

# *e-snaps Instructional Guide*

## **Renewal Project Application**



**2015, Version 1**

# Renewal Project Application

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# Renewal Project Application

## Introduction

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

The organization submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which will in turn 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: *e-snaps* Resources webpage on the HUD Resource Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

## Objectives

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

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

## Overview of the Project Application Process

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

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

The CoCs will do the following:

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

# Renewal 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 the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this instructional guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile instructional guide on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.
- **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 Renewal Project Application funding opportunity, creating a FY 2015 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2015 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

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## ***Highlights in e-snaps in 2015***

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

- **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 forms for the reallocation process, the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, Reallocations, and, if designated as a Unified Funding Agency (UFA), a UFA Project Listing. In addition, there are two required attachments that the Collaborative Applicant must include: the final HUD-approved Grant Inventory Worksheet (GIW) and form HUD-2991, Certification of Consistency with the Consolidated Plan.
- **Importing of Data from Prior Year Project Application.** When the CoC Program Competition opens and Project Applicants are able to begin the Project Application, you will be able to import data from previous years' Project Application(s). All information will not need to be re-entered.
- **Prepopulating of Data from the Project Applicant Profile.** When the CoC Program Competition opens and Project Applicants are able to begin a 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.

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

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. *e-snaps* users must ensure they are working in 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, Project Applicants will be required to upload their attachments again. For example, a complete and accurate HUD 2880 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

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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 "Unified Funding Agency." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs. In the FY 2015 CoC Program Competition, there were only four Collaborative Applicants that received this designation and all four Collaborative Applicants were notified during the FY 2015 CoC Program Registration process by HUD.



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## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the Notice of Funding Availability (NOFA) for the CoC Program Competition.

The screenshot shows the 'Front Office Portal' login page for 'e-snaps'. It features a login form with fields for 'Username:' (containing '2015test') and 'Password:' (masked with asterisks), a 'Log in' button, and a 'Forgot your password?' link. Below the login form is a 'Create Profile' button. A callout bubble points to the login form with the text 'Log in here'. Another callout bubble points to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The main content area of the page includes a 'Welcome to e-snaps' message, a paragraph describing the system's purpose, a warning that the system is for authorized users only, instructions for new users, and a notice regarding information collection requirements under the Paperwork Reduction Act of 1995. At the bottom, there are links for 'System Registration' and 'OMB Approval No. 2506-0162 (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.*



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## Existing Users

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

## New e-snaps Users

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



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

## Adding and Deleting Registrants

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



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

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## 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 Renewal Project Application instructional guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step 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 for 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:*

*<https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>.*

- **Accessing the Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **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 the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the *e-snaps* Reporting System (the header for which is featured on Step 2 of the AAQ page).

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the

# Renewal Project Application

Project Applicant Profile Instructional Guide on the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>. An organization will establish itself as a Project Applicant in *e-snaps* one time only.



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

# Renewal Project Application

## 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
- Projects
- Submissions

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## ***Funding Opportunity Registration***

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

Funding Opportunity Name	Applicants Registered	Start Date	End Date
Planning Project Application FY2015	0	Sep 18, 2014	Dec 31, 2016
Registration and Application FY2015	0	Jul 18, 2014	Dec 31, 2016
MAA Project Application FY2015	1	Sep 18, 2014	Dec 31, 2016
Renewal Project Application FY2015	1	Sep 18, 2014	Dec 31, 2016
Test FG Amendment	0	Mar 3, 2015	Mar 3, 2016
UFA CoC Project Application	1	Sep 18, 2014	Nov 30, 2016

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



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The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo and 'Logout' and 'Help' links. A left sidebar menu contains options like '2015Test', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area displays the 'Applicant: Test Organization 2015 (703218244)'. Below this, there are two sections: 'Funding Opportunity Details' showing 'Funding Opportunity Name: Renewal Project Application FY2015', 'Start Date: Sep 16, 2014', and 'End Date: Jan 1, 2017'; and 'Funding Opportunity Registration' which states 'Test Organization 2015 (703218244) has been registered.' and includes a 'Back' button.

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



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

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## Creating the Project Application Project



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

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




**Project Applicants applying for renewal funding must import the previous year's project application. Additionally, if the previous year's information is imported, project applicants MUST review the prepopulated information to ensure the responses to the questions are still accurate.**

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Projects' selected. The main area displays a 'Projects' table with columns: Project Name, Project Number, Funding Opportunity Name, Applicant Name, Applicant Number, and Step Status. Two rows are visible: 'Test Project 1957' and 'Test Renewal 2015'. Above the table, the 'Funding Opportunity Name' dropdown is set to 'Renewal Project Application FY2015'. A callout box points to an 'Add' icon (a document with a plus sign) that appears above the table headers after selection in the dropdown menu.

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal 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.



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Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none"><li>Enter the project name that is being renewed that will appear in the grant award letter.</li></ul>
3.	In the "Import Data From:" field, select the project that is being renewed. This will ensure that your project information is imported and will decrease the amount of information that must be entered in the FY 2015 Project Application.
4.	Select "Save & Back" to return to the "Projects" screen.
5.	The project name is listed in the menu. <ul style="list-style-type: none"><li>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</li></ul>



*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.*

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## Submissions

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

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions Filters' and contains a form with the following fields: 'Applicant Project Name' (Test Renewal 2015), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is below the form. Below the filters is a table with the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Test Renewal 2015 118499	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 10, 2014	Oct 31, 2016	Primary Applicant	1	

Callouts in the image include: 'Use the Filters to find the project name' pointing to the filter form, and 'Select "Submissions"' pointing to the menu item.

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



*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.*

# Renewal Project Application

## FY 2015 Project Application

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

**NOTE:**

*Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must correct it in the Project Applicant Profile. 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.*

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

*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.*

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## Accessing the Renewal Project Application

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

The screenshot shows the 'Front Office' interface. On the left, a navigation menu has 'Submissions' highlighted. A callout bubble points to this menu item with the text 'Select "Submissions"'. The main content area displays 'Submissions Filters' with dropdown menus for 'Applicant Project Name' (Test Renewal 2015), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). Below the filters is a 'Filter' button. Underneath is a table titled 'Submissions' with the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Test Renewal 2015 118499	Renewal Project Application FY2015 Renewal Project Application FY2015	Sep 16, 2014	Oct 30, 2016	Primary Applicant	1	

A callout bubble points to a folder icon next to the first row of the table with the text 'Access the Project Application'.

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

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## Before Starting the Renewal Project Application

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

The "Before Starting the Project Application" screen also contains the links to resources needed to complete the Project Application at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources> and [HUD Exchange Ask a Question](#).

The screenshot shows the 'Before Starting the Project Application' screen in the eForms system. The main content area contains a list of instructions for applicants, including:
 

- Additional training resources can be found at the OneCFO Resource Exchange at <https://www.hudexchange.info/guides/coc-program-competition-resources/>
- Program policy questions and guidance related to completing the application in e-snaps may be directed to HUD the [HUD Exchange Ask a Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the General Contractor Registration (GCR) System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY2014 Funding Notice and the FY 2013 - FY2014 CoC NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2014 Funding Notice, the FY 2013 - FY 2014 CoC Program NOFA and the FY 2013 General Section NOFA, including the General Section Technical Corrections, and all requirements and criteria rules.
- 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.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2013 Project Application will be imported into the FY 2014 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the FY 2013 post award process or a grant agreement amendment.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 576, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Asset Inventory Worksheet (AIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 576, transitional housing, permanent supportive housing with housing, rapid re-housing, supportive services only, rehoming safe havens, and HMSS can only request the Annual Rental Amount (ARA) that applies on the CoC's HUD approved AIW. If the ARA is reduced through the CoC's modification process, the final project funding request must reflect the reduced amount.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to the CoC Program interim rule (24 CFR part 576) and application requirements set forth in both the FY 2014 Funding Notice and the FY 2013 - FY 2014 CoC Program NOFA.

 At the bottom of the screen, there are two buttons: 'Back' and 'Next'. A callout box labeled 'Next' points to the 'Next' button. On the left side, there is a vertical menu bar with various options. A callout box labeled 'Back to Submissions List' points to the 'Back to Submissions List' option at the bottom of the menu bar.

Step	Description
1.	Select "Next."

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

# Renewal Project Application

## 1A. Application Type



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

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

Step	Description
1.	Verify the information in field 2, "Type of Application," Confirm that you have entered registered for the correct funding opportunity, "Renewal Project Application." Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
2.	Leave fields 4, 5a, 6 and 7 blank.
3.	Enter the expiring grant number in field 5b, "Federal Award Identifier." <ul style="list-style-type: none"><li>• Be sure to enter the correct expiring grant number that was on the Grant Inventory Worksheet (GIW) approved by HUD. The number should consist of either 11 or 15 characters.</li><li>• Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number.</li></ul>
4.	Select "Save and Next" to proceed to next screen.

# Renewal Project Application

## 1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2014 Project Application.

**1B. Legal Applicant**

Instructions: [show]

**B. Applicant**

a. Legal Name: Test Organization 1

b. Employer/Taxpayer Identification Number (EIN/TIN): 70-3218244

c. Organizational DUNS: 703218244 PLUS 4

d. Address

Street 1: 1234 Main Street

Street 2:

City: Fairfax

County:

State: Virginia

Country: United States

Zip / Postal Code: 22030

e. Organizational Unit (optional)

Department Name:

Division Name:

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

Prefix: Mr.

First Name: Robert

Middle Name:

Last Name: Roberts

Suffix: - suffix -

Title: Assistant Director

Organizational Affiliation: Test Organization 1

Telephone Number: (703) 923-2323

Extension:

Fax Number: (703) 923-2325

Email: robert.roberts@fictional.com

Buttons: Back, Next

Callout box: Verify the data is accurate

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

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



# Renewal Project Application

## 1C. Application Details

The following steps provide instruction on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2014 Project Application.

Verify data in fields 9, 10, 11, and 12

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

# Renewal Project Application

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2014 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

The screenshot shows the '1D. Congressional District(s)' screen in the eForms application. On the left is a sidebar with a '2013test' header and several menu items: 'Applicant Name: Test Organization 2013', 'Applicant Number: 703718244', 'Project Name: Test Renewal 2015', 'Project Numbers: 114708', 'Renewal Project Application FY2015', 'FY2014 Renewal Detailed Instructions', and 'Renewal Project Application FY2015'. The main area is titled '1D. Congressional District(s)' and contains the following elements: 'Instructions: [show]', a mandatory field '14. Area(s) affected by the project (State(s) only): (for multiple selections hold CTRL key)', a list of 'Available Items' (Alabama, Alaska, American Samoa, Arizona, Arkansas, California), a 'Selected Items' box containing 'Virginia', and a field '15. Descriptive Title of Applicant's Project:' with the value 'Text Renewal 2015'.


Step	Description
1.	In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. <ul style="list-style-type: none"><li>Highlight one State, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.</li></ul>
2.	Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated. To make changes to this field, return to the "Projects" screen to edit the name: <ul style="list-style-type: none"><li>From the left menu bar select "Back to Submissions List."</li><li>From the left menu bar select "Projects."</li><li>On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass  icon to the left of the project name.</li><li>On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.</li><li>When you re-enter the Renewal Project Application and proceed back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.</li></ul>

# Renewal Project Application

The screenshot displays a web-based application interface for a renewal project. On the left is a vertical navigation menu with sections 1A through 18. The main content area shows:

- 16. Congressional District(s):**
  - \* a. Applicant:** (for multiple selections hold CTRL key)
    - Available Items: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005
    - Selected Items: VA-000
  - \* b. Project:** (for multiple selections hold CTRL key)
    - Available Items: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005
    - Selected Items: VA-000
- 17. Proposed Project**
  - \* a. Start Date:** 03/01/2017
  - \* b. End Date:** 02/28/2018
- 18. Estimated Funding (\$)**
  - a. Federal:** [input field]
  - b. Applicant:** [input field]
  - c. State:** [input field]
  - d. Local:** [input field]
  - e. Other:** [input field]
  - f. Program Income:** [input field]
  - g. Total:** [input field]

At the bottom of the form are buttons for "Save", "Save & Back", "Save & Next", "Back", "Next", and "Check Spelling".

Step	Description
3.	Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> <li>Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified.</li> </ul>
4.	Select in field 16b the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> <li>Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>Using the single arrow key, move your selection from the left box to the right box.</li> </ul>
5.	Under field 17 "Proposed Project," enter the project's operating start and end dates in the appropriate fields using the calendar  icon function. A project renewing through the FY 2015 CoC Program funding process must have a proposed operating start date in calendar year 2016 and a proposed operating end date in calendar year 2017. These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW. For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.

# Renewal Project Application

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Please note that grants awarded under the FY 2014 portion of the FY 2013 - FY 2014 CoC Program competition must begin operating in calendar year 2015 and have an operating end date in calendar year 2016 in order to be eligible for renewal funds under the FY 2015 CoC Program funding process.

Grants awarded under earlier CoC Program competitions would have started prior to calendar year 2015.

---

6. "Estimated Funding" cannot be edited.

---

7. Select "Save and Next" at the bottom of the screen 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.*

---

# Renewal Project Application

## 1E. Compliance

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

The screenshot shows the '1E. Compliance' screen in the e.Forms application. The sidebar on the left includes the following items:

- 2015test
- Applicant Name: Test Organization 2015
- Applicant Number: 703218234
- Project Name: Test Renewal 2015
- Project Number: 118499
- Renewal Project Application FY2015
- FY2014 Renewal Detailed Instructions
- Renewal Project Application FY2015
- Before Starting
- Part 1 - SF-424
  - IA. Application Type
  - IB. Legal Applicant
  - IC. Application Details
  - ID. Congressional District(s)
  - 1E. Compliance

The main form area contains the following instructions and questions:

Instructions: [show]

\* 19. Is the Application Subject to Review By State Executive Order 12372 Process?

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

\* 20. Is the Applicant delinquent on any Federal debt?

If "YES," provide an explanation:

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

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



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

# Renewal Project Application

## 1F. Declaration

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

The screenshot displays the '1F. Declaration' screen in the eForms system. On the left is a sidebar with a navigation menu. The main area contains instructions and a form for the 'Authorized Representative'. A callout box highlights the '\* I AGREE:' checkbox, with the word 'Select' written inside it. The form fields are as follows:

- \* I AGREE:**  (Callout: Select)
- 21. Authorized Representative**
- Prefix:** [Dropdown menu]
- First Name:** [Text field]
- Middle Name:** [Text field]
- Last Name:** [Text field]
- Suffix:** [Dropdown menu]
- Title:** [Text field]
- Telephone Number:** (Format: 123-456-7890) [Text field]
- Fax Number:** (Format: 123-456-7890) [Text field]
- Email:** [Text field]
- Signature of Authorized Representative:** [Text field]
- Date Signed:** [Text field]

At the bottom of the form are buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and '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 Renewal Project Application.
3.	Select "Save & Next" at the bottom of the screen 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.*

# Renewal Project Application


## 2A. Project Subrecipients



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

The screen lists all of the Project Applicant's subrecipients as applicable. 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. On the left is a sidebar with user information and navigation links. The main area contains instructions: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the Add icon. To view or update subrecipient information already listed, select the view option.' Below this is a 'Total Expected Sub-Awards' input field and '[Show Filters] | [Clear Filters]' links. A table with columns 'View', 'Organization', 'Type', and 'Sub-Award Amount' is shown, with the message 'This list contains no items'. At the bottom are 'Back' and 'Next' buttons. Two callout boxes are present: one pointing to the 'Add' icon with the text 'Select "Add"', and another pointing to the 'Next' button with the text 'Select "Next" when finished adding project subrecipients'.

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

**NOTE:** Data from the FY 2014 Project Application will populate this screen. Returning Project Applicants will not have to re-enter the information for all subrecipients, unless information has changed and needs to be updated.



# Renewal Project Application

## 2A. Subrecipients (continued)

The screenshot displays the '2A. Project Subrecipients Detail' form within the e.Forms application. 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 this is a field for 'If "Other" specify:
- \* c. Employer or Tax Identification Number:
- \* d. Organizational DUNS:  PLUS 4 . Below this is a red error message: 'Not a valid DUNS number'.
- e. Physical Address:
  - \* Street 1:
  - \* Street 2:
  - \* City:
  - \* State:
  - \* Zip Code:

The left sidebar shows the user is logged in as '2015Test' and provides navigation links for 'Renewal Project Application FY2015', 'FY2014 Renewal Details Instructions', and 'Renewal Project Application FY2015'. Below these are links for 'Before Starting', 'Part 1 - SF-424', and a list of steps: '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', '1E. Compliance', '1F. Selection', and 'Part 2 - Receipt and'.

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 subrecipients (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.</li><li>• If "Other" is selected, 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> If the information entered is for an individual, select "Other" and provide an explanation.
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.

# Renewal Project Application

## 2A. Subrecipients (continued)



The screenshot shows a web-based form for adding subrecipients. On the left is a navigation menu with sections like 'Subrecipient Information', '2A. Subrecipients', '2B. Recipient Performance', etc. The main form area contains several sections:

- \* f. Congressional District(s):** A list of available districts (CA-007 to CA-012) and a 'Selected Items' box.
- \* g. Is the subrecipient a Faith-Based Organization?** A dropdown menu.
- \* h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** A dropdown menu.
- \* i. Expected Sub-Award Amount:** A text input field.
- j. Contact Person:** Fields for Prefix, First Name, Middle Name, Last Name, Title, E-mail Address, Phone Number, and Fax Number.

At the bottom are buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. Two callout boxes provide instructions: one pointing to 'Save & Back to List' and another pointing to 'Save & Add Another'.

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>

# Renewal Project Application

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

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

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

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

# Renewal Project Application


## 2B. Recipient Performance

This screen is new for the FY 2015 CoC program competition. The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (\*) on the "Recipient Performance" screen of the FY 2015 Renewal Project application. The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient; in terms of: timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings and the recapture of any funds from the most recently expired grant term of the project.

The screenshot shows the '2B. Recipient Performance' screen in the eForms system. On the left is a sidebar with navigation options. The main content area contains four sections, each with a mandatory question (marked with an asterisk) and a dropdown menu:

- 1. APR Submission:** \* Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? (Yes/No dropdown)
- 2. HUD Monitoring Findings:** \* Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request? (No dropdown)
- 3. Quarterly Drawdowns:** \* Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? (Yes dropdown)
- 4. Recaptured Funds:** \* Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? (No dropdown)

At the bottom of the form are buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

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

# Renewal Project Application

---

maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project

- If "No," one new question will appear.
  - Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project request in the text box provided.

---

4. Select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for the most recently expired grant term related to this renewal project request.

- If "Yes," one new question will appear.
  - Explain the circumstances that led HUD to recapture funds from the most recently expired grant term related to this renewal project request in the text box provided.

---

5. Select "Save & Next" to move to the next screen.

---

# Renewal Project Application

## 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Projects" screens in **Part 3: Project Information** of the FY 2014 Project Applicants - Renewal Application, as well as completing all mandatory fields marked with an asterisk (\*) on the "Project Detail" screen of the application. The fields on the screens for the remaining forms will vary based on the component selected on this screen.

The screenshot shows the '3A. Project Detail' form in the eForms system. The form includes the following fields and callouts:

- 1. Expiring Grant Number:** NY039327001265 (e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)
- \* 2a. CoC Number and Name:** VA-601 - Fairfax County CoC
- \* 2b. CoC Collaborative Applicant Name:** Fairfax County Office to Prevent and End Homelessness
- 3. Project Name:** Test Renewal 2015
- \* 4. Project Status:** Standard
- \* 5. Component Type:** SSO
- \* 6. Does this project use one or more properties that have been conveyed through the Title V process?** No

Callout boxes provide additional information:


- Callout for fields 2a and 2b: "2a and 2b determine which CoC receives the project application when submitted in e-snaps"
- Callout for field 5: "Component Type determines questions on other screens"

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

"No CoC" can only be selected if your CoC did not register for the FY 2015 CoC Competition or your project is located in geographic area that is unclaimed.

Step	Description
1.	Verify that the "Expiring Grant Number" field populated with information from the "Federal Award Identifier" field on the "Applicant Type" screen.
2.	Select your "CoC Number and Name" from the dropdown menu.
3.	Select your "CoC Applicant Name" from the dropdown menu.
4.	Verify the name of your project populated with the project name listed on your "Projects" screen. If the project name is incorrect:

# Renewal Project Application

- 
- Select the "Save" button.
  - Select "Back to Submissions List" on the left menu bar.
  - Select "Projects" on the left menu bar.
  - Select the "View" icon  to the left of your project to open the "Project Details" screen.
  - In the "Project Name" field, type in the correct name of the project, and select the "Save" button.
  - Return to the Renewal Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.
- 

5. Select your "Project Status" from the dropdown menu.

- Project Applicants typically select "Standard."
- 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."

**Note:** 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.

---

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

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

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

---

7. Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.

---

9. Select "Save & Next" to move to the next screen.

---

# Renewal 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 Project Application.

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

**The questions that appear on screen 3B: Project Description depend on the selection of the component type on screen 3A: Project Detail and, when applicable, whether rental assistance is provided as indicated on screen 3B: Project Description.**

The following pages identify the different versions of screen 3B: Project Description.

**NOTE:**

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



# Renewal Project Application

## 3B. HMIS and SH Projects

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

The screenshot shows the '3B. Project Description' screen. It features a sidebar on the left with a navigation menu. The main content area contains the following elements:

- Instructions:** [show]
- \* 1. Provide a description that addresses the entire scope of the proposed project.** A text input field containing 'Test text..'
- \* 2. Does your project participate in a CoC Coordinated Entry Process?** A dropdown menu with 'Yes' selected.
- \* 3. Does your project have a specific population focus?** A dropdown menu with 'Yes' selected. A callout box points to this dropdown with the text: 'If "Yes," another question will appear.'
- \* 3a. Please identify the specific population focus. (Select ALL that apply)** A list of checkboxes:
  - Chronic Homeless
  - Veterans
  - Youth (under 25)
  - Families with Children
  - Domestic Violence
  - Substance Abuse
  - Mental Illness
  - HIV/AIDS
  - Other  (Click 'Save' to update)
- Other:** A text input field.
- Navigation buttons:** Save, Save & Back, Save & Next, Back, Next, Check Spelling.

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> <li>Applicants must not exceed the maximum character limit.</li> </ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Entry Process. <ul style="list-style-type: none"> <li>If "No" a new field will appear.                             <ul style="list-style-type: none"> <li>Please provide an explanation of why your project does not participate in a CoC Coordinated Entry Process in the text box provided.</li> </ul> </li> </ul>
3	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"> <li>If "No," select "Save &amp; Next" to proceed to the next screen.</li> <li>If "Yes," one new question will appear.                             <ul style="list-style-type: none"> <li>Select all of the boxes that apply.</li> <li>If you select "Other," provide a description of the specific type of population in the text box provided.</li> </ul> </li> </ul>



# Renewal Project Application

- 
- Select "Save & Next" to proceed to the next screen.
- 

## **3B. PH Projects, With Rental Assistance and Without Rental Assistance**

The following screen image identifies a PH project (the component selected on screen 3A. Project Detail) with rental assistance (as indicated in question 5a).

# Renewal Project Application

**2015Test**

Applicant Name: Test Corporation 2015  
 Applicant Number: J90218344  
 Project Name: Test Renewal 2015  
 Project Number: 218199

Renewal Project Application FY2015

FY2014 Renewal Detailed Instructions

Renewal Project Application FY2015

Before Starting

Part 1 - SF-424

1A. Application Type  
 1B. Legal Applicant  
 1C. Application Details  
 1D. Congressional District(s)  
 1E. Compliance  
 1F. Deduction

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients  
 2C. Recipient Performance

Part 3 - Project Information

3A. Project Detail

**3B. Description**

Part 4 - Housing, Services, and PHFC

4A. Section  
 4B. Housing Type

Part 5 - Participants and Outreach Information

5A. Roster(s)  
 5B. Subpopulations  
 5C. Outreach

Part 6 - Performance Measures

6A. Standard  
 6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request  
 7B. Leased Units  
 7C. Leased Structures  
 7D. Rental Assistance  
 7E. Supp. Servs. Budget  
 7F. Operating

7H. Match/Leverage  
 7I. Summary Budget

Part 8 - Attachment(s) & Certification

8A. Attachment(s)  
 8B. Certification

Part 9 - Submission Summary

9B. Summary

View Applicant Profile

Back to Submission List

### 3B. Project Description

Instructions: [show]

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

\* 2. Does your project participate in a CoC Coordinated Entry Process? Yes

\* 3. Does your project have a specific population focus? Yes

\* 3a. Please identify the specific population focus. (Select ALL that apply)

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

Other:

**4. Housing First**

\* a. Does the project quickly move participants into permanent housing? Yes

\* b. Has the project removed the following barriers to accessing housing and services? (Check all that apply)

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>

\* c. Has the project removed the following as reasons for program termination?

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>

\* d. Does the project follow a "Housing First" approach? No

\* 5. Does the PH project provide PSH or RRN? -- select --

\* 5a. Does the project request costs under the rental assistance budget line item? Yes

\* 5b. Is this a CoC Program leasing or former SHP project that had been approved by HUD to revise the renewal project budget from leasing to rental assistance? No  
(This change must have been listed on the final HUD-approved GW. See 24 CFR 570.49(b)(8))

If "Yes," another question will appear.

If "Yes," requesting rental assistance, another question will appear.

# Renewal Project Application

The following screen image identifies a PH project (the component selected on screen 3A. Project Detail) without rental assistance (as indicated in question 5a).

**3B. Project Description**

Instructions: [show]

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

\* 2. Does your project participate in a CoC Coordinated Entry Process? Yes

\* 3. Does your project have a specific population focus? Yes

If "Yes," another question will appear.

\* 3a. Please identify the specific population focus. (Select ALL that apply)

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

Other: \_\_\_\_\_

**4. Housing First**

\* a. Does the project quickly move participants into permanent housing? Yes

\* b. Has the project removed the following barriers to accessing housing and services? (Check all that apply)

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>

\* c. Has the project removed the following as reasons for program termination?

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>

\* d. Does the project follow a "Housing First" approach? No

\* 5. Does the PH project provide PSH or RRH? --select--

\* 5a. Does the project request costs under the rental assistance budget line item? No

No," not requesting rental assistance

Save Save & Back Save & Next Back Next Check Spelling

# Renewal Project Application

The following instructions apply to screen 3B. Project Description for PH projects with and without rental assistance.

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"><li>• Applicants must not exceed the maximum character limit.</li></ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Entry Process. <ul style="list-style-type: none"><li>• If "No" a new field will appear.<ul style="list-style-type: none"><li>○ Please provide an explanation of why your project does not participate in a CoC Coordinated Entry Process in the text box provided.</li></ul></li></ul>
3.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"><li>• If "Yes," select "Save" and one new question will appear.<ul style="list-style-type: none"><li>○ Select all of the boxes that apply.</li><li>○ If you select "Other," provide a description of the specific type of population in the text box provided.</li></ul></li></ul>
4.	Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing. <ul style="list-style-type: none"><li>• Select all of the boxes that apply to indicate which, if any, of the barriers to accessing housing and services has been removed.</li><li>• Select all of the boxes that apply to indicate which reasons have been removed as reasons for program termination.</li><li>• Based on your selections of "Yes" or "No" to the above questions, this response will auto-populate, "Yes" or "No", to indicate if your project follows a Housing First approach</li></ul>
5.	Select "Yes" if your project provides PSH or RRH.
6.	Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item and select "Save." <ul style="list-style-type: none"><li>• If "Yes," an additional field will appear. Select "Yes" or "No" to indicate if this is a CoC Program leasing project or former SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)).</li></ul>
8.	Select "Save & Next" to proceed to the next screen.

# Renewal Project Application

## 3B. TH Projects, With and Without Rental Assistance

The following screen image identifies a TH project (the component selected on screen 3A. Project Detail) with rental assistance (as indicated in question 5).

**3B. Project Description**

Instructions: [show]

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

Text text.

\* 2. Does your project participate in a CoC Coordinated Entry Process? Yes

\* 3. Does your project have a specific population focus? Yes

\* 3a. Please identify the specific population focus. (Select ALL that apply)

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

Other:

**4. Housing First**

\* a. Does the project quickly move participants into permanent housing? Yes

\* b. Has the project removed the following barriers to accessing housing and services? (Check all that apply)

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>

\* c. Has the project removed the following as reasons for program termination?

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>

\* d. Does the project follow a "Housing First" approach? No

\* 5. Does the project request costs under the rental assistance budget line item? Yes

\* 5b. Is this a CoC Program leasing or former SHP project that had been approved by HUD to revise the renewal project budget from leasing to rental assistance? No  
(This change must have been listed on the final HUD-approved GW. See 24 CFR 578.49(b)(8))

Save    Save & Back    Save & Next  
Back    Next  
Check Spelling

If "Yes," another question will appear.

If "Yes," requesting rental assistance, another question will appear.

# Renewal Project Application

The following screen image identifies a TH project (the component selected on screen 3A. Project Detail) without rental assistance (as indicated in question 5).

**3B. Project Description**

Instructions: [show]

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

\* 2. Does your project participate in a CoC Coordinated Entry Process? Yes

\* 3. Does your project have a specific population focus? Yes

\* 3a. Please identify the specific population focus. (Select ALL that apply)

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

Other:

**4. Housing First**

\* a. Does the project quickly move participants into permanent housing? Yes

\* b. Has the project removed the following barriers to accessing housing and services? (Check all that apply)

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>

\* c. Has the project removed the following as reasons for program termination?

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input type="checkbox"/>

\* d. Does the project follow a "Housing First" approach? No

\* 5. Does the project request costs under the rental assistance budget line item? No

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

If "Yes," another question will appear.

"No," not requesting rental assistance



# Renewal Project Application

The following instructions apply to screen 3B. Project Description for TH projects with and without rental assistance.

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none"><li>• Applicants must not exceed the maximum character limit.</li></ul>
2.	<p>Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Entry Process.</p> <ul style="list-style-type: none"><li>• If "No", an additional field will appear.<ul style="list-style-type: none"><li>○ Please provide an explanation of why your project does not participate in a CoC Coordinated Entry Process in the text box provided.</li></ul></li></ul>
3.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none"><li>• If "Yes," one new question will appear.<ul style="list-style-type: none"><li>○ Select all of the boxes that apply.</li><li>○ If you select "Other," provide a description of the specific type of population in the text box provided.</li></ul></li></ul>
4.	<p>Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.</p> <ul style="list-style-type: none"><li>• Select all of the boxes that apply to indicate which, if any, of the barriers to accessing housing and services has removed.</li><li>• Select all of the boxes that apply to indicate which reasons were removed as reasons for program termination.</li><li>• Based on your selections of "Yes" or "No" to the above questions, this response will auto-populate, "Yes" or "No", to indicate if your project follows a Housing First approach.</li></ul>
5.	<p>Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item.</p> <ul style="list-style-type: none"><li>• If "Yes", an additional field will appear.<ul style="list-style-type: none"><li>○ Select "Yes" or "No" to indicate if this is a CoC Program leasing project or former SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)).</li></ul></li></ul>
6.	<p>Select "Save &amp; Next" to proceed to the next screen.</p>



# Renewal Project Application

## 3B. SSO Projects

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

**eForms** Logout

**2015test**

**Applicant Name:** Test Organization 2015  
**Applicant Number:** 702215244  
**Project Name:** Test Renewal 2015  
**Project Number:** 119490

Renewal Project Application FY2015

FY2014 Renewal Detailed Instructions

Renewal Project Application FY2015

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Input Application  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Description  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Recipient Performance  
Part 3 - Project Information  
3A. Project Detail  
**3B. Description**  
Part 4 - Housing, Services, and HHS  
Part 5 - Participants and Outreach Information  
3A. Households  
3B. Subpopulations  
3C. Outreach  
Part 6 - Performance Measures  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request  
7C. Planned Structure  
7E. Resp. Desc. Budget  
7H. Match/Leverage  
7I. Summary Budget  
Part 8 - Attachment(s) & Certification

### 3B. Project Description

Instructions: [show]

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

Text text.

\* 2. Does your project participate in a CoC Coordinated Entry Process? Yes

\* 3. Does your project have a specific population focus? Yes

\* 3a. Please identify the specific population focus. (Select ALL that apply)

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

Other:

#### 4. Housing First

\* a. Does the project quickly move participants into permanent housing? Yes

\* b. Has the project removed the following barriers to accessing housing and services? (Check all that apply)

Having too little or no income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input checked="" type="checkbox"/>

\* c. Has the project removed the following as reasons for program termination?

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Domestic violence	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area.	<input checked="" type="checkbox"/>

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

If "Yes," another question will appear.

This response auto-populates based on prior responses.

# Renewal Project Application

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none"><li>• Applicants must not exceed the maximum character limit.</li></ul>
2.	<p>Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Entry Process.</p> <ul style="list-style-type: none"><li>• If "No", an additional field will appear.<ul style="list-style-type: none"><li>○ Please provide an explanation of why your project does not participate in a CoC Coordinated Entry Process in the text box provided.</li></ul></li></ul>
3.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none"><li>• If "No," select "Save &amp; Next" to proceed to the next screen.</li><li>• If "Yes," one new question will appear.<ul style="list-style-type: none"><li>○ Select all of the boxes that apply.</li><li>○ If you select "Other," please provide a description of the specific type of population in the text box provided.</li></ul></li></ul>
4.	<p>Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing. Select all of the boxes that apply to indicate which, if any, of the barriers to accessing housing and services has removed.</p> <ul style="list-style-type: none"><li>• Select all of the boxes that apply to indicate which reasons were removed as reasons for program termination.</li><li>• Based on your selections of "Yes" or "No" to the above questions, this response will auto-populate, "Yes" or "No", to indicate if your project follows a Housing First approach.</li></ul>

# Renewal Project Application

The screenshot shows a web application interface for a renewal project application. On the left is a navigation sidebar with links: "88. Attachments", "88. Confirmation", "Part 9 - Submission Summary", "88 Summary", "View Applicant Profile", "Export to PDF", "Get PDF Viewer", and "Back to Submissions List". The main content area displays question 5: "\* 5. Please select the type of SSO project:". A dropdown menu is set to "Coordinated Entry". Below this are sub-questions 5a through 5f, each with a dropdown menu or a text input field. A callout box with a pointer to the dropdown menu contains the text: "If 'Coordinated Entry,' a series of questions will appear." At the bottom of the form are buttons for "Save", "Save & Next", "Save & Next", "Back", "Next", and "Check Spelling".

Step	Description
5.	<p>From the dropdown menu provided, please select the type of SSO project that best characterizes your project: "Street Outreach," "Housing Project or Housing Structure Specific," "Coordinated Entry," or "Standalone Supportive Services."</p> <ul style="list-style-type: none"> <li>If you select "Coordinated Entry," select "Save." Six new questions will appear. <ul style="list-style-type: none"> <li>In 5a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.</li> <li>In 5b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible.</li> <li>In 5c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance in the text box provided.</li> <li>In 5d, select "Yes" or "No" to indicate if the coordinated entry process use a comprehensive, standardized assessment process.</li> <li>In 5e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided.</li> <li>In 5f, select "Yes" or "No" to indicate if the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Chronically Homeless, Individuals, Families, and Youth in the text box provided.</li> </ul> </li> </ul>
6.	Select "Save & Next" to proceed to the next screen.

# Renewal 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**.

# Renewal Project Application

## 4A. Supportive Services for Participants (PH, TH, SH, SSO)

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

The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2015 Project Application should capture the capacity of the project to efficiently provide supportive services to project participants. The information provided must be accurate and complete.

The screenshot shows the eForms interface for the '4A. Supportive Services for Participants' screen. On the left, a sidebar displays applicant information for '2015Test', including Applicant Name, Applicant Number, Project Name, and Project Number. The main content area contains the following questions:

- \* 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?** (Dropdown menu with 'Yes' selected)
- \* 1b. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?** (Dropdown menu with 'No' selected)
- \* 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 input field)

Callout boxes provide additional instructions: one points to the dropdown menus with the text 'Select "Yes," "No," or "Not applicable"', and another points to the text input field with the text 'If you selected "No," provide reason for non-compliance'.

Step	Description
1.	In 1a, select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether proposed project policies and practices are consistent with the laws related to providing education services to individuals and families.. <ul style="list-style-type: none"><li>Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li></ul>
2.	<ul style="list-style-type: none"><li>In 1b, select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the proposed project has a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate. Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li></ul>
3.	If you answered "No" to questions 1a and/or 1b on this screen, you will be required to describe the manner in which you will take into account the educational needs of children when youth and/or families are placed in housing.

# Renewal Project Application

## 4A. Supportive Services for Participants (PH, TH, SH, SSO) (continued)

\* 2. 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 "See" 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--

3. Please identify whether the project includes the following activities:

\* 3a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes

\* 3b. Use of a single application form for four or more mainstream programs? Yes

\* 3c. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? Yes

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

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

Save Save & Back Save & Next Back Next Check Spelling

- | Step | Description   |
|------|---|
| 4.   | In the table provided, using the dropdown next to each service type, indicate who will provide the service and frequency of service that will be provided to project participants.  |
| 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 annual with participants to ensure mainstream benefits are received and renewed.</li> <li>Provides access to program participants to SSI/SSDI technical assistance, either by the applicant, a subrecipient, or a partner agency. If "Yes," a new field appears. <ul style="list-style-type: none"> <li>Select "Yes" or "No" to indicate if the staff person providing the technical assistance completed SOAR training in the past 24 months.</li> </ul> </li> </ul> |
| 6.   | Select "Save & Next" to proceed to the next screen.   |

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

# Renewal Project Application

## 4A. HMIS Standards (HMIS)

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

The screenshot shows the 'e.Forms' application interface. The main content area is titled '4A. HMIS Standards'. It contains the following elements:

- Instructions:** [show]
- Question 1a:** "1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the HMIS Data Standard Notice?" with a dropdown menu.
- Question 1b:** "1b. If no, explain why and the planned steps for compliance." with a text input field and a red label "Max. 500 characters".
- Question 2a:** "2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, quarterly reports, data for CAPER/ESG reporting, etc)." with a dropdown menu.
- Question 2b:** "2b. If no, explain why and the planned steps for compliance." with a text input field and a red label "Max. 500 characters".

The left sidebar shows the project details for '2015nest' and a navigation menu with the following items:

- 2015nest
- Applicant Name: [redacted]
- Applicant Number: [redacted]
- Project Name: [redacted]
- Project Number: [redacted]
- Renewal Project Application FY2015
- FY2014 Renewal Detailed Instructions
- Renewal Project Application FY2015
- Before Starting
- Part 1 - SF-424
  - 1A. Application Type
  - 1B. Legal Applicant
  - 1C. Application Details
  - 1D. Congressional District(s)
  - 1E. Compliance
  - 1F. Declaration
- Part 2 - Receipts and Subrecipient

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.*



# Renewal Project Application

## 4A. HMIS Standards (HMIS) (continued)

Subrecipient Information  
 2A. Subrecipients  
 2B. Recipient Performance  
 Part 3 - Project Information  
 3A. Project Detail  
 3B. Description  
 Part 4 - Housing, Services, and HMIS  
**4A. HMIS Standards**  
 Part 5 - Not Applicable for HMIS  
 Part 6 - Not Applicable for HMIS  
 Part 7 - Budget Information  
 7A. Funding Request  
 7H. Match/Leverage  
 7I. Summary Budget  
 Part 8 - Attachment(s) & Certification  
 8A. Attachment(s)  
 8B. Certification  
 Part 9 - Submission Summary  
 9B. Summary  
 View Applicant Profile

\* 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.) Yes

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

If "Yes," another question will appear.

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

Step	Description
4.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to search client records to determine if a client is actively receiving services in the CoC.
5.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a security officer.
7.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
8.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts 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.). <ul style="list-style-type: none"> <li>If "Yes," one new question will appear.               <ul style="list-style-type: none"> <li>Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users.</li> </ul> </li> </ul>
11.	Select "Save & Next" to proceed to the next screen.




# Renewal Project Application

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

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

The list in the "Housing Type and Location" screen **Part 4: Housing, Services, and HMIS** 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 table with columns: View, Housing Type, Units, Beds, Dedicated CH Beds, and Non-Dedicated CH Beds. A callout box points to an 'Add' icon in the table header. Above the table are summary fields: Total Units, Total Beds, Total Veterans Beds, Total Family Beds, and Total Youth Beds. The table contains one row with 'Clustered apartments' and values of 0 for Units, Beds, and Non-Dedicated CH Beds.

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

**NOTE:** *This screen will vary, depending upon whether you choose PH, TH, or SH as the component type of screen 3A. If you choose PH, only the "Total Units" and "Total Beds" fields appear. If you choose TH, only the "Total Units," "Total Beds," and "Youth Beds" fields will appear.*



# Renewal Project Application

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

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

- | Step | Description  |
|------|--|
| 1.   | <p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none"> <li>• Barracks</li> <li>• Dormitory, shared or private rooms</li> <li>• Shared housing</li> <li>• Single Room Occupancy (SRO) units</li> <li>• Clustered apartments</li> <li>• Scattered site apartments (including efficiencies)</li> </ul> |

# Renewal Project Application

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

# Renewal Project Application

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

The upcoming pages contain instructions for the two “Project Participants” screens—one for “Households” and the other for “Subpopulations.” The questions related to project participants are applicable to all projects except HMIS-dedicated projects.

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

- 
- NOTE:** (1) *The data gathered on these “Project Participants” screens consist of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*
- 
- NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled 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.*
- 

*See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection.*

# Renewal Project Application

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

This section of the instructional guide 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

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

**“Total Persons” for this Household Type**

# Renewal Project Application

The “Total Persons” field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B. While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-CH veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually-diagnosed, fitting into more than one subpopulation. Therefore, an HIV positive and chronic substance abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

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 may 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.

5B. Project Participants - Subpopulations										
Instructions: [Show]										
Persons in Households with at Least One Adult and One Child										
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	
0	0	0	0	0	0	0	0	0	0	0
<b>Total Persons</b>										
Click here to automatically calculate totals										
<small>The total number of participants entered in the row above labeled "Adults over age 24" does not correspond to the number entered for Adults over age 24 in the column labeled "Persons in Households with at Least One Adult and One Child" on screen 5B.</small>										
Persons in Households without Children										
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	
0	0	0	0	0	0	0	0	0	0	0
<b>Total Persons</b>										
Persons in Households with Only Children										
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	
0	0	0	0	0	0	0	0	0	0	0
<b>Total Persons</b>										

# Renewal Project Application

## 5A. Project Participants - Households

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

The screenshot shows the '5A. Project Participants - Households' screen. It features a sidebar on the left with navigation options like '2013Next', 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Number', 'Renewal Project Application FY2015', 'FY2014 Renewal Detailed Instructions', 'Renewal Project Application FY2015', 'Before Starting', 'Part 1 - SF-624', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Data', '1E. Summary', '1F. Part 5B. Information'. The main content area has a title '5A. Project Participants - Households' and an 'Instructions: [show]' link. Below this are two tables. The first table, 'Households', has columns: 'Households with at Least One Adult and One Child', 'Adult Households without Children' (with a value of 74), 'Households with Only Children', and 'Total' (with a value of 74). The second table, 'Characteristics', has columns: 'Persons in Households with at Least One Adult and One Child', 'Adult Persons in Households without Children' (with a value of 74), 'Persons in Households with Only Children', and 'Total'. Below the tables are buttons for 'Save', 'Save & Back', and 'Save & Next'. A callout box points to the 'Total' field in the 'Households' section, stating 'Select "Save" to calculate totals'. Another callout box points to the 'Save & Next' button, stating 'Select "Save & Next" to proceed'. The interface also includes a top navigation bar with the eForms logo and a 'Logout' link.

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

# Renewal Project Application

## 5B. Project Participants - Subpopulations

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

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.

**Instructions (Show)**

**Persons in Households with at Least One Adult and One Child**

Characteristic	Generally Homeless Non-Veterans	Generally Homeless Veterans	Non-Homeless Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under age 18										
<b>Total Persons</b>										

**Persons in Households without Children**

Characteristic	Generally Homeless Non-Veterans	Generally Homeless Veterans	Non-Homeless Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
<b>Total Persons</b>										

**Persons in Households with Only Children**

Characteristic	Generally Homeless Non-Veterans	Generally Homeless Veterans	Non-Homeless 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
Associated Children under age 18										

Click Save to automatically calculate totals

The total number of contacts entered in the row above labeled "Adults over age 24" does not correspond to the number entered for adults over age 24 in the column labeled "Adult Persons in Households without Children" on screen 5A.

Select "Save" to calculate totals

Select "Save & Next" to proceed

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



# Renewal 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.*

# Renewal 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 project participants are coming.

The screenshot displays the '5C. Outreach for Participants' screen. The main content area contains instructions and a list of locations for participants. The instructions state: '1. Enter the percentage of project participants that will be coming from each of the following locations.' The locations listed are: 'Directly from the street or other locations not meant for human habitation', 'Directly from emergency shelters', 'Directly from safe havens', 'From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens. Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)', and 'Homeless persons as defined under other federal statutes (TH and SSO only and HUD approval REQUIRED)'. Below these is a 'Total of above percentages' field. A second instruction states: '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 AND/OR If "Persons at imminent risk..." is greater than 0 percent, identify the project as either an SSO or TH project and verify that persons served will be within 14 days of losing their housing and becoming literally homeless.' Below this is a text input field. At the bottom of the screen, there are three main buttons: 'Save', 'Save & Back', and 'Save & 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'. A sidebar on the left contains a navigation menu with sections like '2015Start', 'Application Summary', 'Application Details', 'Project Summary', 'Renewal Project Application P2015', 'HUD's Revised (Revised) Locations', 'Renewal Project Application P2015', 'Before Starting Part 1 - 01-02', '1A-Application Type', '1B- Legal Applicant', '1C- Applicant Status', '1D- Congressional District(s)', '1E- County/State', '1F- Operation', 'Part 2 - Recipient and Subrecipient Information', '2A- Subrecipient', '2B- Subrecipient Performance', 'Part 3 - Project Information', '3A- Project Description', '3B- Description', 'Part 4 - Housing Tenure and HHS', '4A- Tenure', '4B- Housing Type', 'Part 5 - Participants and Outreach Information', and '4C- Outreach Information'.

Step	Description
1.	<p>Enter the percentage of project participants from each of the following locations/situations:</p> <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> <li>• From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens</li> <li>• Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing - (only applicable to TH or SSO projects)</li> <li>• Homeless persons as defined under other federal statutes - (TH and SSO projects and HUD approval)</li> </ul>

# Renewal Project Application

- Persons fleeing domestic violence

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 describe where the other persons (not identified) are coming from and how these persons meet the HUD homeless definition and the project type eligibility requirements.
4. If "Persons at imminent risk..." is greater than 0 percent, identify the project as either an SSO or TH project and verify that persons served will be within 14 days of losing their housing and becoming literally homeless. This field is required if the total percentage calculated above is less than 100 percent or if a number greater than 0 was entered in the "Persons at imminent risk of losing their nighttime residence" field. If required, applicants must explain where the unaccounted for participants will come from and/or must affirm that persons at imminent risk meet the aforementioned eligibility criteria.
5. Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

**NOTE:**

- *PH projects of all types are prohibited from selecting Category 2, "persons at imminent risk" and Category 3, "homeless persons as defined under other federal statutes."*
- *TH and SSO projects may select a percentage of the population to be served as coming from "persons at imminent risk" and must provide an explanation addressing the 14 day eviction and the persons becoming literally homeless.*
- *TH and SSO projects are prohibited from selecting to serve "homeless persons as defined under other federal statutes"; unless the applicant has documentation that the CoC applied for and was approved by HUD to serve this population.*

# Renewal 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: e-snaps Resources webpage on the HUD Exchange* at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

Next, this instructional guide will discuss the Budget screens for FY 2015.

# Renewal 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.

- The budgets you are required to complete must correlate to the budget line items indicated on the final HUD-approved GIW. You will select the relevant budgets on the “Funding Request” screen. Once you make these selections, your left-hand 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: e-snaps 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 for FY 2015.

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

**NOTE:**

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

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

# Renewal Project Application

## 8A. Attachments (continued)

**2015Test**

Applicant Name:  
Test Organization 2015  
Applicant Number:  
703218244  
Project Name:  
Test Renewal 2015  
Project Number:  
118499

Renewal Project:  
Application FY2015

FY2014 Renewal Detailed  
Instructions

Renewal Project:  
Application FY2015

**8A. Attachment(s)**

Instructions: [show]

Select a link

Document Type	Required?	Download	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No	--		No Attachment
2) Other Attachment	No	--		No Attachment
3) Other Attachment	No	--		No Attachment

Back Next

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

# Renewal 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.

**e.snaps** e.Forms Logout

**2015Test**

**Applicant Name:** Test Organization 2015  
**Applicant Number:** 702718041  
**Project Name:** Test ( renewed ) 2015  
**Project Number:** 11b499

Renewal Project Application FY2015

FY2014 Renewal Detailed Instructions

Renewal Project Application FY2015

Before Starting Part 1 - SF-424  
1A: Application Type  
1B: Legal Applicant

**Attachment Details**

**\* Document Description:**


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

**Document Type:** 1) Subrecipient Nonprofit Documentation  
**Maximum Size:** 5 MB  
**Allowable Formats:** zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff  
**Instructions:** Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization.

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.**

- Select 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 *Creating a Zip File* document in the General Resources section of the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.



# Renewal 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 Competition NOFA. The Project Applicant should carefully review all of the items carefully.

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

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

test

**Name of Authorized Certifying Official:** Juan Johnson

**Date:** 09/10/2015

**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 provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided.
2.	Verify the name of the Project Applicant organization’s Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization’s Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select “Save & Next” to proceed to the next screen.

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

**NOTE:**

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

# Renewal Project Application

## 9B. Submission Summary (continued)

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

Page	Last Updated
1A. Application Type	08/10/2015
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/10/2015
1E. Compliance	08/10/2015
1F. Declaration	08/10/2015
2A. Subrecipients	08/10/2015
2B. Recipient Performance	08/10/2015
3A. Project Detail	08/10/2015
3B. Description	08/10/2015
4A. Services	08/10/2015
4B. Housing Type	08/10/2015
5A. Households	08/10/2015
5B. Subpopulations	No Input Required
5C. Outreach	08/10/2015
6A. Standard	08/10/2015
6B. Additional Performance Measures	No Input Required
7A. Funding Request	Please Complete
7B. Leased Units	Please Complete
7C. Leased Structures	Please Complete
7E. Supp. Svcs. Budget	Please Complete
7F. Operating	Please Complete
7H. Match/Leverage	No Input Required
7I. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	08/10/2015

**Notes:**

- Total Assistance Requested Amount has to be greater than \$0.
- Leased Units: There must be a non-zero value in the # of units column and a Total Request value greater than \$0.
- 7B, Leased Units list contains 1 incomplete item.
- Total Assistance Requested Amount has to be greater than \$0.
- 7C, Leased Structures list contains 1 incomplete item.
- Total Assistance Requested Amount has to be greater than \$0.
- Total Assistance Requested Amount has to be greater than \$0.

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

# Renewal Project Application

## Submitting the Project Application

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

**9B Submission Summary**

Page	Last Updated
1A. Application Type	08/10/2015
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/10/2015
1E. Compliance	08/10/2015
1F. Declaration	08/10/2015
2A. Subrecipients	08/10/2015
2B. Recipient Performance	08/10/2015
3A. Project Detail	08/10/2015
3B. Description	08/10/2015
4A. Services	08/10/2015
4B. Housing Type	08/10/2015
5A. Households	08/10/2015
5B. Subpopulations	No Input Required
5C. Outreach	08/10/2015
6A. Standard	08/10/2015
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/10/2015
7B. Leased Units	08/10/2015
7C. Leased Structures	08/10/2015
7E. Supp. Svcs. Budget	08/10/2015
7F. Operating	08/10/2015
7H. Match/Leverage	08/10/2015
7I. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	08/10/2015

Buttons: Back, Next, **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.                           |

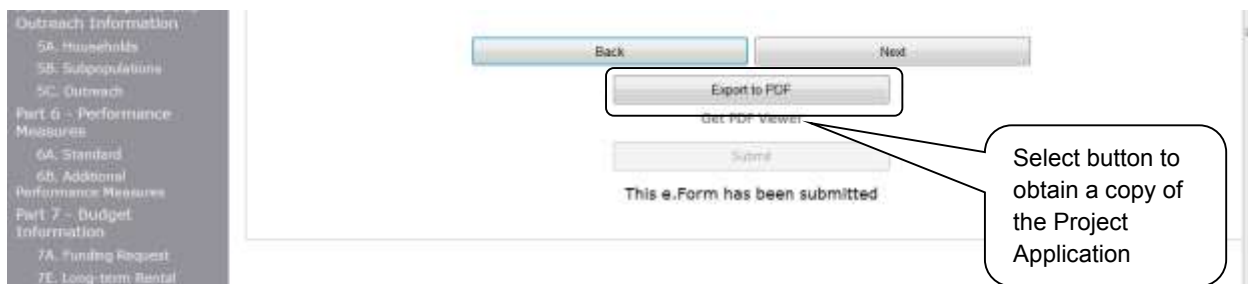
# Renewal Project Application

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



## Exporting to PDF

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



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

# Renewal Project Application

## Trouble-shooting When You Cannot Submit the Project Application

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

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

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)	08/10/2015
1E. Compliance	08/10/2015
1F. Declaration	08/10/2015
2A. Subrecipients	08/10/2015
2B. Recipient Performance	08/10/2015
3A. Project Detail	08/10/2015
3B. Description	08/10/2015
4A. Services	08/10/2015
4B. Housing Type	08/10/2015
5A. Households	08/10/2015
5B. Subpopulations	No Input Required
5C. Outreach	08/10/2015
6A. Standard	08/10/2015
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/10/2015
7B. Leased Units	08/10/2015
7C. Leased Structures	08/10/2015
7E. Supp. Svcs. Budget	08/10/2015
7F. Operating	08/10/2015
7H. Match/Leverage	08/10/2015
7I. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	08/10/2015

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

# Renewal Project Application

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

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

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

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


**NOTE:**

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

# Renewal Project Application

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

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

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

**NOTE:**

*The "View Applicant Profile" link in the left menu bar is intended only to view the Project Applicant Profile and not to make any updates.*




# Renewal Project Application

## ***Project Application Changes***

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. This process is similar to last year's competition. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests that a change be made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

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

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

# Renewal Project Application

## Next Steps

Congratulations on submitting your Renewal Project Application!

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

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2015 CoC Program Competition. Please make sure you keep in contact with the organization in case any changes need to be made.

For additional resources, such as the New Project Application instructional guide, 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>.