2:
- Enter the number of "a. units" and "b. beds" that will be available for project participants at the selected housing site.
  - Enter the number of total beds entered in "2b. Beds" that are dedicated to veterans.
  - Enter the number of total beds entered in "2b. Beds" that are dedicated to families.
  - Enter the number of total beds entered in "2b. Beds" are dedicated to the youth.
- 
3. Enter the physical address for this proposed project. For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds will be located, or where most beds are planned to be located as of the application submission.
- *If the project uses tenant based rental assistance, or if the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the administration office.*
- 
4. 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.
- 
5. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 7.
- 
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. 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.
- 
8. When your list is complete, select "Next" to continue to the next 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).

Instructions: [show]

\* Indicate the last training date or proposed training date for each HMIS training, as applicable.

Activity	Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	03/2015
HMIS Software Training for Sys Admin	04/2015
HMIS Software Training	
Data Quality Training	
Security Training	
Privacy/Ethics Training	
HMIS PIT Count Training	
Other (must specify)	05/2015

Buttons: Save, Save & Back, Save & Next, Back, Next, Clear Spring

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

# 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 projects.*  
*If you selected "HMIS" or "SSO" as the component on screen 3A, there will be no Part 5 screens for you to complete.*

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

---

**NOTE:** (1) *The data gathered on these “Project Participants” screens consist of the number of participants in the program when the program is at full capacity (at a point in time, not over the course of a year or term of the grant). For a new grant, this count is based on the Project Applicant’s estimate 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 automatically.*

---

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

---

**NOTE:** (4) *Additional characteristics have been added to this screen for the FY 2015 CoC Program Competition.*

---

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

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

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

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

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

Click Save to automatically calculate totals

Save Save & Back Save & Next Back Next

"Total Persons" for this Household Type

# 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-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.

However, the total number of persons for each subpopulation (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:**  
Household Type:  
HHs with at least 1 adult and 1 child

These columns are mutually exclusive.

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

The total in each of these 7 individual columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type

The sum of the 10 columns for a particular Household Type may exceed the “Total Persons” field on 5A for the Household Type because a person can be placed in 1 of the first 3 columns AND 1 or more of the next 7 columns.

Household Type	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Persons in Households with at least One Adult and One Child										
Persons in Households without Children										
Persons in Households with Only Children										

# 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.

For a new project, you will not have historical data on persons served, so you will need to estimate the maximum number of persons experiencing homelessness the project will serve.

The screenshot shows the '5A, Project Participants - Households' form. It includes a sidebar with navigation options and a main content area with two tables. The 'Households' table has the following data:
 

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

 The 'Characteristics' table has the following data:
 

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

 At the bottom, there are buttons for 'Save', 'Save & Next', and 'Next'. A callout box points to the 'Save' button with the text 'Select "Save" to calculate totals'. Another callout box points to the 'Save & Next' button with the text 'Select "Save & Next" to proceed'.

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

# 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.

For a new project, you will not have historical data on persons served, so you will need to estimate the maximum number of persons experiencing homelessness the project will serve.

For each household type included on the previous screen, 5A, Project Applicants must fill in at least one cell on the corresponding chart on for screen 5B.

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

# New Project Application

**NOTE:**

*Information should only be entered into certain fields. Please refer to the following guidance:*

- *For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart on for screen 5B.*
- *Chronically Homeless includes disabled adults in households with or without children.*
- *Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the “Chronically Homeless Veterans” column.*

# New Project Application

## 5C. Outreach for Participants

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

The screenshot shows the '5C. Outreach for Participants' screen in the e.Forms application. The left sidebar contains a navigation menu with items like '2013test', 'Applicant Name', 'Project Name', and various parts of the application. The main content area has the following elements:

- Instructions:** [show]
- 1. Enter the percentage of project participants that will be coming from each of the following locations.**
- Three input fields for percentages, with labels:
  - Directly from the street or other locations not meant for human habitation.
  - Directly from emergency shelters.
  - Directly from safe havens.
- Total of above percentages** (with a percentage sign icon)
- 2. If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.**
- 3. Describe the outreach plan to bring these homeless participants into the project.**
- Buttons at the bottom: Save, Save & Back, Save & Next, and Check Spelling.

Two callout boxes are present:

- One pointing to the 'Save' button with the text: "Select 'Save' to calculate totals".
- Another pointing to the 'Save & Next' button with the text: "Select 'Save & Next' to proceed".

Step	Description
1.	Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the following locations: <ul style="list-style-type: none"> <li>• Directly from the street or other locations not meant for human habitation</li> <li>• Directly from emergency shelters</li> <li>• Directly from safe havens</li> </ul>
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	If the calculated total percentage is less than 100 percent, in the text box provided, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.
4.	In the next text box provided, describe the outreach plan to bring these participants experiencing homelessness into the project.
5.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.



# New Project Application

## ***Part 6: Performance Measures***

Project Applicants are required to submit quantitative/numerical goals as a basis for measuring project housing performance during the operating year in the screens for **Part 6: Performance Measures**. The questions related to performance measures are applicable to all projects except HMIS-dedicated projects.

Because the measures and instructions that apply to each project type are slightly different across the different programs, there is a **separate instructional guide on performance measures** that may be found on the CoC Program Competition Resources webpage on the HUD Exchange at:

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

**NOTE:**

*Part 6 is applicable only to PH and SSO projects.*

*If you selected "HMIS" as the component on screen 3A, there will be no Part 6 screens for you to complete.*

Next, this instructional guide will discuss the Budget screens.

# New Project Application

## ***Part 7: Budget Information***

In *e-snaps*, the budget screens that appear for **Part 7: Budget Information** in the left menu bar of the Project Application are determined by the answers provided on the “Funding Request” screen.

- You will select the relevant budgets on the “Funding Request” screen. Once you make these selections, your left menu bar will re-populate and will list only those budget screens that you are required to complete.
- For CoC project budgets that are being reduced through the CoC’s Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.

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

Next, this instructional guide will discuss Attachments.

# New Project Application

## 8A. 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.

# New Project Application

## 8A. Attachments (continued)

The screenshot shows the 'e.Forms' application interface. On the left sidebar, the user is logged in as '2015test'. The main content area is titled '8A. Attachment(s)'. It features an 'Instructions: [show]' section with a 'Select a link' button. Below this is a table with the following columns: Document Type, Required?, Download, Document Description, and Date Attached. The table lists three document types: '1) Subrecipient Nonprofit Documentation', '2) Other Attachment(s)', and '3) Other Attachment(s)'. All three are marked as 'No' under 'Required?' and 'No Attachment' under 'Date Attached'. At the bottom of the main area are 'Back' and 'Next' buttons.

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

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

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

# New Project Application

## 8A. 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 in the e.snaps system. On the left, there is a sidebar with application details for '2015test', including Applicant Name, Applicant Number, Project Name, and Project Number. The main form area contains the following fields and options:


- \* Document Description:** A text input field.
- \* File Name:** A field with a 'Choose File' button and 'No file chosen' text.
- Document Type:** 1) Subrecipient Nonprofit Documentation
- Maximum Size:** 5 MB
- Allowable Formats:** zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff
- Instructions:** Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be attached in e-snaps, if the applicant and subrecipient are different entities, and the subrecipient is a nonprofit organization.

At the bottom of the form are buttons for 'Save', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A callout box points to the 'Document Description' field with the text: 'Enter the Description, including the Project Number'.

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

### NOTE:

#### **To delete an uploaded attachment.**

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



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

# New Project Application

## 8B. Certification

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

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

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

**Name of Authorized Certifying Official:** Joan Johnson  
**Date:** 03/11/2015  
**Title:** Director  
**Applicant Organization:** Test Organization 1  
**PHA Number (For PHA Applicants Only):**

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

Save Save & Back Save & Next  
Back Next  
Check Spelling

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

# New Project Application

## 9B. 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

*e-snaps* users can go back to any screen by clicking on the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after making any changes.

**NOTE:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Project Applicant to proceed to the next step in e-snaps. In the context of this instructional guide, the Project Applicant may proceed to the next steps in the Project Application process. HUD, however, may require you to address the particular item prior to the awarding of program funds.*

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

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

# New Project Application

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

**9B. Submission Summary**

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/06/2015
1E. Compliance	08/06/2015
1F. Declaration	08/06/2015
2A. Subrecipients	08/06/2015
2B. Experience	08/06/2015
3A. Project Detail	08/11/2015
3B. Description	08/11/2015
3C. Expansion	08/11/2015
4A. Services	08/09/2015
4B. Housing Type	08/11/2015
5A. Households	08/11/2015
5B. Subpopulations	Please Complete
5C. Outreach	Please Complete
6A. Standard	Please Complete
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/06/2015
7C. Leased Units	08/11/2015
7D. Leased Structures	08/11/2015
7E. Rental Assistance	08/06/2015
7F. Supp Svcs Budget	08/11/2015
7G. Operating	08/11/2015
7H. HMIS Budget	08/11/2015
7I. Match/Leverage	08/11/2015
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	08/11/2015

Notes:

- Total # per each category of participants per each household type on 5B cannot be bigger than the total # of participants per each household type on 5A
- Please enter the percentage of project participants that will be coming from each of the following locations.

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

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



# 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.

**9B. Submission Summary**

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/06/2015
1E. Compliance	08/06/2015
1F. Declaration	08/06/2015
2A. Subrecipients	08/06/2015
2B. Experience	08/06/2015
3A. Project Detail	08/11/2015
3B. Description	08/11/2015
3C. Expansion	08/11/2015
4A. Services	08/06/2015
4B. Housing Type	08/11/2015
5A. Households	08/11/2015
5B. Subpopulations	No Input Required
5C. Outreach	08/11/2015
6A. Standard	08/11/2015
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/06/2015
7C. Leased Units	08/11/2015
7D. Leased Structures	08/11/2015
7E. Rental Assistance	08/06/2015
7F. Supp Svcs Budget	08/11/2015
7G. Operating	08/11/2015
7H. HMJS Budget	08/11/2015
7I. Match/Leverage	08/11/2015
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	08/11/2015

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

Step	Description
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Select the "Submit" button.
3.	The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."
4.	Notify the Collaborative Applicant that you have submitted your Project Application.

# New Project Application

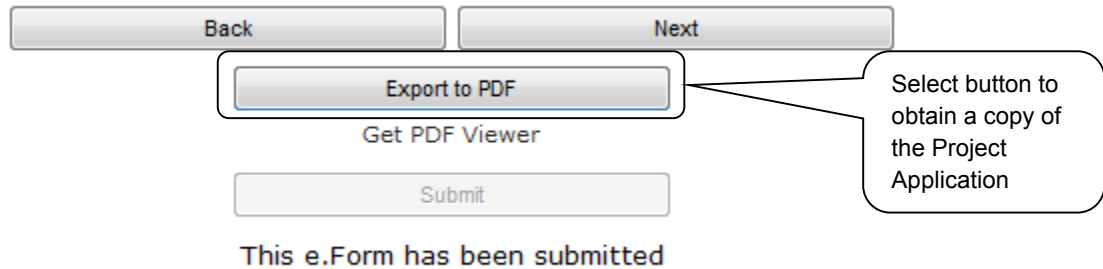
The following image shows the completed Project Application Submission Summary screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The message "This e.Form has been submitted" appears at the bottom of the screen.



# New Project Application

## Exporting to PDF

Project Applicants can obtain a copy of the Project Application (to retain on a computer or to print out) using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



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

# New Project Application

## Trouble-shooting when you cannot submit the Project Application

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

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

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/11/2015
1E. Compliance	08/11/2015
1F. Declaration	08/11/2015
2A. Subrecipients	08/11/2015
2B. Experience	08/11/2015
3A. Project Detail	08/11/2015
3B. Description	08/11/2015
3C. Expansion	08/11/2015
4A. Services	08/11/2015
4B. Housing Type	08/11/2015
5A. Households	08/11/2015
5B. Subpopulations	No Input Required
5C. Outreach	08/11/2015
6A. Standard	08/11/2015
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/11/2015
7C. Leased Units	08/11/2015
7D. Leased Structures	08/11/2015
7E. Rental Assistance	08/11/2015
7F. Supp Svcs Budget	08/11/2015
7G. Operating	08/11/2015
7H. HMIS Budget	08/11/2015
7I. Match/Leverage	08/11/2015
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	Please Complete

Review "Last Updated" column

Inactive "Submit" button

# New Project Application

Step	Description
1.	Review your Submission Summary screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	Return to the Submission Summary screen and select the "Submit" button.

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

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

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

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

**NOTE:**


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

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

# 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:

Step	Description
1.	Select "Back to Submissions List."
2.	Select "Applicants" in the left menu bar.
3.	Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4.	Select the "Open Folder" icon  to the left of the Applicant Name.
5.	Select "Submission Summary" on the left menu bar.
6.	Select the "Edit" button.
7.	Navigate to the applicable screen(s), make the edits, and select "Save."
8.	Select "Submission Summary" on the left menu bar and select the "Complete" button.
9.	Selects "Back to Applicants List" on the left menu bar.
10.	Select "Submissions" on the left menu bar.
11.	Select the orange folder to enter the CoC 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 to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

<b>Step</b>	<b>Who</b>	<b>Description</b>
1.	Either	<p>If a submitted Project Application needs to be changed, contact needs to be made between the Project Applicant and the Collaborative Applicant (via email or phone,) outside of <i>e-snaps</i>.</p> <ul style="list-style-type: none"><li>• If a Project Applicant determines that a change is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the applicant.</li></ul>
2.	Collaborative Applicant	<p>The Collaborative Applicant will notify the Project Applicant (via email or phone) that the Project Application has been sent back for changes.</p>

# New Project Application

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3. **Project Applicant** After the Project Application has been sent back for changes, the only person who will be able to select the “Submit” button to open the Project Application for editing is the person who originally submitted the Project Application. The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:
- Log in to *e-snaps*.
  - Select “Submissions” on the left menu bar.
  - Find the Project Application that was sent back to the applicant.
- Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.
- The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.
- Select the “Open Folder” icon  to the left of the project with no submission date.
  - Make the required change(s), saving each form as it is revised.
  - Select the “Submit” button.
  - Notify the Collaborative Applicant that the Project Application has been re-submitted.
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4. **Collaborative Applicant** After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listing for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.
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# 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 FY 2015 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 CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.