

e-snaps Instructional Guide

FY 2016 Renewal Project Application



2016, Version 1

2016 Renewal Project Application

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Renewal Project Application

Introduction

Welcome to the Renewal Project Application *e-snaps* 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 submits 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/>.

All Project Applicants are strongly encouraged to read the FY 2016 CoC Program Competition NOFA and the FY 2016 Registration Notice in full.

Objectives

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

- Access *e-snaps*
- Register for the FY 2016 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 2016 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

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

The CoCs will do the following:

- (1) Review and either 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 or rejected 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, attach currently dated and accurately completed HUD required forms (HUD-2880 and HUD-50070), ensure the organizations non-profit documentation is attached, and select the "Complete" button in order to continue 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 2016 Renewal Project Application funding opportunity, creating a FY 2016 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2016 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section 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.

Renewal Project Application

- **Amending the Project Application.** If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

NOTE:
**Amending
an
Application**

If the CoC amends the project application back to the Project Applicant for revision or correction, it is the Project Applicant's and Collaborative Applicant's responsibility to ensure the project application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD. If a project application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.

Highlights in e-snaps for the FY 2016 CoC Program Competition

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

- **Project Application Changes**
 - For renewal projects, HUD has removed questions related to *Coordinated Entry* from Screen 3B for CoC renewal applications. Note: These questions remain for New Project Applications.
 - For renewal projects, HUD has removed questions related to *Educational Assurances* from Screen 4A for CoC renewal applications. Note: These questions remain for New Project Applications.
 - HUD has removed the two screens and questions related to Performance Measures from what was previously Part 6 of the application.
 - HUD has removed the questions related to Leverage Amounts from what was previously Part 7 "Sources of Match or Leverage" screen of the application.
- **The "Project Application" and "CoC Priority Listing."**
 - The Project Application includes the information submitted on the SF-424 forms as well as the application submitted by renewal and new Project Applicants for funding consideration.
 - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing. The CoC Priority Listing also includes the reallocation forms that the Collaborative Applicant will need to complete if eligible renewal projects are being reallocated to create eligible new projects, along with an attachment form for the required HUD form, HUD-2991, and the final HUD-approved GIW.
- **Importing of Data from Prior Year Project Application.** Project Applicants will be able to import data from the FY 2015 Project Application(s). If you import the FY 2015 project application, all information will not need to be re-entered on the FY 2016 project application; however, you

Renewal Project Application

should carefully review the imported information to ensure it is accurate. If your FY 2015 project application was tagged with an issue or condition by HUD that you had to resolve before issuance of the grant agreement, you should ensure the FY 2016 project application is corrected accordingly. Similarly, you should also ensure that all responses adhere to the FY 2016 CoC Program Competition NOFA..

- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

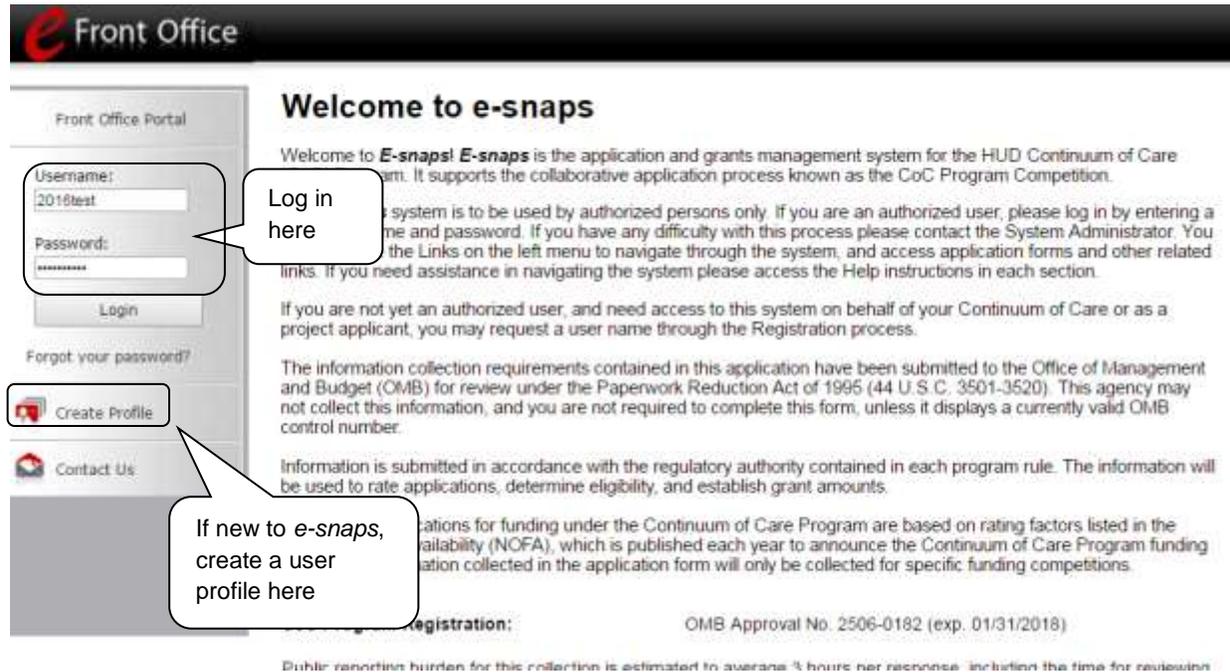
This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

- **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 current and accurate HUD 2880, completed and signed between May 1, 2016 and September 14, 2016 must be uploaded during the FY 2016 CoC Program Competition. See the FY 2016 CoC Program Competition NOFA for the applicable date range for the HUD -2880 and HUD-50070 and ensure your documents meet these requirements. Failure to attach correctly dated and completed HUD required forms will result in conditions being added to your project if conditionally awarded which will delay the issuance of a grant agreement.
- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Program Competition application.
- **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 CoC Program Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs. In the FY 2016 CoC Program Competition, there were only five Collaborative Applicants designated as a UFA and all five Collaborative Applicants were notified of this designation during the FY 2016 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 FY 2016 CoC Program Competition.



NOTE:

Each e-snaps user must have his or her unique login credentials. Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.

Renewal Project Application

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps .
2.	On the left menu bar, enter your username and password. You will then enter 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 continue 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. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens is accurate and must select the “Complete” button on the “Submission Summary” screen.

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

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

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, 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 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/>



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

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

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

Renewal Project Application

Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2016 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2016 CoC Program Competition.

Front Office

Trainer1

Applicant: Project Applicant A (197019902)

Confirm the correct Applicant listed in the field

Select "Funding Opportunity Registrations"

Funding Opportunity Registrations

NEW	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	CoC Full Annual Performance Report	0	Jul 19, 2010	Jun 20, 2020
	CoC Planning Project Application FY2016	0	Sep 16, 2014	Dec 31, 2018
	ListTest	0	Apr 29, 2015	Apr 26, 2017
	New Project Application FY2016	0	Sep 16, 2014	Dec 31, 2018
	Renewal Project Application FY2016	0	Sep 16, 2014	Dec 31, 2018
	Test	0	Apr 29, 2015	Apr 26, 2017
	UFA Costs Project Application FY2016	0	Sep 16, 2014	Dec 31, 2018

Note the Funding Opportunity Name

- | 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 2016." |
| 4. | The "Funding Opportunity Details" screen appears. |

Renewal Project Application

Front Office

Trainer 1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Applicant: Project Applicant A (197019902)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2016
Start Date: Sep 16, 2014
End Date: Jan 1, 2019

Funding Opportunity Registration

Project Applicant A (197019902) has been registered.

Back

- | 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.

Renewal Project Application

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.

"Add" icon appears after selection in dropdown menu

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	Project Test Renewals FY 2016	135039	Renewal Project Application FY2016	Project Applicant A	197019902	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal Project Application FY 2016" 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.

Renewal Project Application

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

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">Enter the project name that is being renewed that will appear in the grant award letter.
3.	In the "Import Data From:" field, select the project that is being renewed. Importing will ensure that your project information from the FY 2015 project application is imported and will decrease the amount of information that must be entered in the FY 2016 Project Application. If you are renewing for the first time in the FY 2016 CoC Program Competition you will not be able to import from your previous 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">Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



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

Please ensure you are working under the correct Project Applicant.

Renewal Project Application

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.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Project Test Renewals FY 2016 135039	Renewal Project Application FY2016 Renewal Project Application FY2016	Sep 16, 2014	Nov 19, 2016	Primary Applicant	1	
	Test Renewal FY 2016 135042	Renewal Project Application FY2016 Renewal Project Application FY2016	Sep 16, 2014	Nov 19, 2016	Primary Applicant	1	

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



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 2016 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 go back and correct it in the Project Applicant Profile.*
- *If you are in the Project Application and you need to update the Project Applicant Profile, do not use the "View Applicant Profile" link on the left menu bar. Instead, select "Back to Submissions List," select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name. Next, make the appropriate corrections as needed.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, continue 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. You should review and update each screen to ensure that the imported information is current and all fields have been completed.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*
- *Review the instructions in the Submitting the Project Application section in this guide.*

Renewal Project Application

Accessing the Renewal Project Application

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

Front Office

Trainer1

Front Office Portal

Profile

My Account
Change Password

Submissions

Applicants
Funding Opportunity
Registration
Projects

Contact Us

Applicant: Project Applicant A (197019902)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Test Renewal FY 2016

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Action	Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Test Renewal FY 2016	135042	Renewal Project Application FY2016	Renewal Project Application FY2016	Sep 16, 2014	Nov 19, 2016	Primary Applicant	1	

- | Step | Description |
|------|--|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name "Renewal Project Application FY 2016." |
| 4. | The "Before Starting" screen appears. |

Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2016 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 e-Forms system. The main content area contains the following text:

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

Things to Remember

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the [HUD Exchange Ask a Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program Competition. For more information see FY 2016 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2016 CoC Program NOFA and the FY 2016 General Section NOFA.
- 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 onscreen text and the hide/show instructions found on each individual screen.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- 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 2015 Project Application will be imported into the FY 2016 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 2015 post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- 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 Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 576, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the number of units and unit size as approved in the final HUD-approved GIW. **If the ARA is reduced through the process, the final project funding request must reflect the reduced amount listed on the CoC's GIW.** HUD will approve or reject any renewal project that fails to adhere to 24 CFR part 576 and the FY 2016 CoC Program Competition NOFA.

Navigation buttons include 'Back', 'Next', and 'Back to Submissions List' (located in the left sidebar). Callout boxes highlight the 'Next' button and the 'Back to Submissions List' button.

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 2016 Project Application.

The screenshot shows the '1A. Application Type' screen in the e.Forms system. The sidebar on the left lists navigation options: 'Renewal Project Application FY2016', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', 'Project Number: 135042', 'Renewal Project Application FY2016', 'FY2013 Renewal Detailed Instructions', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', '1E. Compliance', '1F. Declaration', and '9B Summary'. The main form area contains the following fields and instructions:

- Instructions: [Show Instructions](#)
- 1. Type of Submission: Application
- 2. Type of Application: Renewal Project Application
- If "Revision", select appropriate letter(s): - select -
- If "Other", specify: [text input]
- 3. Date Received: 06/22/2016
- 4. Applicant Identifier: [text input]
- 5a. Federal Entity Identifier: [text input]
- * 5b. Federal Award Identifier: [text input]
- (e.g., the "Expiring Grant Number" that will also be indicated on screen 1A, Project Detail) This grant number must match the grant number on the HUD approved Grant Inventory Worksheet (GIW).
- The Federal Award Identifier is not in the correct format. Please see the instructions.
- * Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number [checkbox]
- 6. Date Received by State: [text input]
- 7. State Application Identifier: [text input]
- Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Step	Description
1.	Verify the information in field 2, "Type of Application," <ul style="list-style-type: none">Confirm that you have 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 through 7 blank.
3.	Enter the expiring grant number in field 5b, "Federal Award Identifier." <ul style="list-style-type: none">Be sure to enter the correct expiring grant number that was on the final HUD-approved Grant Inventory Worksheet (GIW). The number should consist of either 11 or 15 characters.Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4.	Select "Save and Next" to continue to next screen.

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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 2016 Project Application.

The screenshot shows the '1B. Legal Applicant' screen in the eForms system. The form is titled '1B. Legal Applicant' and includes a 'Log out' button in the top right corner. The main content area contains several sections of input fields:

- g. Applicant:**
 - a. Legal Name: Agency 1
- h. Employer/Taxpayer Identification Number (EIN/TIN):** 75-1214987
- c. Organizational DUNS:** 731238967 **PLUS 4** []
- d. Address:**
 - Street 1: 123 Test St.
 - Street 2: []
 - City: Washington
 - County: []
 - State: District of Columbia
 - Country: United States
 - Zip / Postal code: 20011
- e. Organizational Unit (optional):**
 - Department Name: []
 - Division Name: []
- f. Name and contact information of person to be contacted on matters involving this application:**
 - Prefix: []
 - First Name: Fred
 - Middle Name: []
 - Last Name: Last
 - Suffix: -- select --
 - Title: Title 2
 - Organizational Affiliation: Agency 1
 - Telephone Number: 123-456-7890
 - Extension: []
 - Fax Number: 123-456-7890
 - Email: fred.n@agency.org

At the bottom of the form are 'Back' and 'Next' buttons. A callout box with the text 'Verify the data is accurate' is overlaid on the form.

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 2016 Project Application.

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

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

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 2016 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 e.Forms application. On the left, there is a sidebar with user information: 'Trainer1', 'Renewal Project Application FY2016', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', and 'Project Number: 125042'. The main content area shows 'Instructions: [Show Instructions](#)' and a mandatory field: '* 14. Area(s) affected by the project (State(s) only): (for multiple selections hold CTRL key)'. Below this, there are two columns: 'Available Items' (Alabama, Alaska, American Samoa, Arizona, Arkansas, California) and 'Selected Items' (District of Columbia). Between the columns are arrow buttons for moving items. A callout bubble points to these arrows with the text: 'Use arrows to move selections from left column to the right column'. At the bottom, field '15. Descriptive Title of Applicant's Project' is pre-populated with 'Test Renewal FY 2016'.

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

Renewal Project Application

The screenshot displays the '16. Congressional District(s)' section of the application. It is divided into two parts: 'a. Applicant' and 'b. Project'. Both parts feature a list of 'Available Items' (AK-000, AL-001, AL-002, AL-003, AL-004, AL-005) and a 'Selected Items' field (DC-000). A callout box points to the 'Selected Items' field, stating 'Populates from Applicant Profile'. Another callout box points to the 'Selected Items' field, stating 'Move correct Congressional District(s) for the project'. Below this is section '17. Proposed Project' with fields for 'a. Start Date' (03/01/2017) and 'b. End Date' (02/02/2018), each with a calendar icon. Section '18. Estimated Funding (\$)' includes fields for 'a. Federal', 'b. Applicant', 'c. State', 'd. Local', 'e. Other', 'f. Program Income', and 'g. Total'. At the bottom are 'Save & Back', 'Save', and 'Save & Next' buttons.

- | Step | Description |
|------|--|
| 3. | Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified. |
| 4. | For field 16b, select the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> Highlight one district, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box. |
| 5. | For field 17, under "Proposed Project," enter the project's operating start and end dates in the appropriate fields using the calendar  icon function.
A project renewing through the FY 2016 CoC Program funding process must have a proposed operating start date in calendar year 2017 and a proposed operating end date in calendar year 2018.
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.
Please note that grants awarded under the FY 2015 CoC Program Competition must begin |

Renewal Project Application

operating in calendar year 2016 and have an operating end date in calendar year 2017 in order to be eligible for renewal funds under the FY 2016 CoC Program Competition.

Grants awarded under earlier CoC Program Competitions would have started prior to calendar year 2016.

6. "Estimated Funding" cannot be edited.

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

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

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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 2016 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot shows the '1E. Compliance' screen in the eForms system. The sidebar on the left contains the following navigation items: 'Trainer1', 'Renewal Project Application FY2016', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', 'Project Number: 135042', 'Renewal Project Application FY2016', 'FY2015 Renewal Detailed Instructions', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', and '1E. Compliance'. The main content area contains the following questions and fields:

- Instructions: [Show Instructions](#)
- * 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 & Back, Save, Save & Next, Back, Next, Check Spelling.

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



To access the lists of those states that have chosen to participate in the intergovernmental review process visit http://www.whitehouse.gov/omb/grants_spoc.

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 2016 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

The screenshot shows the '1F. Declaration' screen in the e.Forms system. The sidebar on the left contains a menu with the following items: 'Trainer1', 'Renewal Project Application FY2015', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', 'Project Number: 135042', 'Renewal Project Application FY2016', 'FY2015 Renewal Detailed Instructions', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', '1E. Compliance', '1F. Declaration', 'BB Summary', 'View Applicant Profile', and 'Export to PDF Get PDF Viewer'. The main content area is titled '1F. Declaration' and contains the following text: 'Instructions: [Show Instructions](#)', 'By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)', and '* I AGREE' with a checkbox. A callout box points to the checkbox with the text 'Select'. Below this is the '21. Authorized Representative' section with the following fields: 'Prefix: [v]', 'First Name: [Full]', 'Middle Name: []', 'Last Name: [Last]', 'Suffix: [- select - v]', 'Title: [Title]', 'Telephone Number: [(123) 456-7890] (Format: 123-456-7890)', 'Fax Number: [(123) 456-7890] (Format: 123-456-7890)', 'Email: [first.last@agency.org]', 'Signature of Authorized Representative: [Considered signed upon submission in e-shape]', and 'Date Signed: [06/22/2016]'. At the bottom, there are three buttons: 'Save & Back', 'Save', and 'Save & Next'.

- | Step | Description |
|------|---|
| 1. | Verify that the all project information is complete and accurate. <input type="text"/> |
| 2. | Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2016 Renewal Project Application.
Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal project application is selected for conditional award. |
| 3. | Select "Save and Next" to continue to the next screen. |

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

Renewal Project Application

2A. Project Subrecipients



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

This 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 2016 Project Application.

- | 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 2015 Project Application will populate this screen if you used the import feature noted previously. Returning Project Applicants will not have to re-enter the information for all subrecipients, unless information has changed and needs to be updated.

Renewal Project Application

2A. Subrecipients (continued)

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu. <ul style="list-style-type: none"> 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. 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. <p>If the information entered is for an individual, select "Other" and provide an explanation.</p>
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.

Renewal Project Application

2A. Subrecipients (continued)

The screenshot shows a web-based application interface. On the left is a navigation menu with sections like '1E. Compliance', '1F. Declaration', '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 HRIS', '4A. Services', '4B. Housing Type', 'Part 5 - Participants and Outreach Information', '5A. Households', '5B. Subpopulations', '5C. Outreach', 'Part 6 - Budget Information', '6A. Funding Request', '6B. Match', '6C. Summary Budget', 'Part 7 - Attachment(s) & Certification', '7A. Attachment(s)', '7B. Certification', 'Part 8 - Submission Summary', and '8B. Summary'. The main content area is titled '* f. Congressional District(s): (for multiple selections hold CTRL key)'. It features two list boxes: 'Available Items' containing AK-000, AL-001, AL-002, AL-003, AL-004, and AL-005; and 'Selected Items'. Below these are buttons for adding and removing items. Further down are dropdown menus for '* g. Is the subrecipient a Faith-Based Organization?' and '* h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?'. A text input field is for '* i. Expected Sub-Award Amount:'. The 'j. Contact Person' section includes a 'Prefix' dropdown, and input fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Title', 'E-mail Address', 'Confirm E-mail Address', 'Phone Number', 'Extension', and 'Fax Number'. At the bottom are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Two callout boxes are present: one pointing to the 'Save & Back to List' button with the text 'Select "Save & Back to List" when finished adding subrecipients', and another pointing to the 'Save & Add Another' button with the text 'Select "Save & Add Another" to add more'.

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

Renewal Project Application

2A. Subrecipients (continued)

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

NOTE:

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

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

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

Renewal Project Application

2B. Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc. The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (*) on the "Recipient Performance" screen of the FY 2016 Renewal Project application. The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project. The information provided on this screen will be verified by HUD.

The screenshot shows the 'eForms' application interface. On the left is a sidebar with the user 'Trainer1' and application details for 'Renewal Project Application FY2016'. The main content area is titled '2B. Recipient Performance' and contains four numbered questions, each with a dropdown menu. The questions are: 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? (Yes selected). 2. 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 selected). 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? (Yes selected). 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? (No selected). At the bottom of the form are buttons for 'Save & Back', 'Save', '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">If "No," one new question will appear.<ul style="list-style-type: none">Describe why you have not successfully submitted the APR on time.
2.	Select "Yes" or "No" from the dropdown menu to indicate whether your organization has

Renewal Project Application

any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request.

- If "Yes," two new questions will appear.
 - Enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the calendar  icon function.
 - Explain why the findings remain unresolved in the text box provided.

3. Select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for the most recent grant terms related to this renewal project

- If "No," one new question will appear.
 - Explain why the recipient has not maintained consistent Quarterly Drawdowns 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 2016 Project Applicants - Renewal Application, as well as completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.

2a and 2b determine which CoC receives the project application when submitted in e-snaps

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 2016 CoC Competition or your project is located in a geographic area that is unclaimed. If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area. See the About Grantees page: <https://www.hudexchange.info/grantees/>

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.

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4. Verify the name of your project populated with the project name listed on your "Projects" screen.
If the project name is incorrect, follow the instructions in the NOTE below.
5. Select your "Project Status" from the dropdown menu. Project Applicants typically select "Standard."
See the NOTE below for more information about the "Appeal" option.
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.
8. Select "Save & Next" to move to the next screen.

NOTE:
**Incorrect
Project
Name**

If the project name is incorrect:

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

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

Renewal Project Application

NOTE:

**Solo
Application**

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

- *You have selected "Appeal" and therefore are designating this application as an appeal due to the CoC's decision to not approve and rank this project on the CoC Priority Listing (the project application was rejected by the CoC in the local competition). To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and submit the details of your appeal to be considered as a Solo Applicant as outlined in Section X.C. of the FY 2016 CoC Program Competition NOFA. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard".*

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

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

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 2016 Project Application.

There are different versions of screen 3B, depending on which component type was selected on screen 3A. Project Detail and, when applicable, whether rental assistance is provided as indicated on screen 3B: Project Description.

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

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

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 Projects

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

The screenshot shows the 'e.Forms' application interface. The main window is titled '3B. Project Description'. It contains the following elements:

- Instructions:** [Show Instructions](#)
- * 1. Provide a description that addresses the entire scope of the proposed project.** (Text box)
- * 2. Does your project have a specific population focus?** (Dropdown menu set to 'Yes')
- * 2a. Please identify the specific population focus. (Select ALL that apply)**
- Population Focus Options:**
 - Chronic Homeless
 - Veterans
 - Youth (under 25)
 - Families with Children
 - Domestic Violence
 - Substance Abuse
 - Mental Illness
 - HIV/AIDS
 - Other (Click 'Save' to update)
- Other:**
- Buttons:** Save & Back, Save, Save & Next, Back, Next, Check Saving

A callout box with the text "If 'Yes,' another question will appear." points to the '2a' section.

Step	Description
1.	Provide a detailed description of the scope of the project.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. Select all of the boxes that apply. Multiple selections are permissible. <ul style="list-style-type: none">• If "No," select "Save & Next" to continue to the next screen.• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply. Multiple selections are permissible.○ If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.○ Select "Save & Next" to continue to the next screen

Renewal Project Application

3B. SH Projects

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

eForms Logout

3B. Project Description

Instructions: [Show Instructions](#)

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

Text text:

* 2. Does your project have a specific population focus?

* 2a. Please identify the specific population focus. (Select ALL that apply)

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

(Click "Save" to update)

Other:

3. Housing First

* 3a. Does the project quickly move participants into permanent housing?

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

<input type="checkbox"/> Having too little or little income
<input 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 type="checkbox"/> None of the above

3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

<input type="checkbox"/> Failure to participate in supportive services
<input type="checkbox"/> Failure to make progress on a service plan
<input type="checkbox"/> Loss of income or failure to improve income
<input type="checkbox"/> 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"/> None of the above

* 3d. Does the project follow a "Housing First" approach?

* 4. Does the PH project provide PSH or RRH?

* 4a. Does the project request costs under the rental assistance budget line item?

* 4b. Is this a CoC Program leasing or SHP project that had been approved by HUD to change the renewal project budget from leasing to rental assistance?

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

If "Yes," another question will appear.

This response auto-populates based on responses in 3a, 3b, and 3c.

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

Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. <p>NOTE: Once a project has indicated that it is following a Housing First approach, it must continue to do so in all subsequent CoC Program Competitions in which renewal of funding is requested.</p>
7.	Indicate whether your project provides PSH or RRH.
8.	Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item. <ul style="list-style-type: none">• If "Yes," an additional field will appear.<ul style="list-style-type: none">○ Select "Yes" or "No" to indicate whether 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)].
9.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

3B. PH Projects, With and Without Rental Assistance

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

Callout 1: If "Yes," another question will appear.

Callout 2: This response auto-populates based on responses in 3a, 3b, and 3c.

Callout 3: If "Yes," requesting rental assistance, another question will appear.

Form Content:

3B. Project Description

Instructions: [Show Instructions](#)

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

Text text

* 2. Does your project have a specific population focus? Yes No

* 2a. Please identify the specific population focus. (Select ALL that apply)

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

Other:

3. Housing First

* 3a. Does the project quickly move participants into permanent housing? Yes No

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.

<input type="checkbox"/> Having too little or little income	<input type="checkbox"/>
<input type="checkbox"/> Active or history of substance abuse	<input type="checkbox"/>
<input type="checkbox"/> Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
<input type="checkbox"/> History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input type="checkbox"/>
<input type="checkbox"/> None of the above	<input type="checkbox"/>

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

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

* 3d. Does the project follow a "Housing First" approach? No Yes

* 4. Does the PH project provide PSB or RRH? Yes No

* 4a. Does the project request costs under the rental assistance budget line item? Yes No

* 4b. 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 Yes

(This change must have been listed on the final HUD-approved COW. See 24 CFR 578.40(b)(8))

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

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

Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Under question 3, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. NOTE: Once a project has indicated that it is following a Housing First approach, it must continue to do so in all subsequent CoC Program Competitions in which renewal of funding is requested.
7.	Select "Yes" or "Not" to indicate whether your project provides PSH or RRH.
8.	Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item. <ul style="list-style-type: none">• If "Yes," an additional field will appear.<ul style="list-style-type: none">○ Select "Yes" or "No" to indicate whether 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)].
9.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

3B. TH Projects, With and Without Rental Assistance

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

eForms | 3B. Project Description

Instructions: [Show Instructions](#)

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

Test Text

* 2. Does your project have a specific population focus? Yes No

* 2a. 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 checked="" 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:

3. Housing First

* 3a. Does the project quickly move participants into permanent housing? Yes No

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.

Having too little or little 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"/>
None of the above	<input type="checkbox"/>

Project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

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"/>
None of the above	<input type="checkbox"/>

* 3c. Does the project follow a "Housing First" approach? Yes No

* 4. Does the project request costs under the rental assistance budget line item? Yes No

* 4b. 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 Yes
(This change must have been listed on the final HUD-approved CDB. See 24 CFR 978.405(d)(1))

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

If "Yes," another question will appear.

This response auto-populates based on responses in 3a, 3b, and 3c.

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

Renewal Project Application

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none">• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," provide a description of the specific type of population in the text box provided.
3.	Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
4.	Indicate whether your project ensures that participants are not screened out for certain situations. Select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach. NOTE: Once a project has indicated that it is following a Housing First approach, it must continue to do so in all subsequent CoC Program Competitions in which renewal of funding is requested.
7.	Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item. <ul style="list-style-type: none">• If "Yes", an additional field will appear.<ul style="list-style-type: none">○ 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).
8.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

3B. SSO Projects

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

eForms Log out

Trainer1

3B. Project Description

Instructions: [Show Instructions](#)

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

2. Does your project have a specific population focus?

* 2a. 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 checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Other:

3. Housing First

3a. Does the project quickly move participants into permanent housing?

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply. By checking all of the first four boxes, this project will be considered low barrier.

Having too little or little 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"/>
None of the above	<input type="checkbox"/>

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

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"/>
None of the above	<input type="checkbox"/>

* 3d. Does the project follow a "Housing First" approach?

Renewal Project Application FY2016

Applicant Name: Project Applicant A
Applicant Number: 197019902
Project Name: Test Renewal FY 2016
Project Number: 135043

Renewal Project Application FY2016

FY2015 Renewal Detailed Instructions

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 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Recipient Performance

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulation

5C. Outreach

Part 6 - Budget Information

6A. Funding Request

6B. Match

6C. Summary Budget

Part 7 - Attachment Certification

7A. Attachment(s)

7B. Certification

Part 8 - Submission Summary

8B. Summary

If "Yes," another question will appear.

This response auto-populates based on responses in 3a, 3b, and 3c.

Renewal Project Application

Step	Description
1.	<p>Provide a detailed description of the scope of the project.</p> <ul style="list-style-type: none">• Applicants must not exceed the maximum character limit.
2.	<p>Select "Yes" or "No" to indicate if your project has a specific population focus.</p> <ul style="list-style-type: none">• If "No," select "Save & Next" to continue to the next screen.• If "Yes," one new question will appear.<ul style="list-style-type: none">○ Select all of the boxes that apply.○ If you select "Other," please provide a description of the specific type of population in the text box provided.
3.	<p>Select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.</p>
4.	<p>Indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.</p> <ul style="list-style-type: none">• If you check the first four boxes, this project will be considered low barrier.• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
5.	<p>Select the boxes that apply to indicate which reasons were removed as reasons for program termination.</p> <ul style="list-style-type: none">• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
6.	<p>Based on your selections to the questions about screening and termination, the response to "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.</p> <p>NOTE: Once a project has indicated that it is following a Housing First approach, it must continue to do so in all subsequent CoC Program Competitions in which renewal of funding is requested.</p>

Renewal Project Application

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Out PDF viewer
Back to Submissions List

* 4. Please select the type of SSO project:

* 4a. Will the coordinated entry process funded in part by this grant cover the CoC's entire geographic area?

* 4b. Will the coordinated entry process funded in part by this grant be easily accessible?

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

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

* 4e. Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.

* 4f. 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: Individuals, Families, DV, and Youth?

Save & Back Save Save & Next
Back Next
Check Spelling

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

Step	Description
8.	<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">If you select "Coordinated Entry," select "Save." Six new questions will appear.<ul style="list-style-type: none">In 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.In 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant is easily accessible.In 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance in the text box provided.In 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.In 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services in the text box provided.In 4f, select "Yes" or "No" to indicate whether 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: Individuals, Families, DV, and Youth in the text box provided.
9.	Select "Save & Next" to continue to the next screen.

Renewal Project Application

4A. Supportive Services and HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2016 Project Application.

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

NOTE:

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

- *4A. Supportive Services for Participants (PH, TH, SH, SSO).*
- *4A. HMIS Standard (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 2016 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.

eForms Logout

Trainer1

Renewal Project Application FY2016

Applicant Name: Project Applicant A
Applicant Number: 197019902
Project Name: Test Renewal FY 2016
Project Number: 135042

Renewal Project Application FY2016

FY2015 Renewal Detailed Instructions

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 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Recipient Performance
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS
4A. Services
4B. Housing Type
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Budget Information
6A. Funding Request
6B. Leased Units
6C. Leased Structures
6E. Supp. Svcs.

4A. Supportive Services for Participants

Instructions: [Show Instructions](#)

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

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

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

* 2a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes

* 2b. Use of a single application form for four or more mainstream programs? --select--

* 2c. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed? --select--

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

* 3a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? --select--

Save & Back Save Save & Next
Back Next

If "Yes," another question will appear.

Renewal Project Application

Step	Description
1.	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.
2.	Using the dropdowns provided, select "Yes" or "No" to indicate whether the project: <ul style="list-style-type: none">• Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.• Uses a single application form for four or more mainstream programs.• Follow-ups at least annually with participants to ensure mainstream benefits are received and renewed.• Provides access to program participants to SSI/SSDI technical assistance, by either the applicant, a subrecipient, or a partner agency.• Select "Save". If "Yes," a new field appears.<ul style="list-style-type: none">○ Select "Yes" or "No" to indicate if the staff person providing the technical assistance completed SOAR training in the past 24 months.
3.	Select "Save & Next" to continue 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 top navigation bar includes the 'e.Forms' logo and a 'Logout' button. The sidebar on the left contains the following items: 'Trainer1', 'Renewal Project Application FY2016', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', 'Project Number: 135042', 'Renewal Project Application FY2016', 'FY2015 Renewal Detailed Instructions', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', and '1D. Commercial'. The main content area is titled '4A. HMIS Standards' and contains the following text:

Instructions: [Show Instructions](#)

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

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

* 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells, and data for CAPER/ESG reporting, etc).

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

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

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

Renewal Project Application

4A. HMIS Standards (HMIS) (continued)

The screenshot shows a web-based application form for HMIS Standards. On the left is a vertical navigation menu with the following items: 1D. Congressional District(s), 1E. Compliance, 1F. Declaration, 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 HMIS, **4A. HMIS Standards**, Part 5 - Not Applicable for HMIS, Part 6 - Not Applicable for HMIS, Part 6 - Budget Information, 6A. Funding Request, 6H. Match, 6I. Summary Budget, and Part 7 - Attachment(s) &. The main content area displays questions 3 through 8, each with a dropdown menu. Question 3: '* 3. Can the HMIS currently search client records to determine if a client is actively receiving services in the CoC?' Question 4: '* 4. Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC?' Question 5: '* 5. Does the HMIS Lead have a security officer?' Question 6: '* 6. Does your organization conduct a background check on all employees who access HMIS or view HMIS data?' Question 7: '* 7. Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis?' Question 8: '* 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.)'. A callout box points to question 8 with the text: 'If "Yes," another question will appear.' Below the questions are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Step	Description
5.	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.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.
7.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a security officer.
8.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
9.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Security Training and follows up on security standards on a regular basis.
10.	Select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.). <ul style="list-style-type: none"> If "Yes," one new question will appear. <ul style="list-style-type: none"> Select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users.
11.	Select "Save & Next" to continue to the next screen.

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4B. Housing Type and Location

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2016 Project Application.

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

NOTE:

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

- *4B. Housing Type and Location (PH: PSH)*
- *4B. Housing Type and Location (PH: RRH)*
- *4B. Housing Type and Location (TH)*
- *4B. Housing Type and Location (SH)*

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

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

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

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

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

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

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

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

The screenshot shows the '4B. Housing Type and Location Detail' form. It includes a sidebar with navigation options like 'Renewal Project Application FY2016' and 'FY2013 Renewal Detailed Instructions'. The main form area contains several sections:

- 1. Housing Type:** A dropdown menu with a callout box saying 'Select from dropdown menu'.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.** Fields for 'a. Units' and 'b. Beds'.
- 3. Beds for the Chronically Homeless:** Fields for 'a. How many of the total beds entered in "2b. Beds" are dedicated to the chronically homeless?', 'b. How many of the total beds entered in "2b. Beds" are not dedicated to the chronically homeless?', 'c. How many of the beds listed in question "3b." above will likely become available through turnover in the FY 2016 operating year?', and 'd. How many of the beds listed in question "3c." above will be prioritized for use by the chronically homeless in the FY 2016 operating year?'.
- 4. Address:** Fields for 'Street 1', 'Street 2', 'City', 'State' (dropdown), and 'ZIP Code'.
- 5. Select the geographic area(s) associated with the address:** A list of 'Available Items' (e.g., E19098 King George County, E10720 Hampton) and a 'Selected Items' list. A callout box says 'Please select at least one area.' Below this are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'.

 Callout boxes provide additional instructions:

- 'Select "Save & Back to List" when finished adding housing types' points to the 'Save & Back to List' button.
- 'Select "Save and Add Another" to add another housing' points to the 'Save & Add Another' button.

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"> • Barracks • Dormitory, shared or private rooms • Shared housing • Single Room Occupancy (SRO) units • Clustered apartments • Scattered site apartments (including efficiencies) • Single-family homes/townhouses/duplexes.
2.	<p>Enter the number of units and beds available for project participants at the selected housing site.</p>

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3. The fields under question 3 have three editable fields and one auto-calculated field.
 - Field 3b will auto-populate with the number of beds identified in 2b above.
 - In 3a, of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to the chronically homeless.
 - Select "Save" and 3b will recalculate, subtracting the number in field 3a.
 - In 3c, of the total number of beds identified in 3b that are NOT dedicated to the chronically homeless, identify the number that will likely become available through turnover during the FY 2016 operating year.
 - In 3d, of the total number of beds identified in 3c that will become available through turnover, identify the number that will be prioritized for use by the chronically homeless in the FY 2016 operating year.

4. Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.

5. Select the geographic area(s) in which the project is located.
 - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.

6. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 5.

7. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

8. When your list is complete, select "Next" to continue to the next screen.

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

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

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

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with the user 'Trainer1' and project details for 'Renewal Project Application FY2016'. The main area is titled '4B. Housing Type and Location' and contains instructions: 'The following list summarizes each housing site in the project. To add a housing site to the list, select the Add icon. To view or update a housing site already listed, select the View icon.' Below the instructions are two input fields: 'Total Units:' and 'Total Beds:'. A table follows with columns: 'Delete', 'View', 'Housing Type', 'Units', 'Beds', 'Dedicated CH Beds', and 'Prioritized CH Beds'. A callout box points to the 'Add' icon in the table header. Below the table, it says 'This list contains no items' and there are 'Back' and 'Next' buttons.

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

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

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

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

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

The screenshot shows the 'e.Forms' application interface for '4B. Housing Type and Location Detail'. The sidebar on the left contains navigation options such as 'Renewal Project Application FY2016', 'Applicant Name: Project Applicant A', 'Applicant Number: 197019902', 'Project Name: Test Renewal FY 2016', 'Project Number: 135042', and 'Renewal Project Application FY2016'. The main content area displays the following instructions and input fields:

- Instructions:** [Show Instructions](#)
- * 1. Housing Type:**
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.**
 - * a. Units:
 - * b. Beds:
- 3. Address**
 - * Street 1:
 - Street 2:
 - * City:
 - * State:
 - * ZIP Code:
- 4. Select the geographic area(s) associated with the address:** (for multiple selections hold CTRL Key)

Below the instructions, there are two lists: 'Available Items' and 'Selected Items'. The 'Available Items' list includes: 519163 Rockbridge County, 519155 Pulaski County, 519001 Accomack County, 519193 Westmoreland County, 519790 Staunton City, and 519089 Henry County. The 'Selected Items' list is currently empty. A red message states: 'Please select at least one area.' At the bottom, there are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A callout box on the right says: 'Select "Save and Add Another" to add another housing'. A callout box on the left says: 'Select "Save & Back to List" when finished adding housing types'.

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

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the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.

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

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4B. Housing Type and Location (TH)

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

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

The screenshot shows the e.Forms application interface. On the left is a sidebar with the user name 'Trainer1' and project details for 'Renewal Project Application FY2016'. The main content area is titled '4B. Housing Type and Location' and contains instructions: 'The following list summarizes each housing site in the project. To add a housing site to the list, select the Add icon. To view or update a housing site already listed, select the View icon.' Below the instructions are three form fields: 'Total Units', 'Total Beds', and 'Total Youth Beds'. A table with a grid of letters (A-Z) is visible, with a callout box pointing to the 'Add' icon. The table header includes 'Delete', 'View', 'Housing Type', 'Units', 'Beds', 'Dedicated CH Beds', and 'Prioritized CH Beds'. The table body contains the text 'This list contains no items'. At the bottom of the main content area are 'Back' and 'Next' buttons.

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

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

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

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4B. Housing Type and Location Detail (TH)

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

The screenshot shows the '4B. Housing Type and Location Detail' form. It includes a sidebar with navigation options and a main form area. The form has the following sections:

- 1. Housing Type:** A dropdown menu with "-- select --".
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.**
 - * a. Units: [text input]
 - * b. Beds: [text input]
- 3. Beds for Youth**
 - * a. How many of the total beds entered in "2b. Beds" are dedicated to the youth? [text input]
- 4. Address:**
 - * Street 1: [text input]
 - Street 2: [text input]
 - * City: [text input]
 - * State: [dropdown menu]
 - * ZIP Code: [text input]
- 5. Select the geographic area(s) associated with the address:** (for multiple selections hold CTRL Key)
 - Available Items: [list box with items: 519159 Richmond County, 519133 Northumberland County, 519175 Southampton County, 511200 Petersburg, 519063 Floyd County, 51236 Portsmouth]
 - Selected Items: [empty list box]
 - Buttons: [add], [remove], [clear]

At the bottom, there are buttons: Save, Save & Add Another, Save & Back to List, Back to List, and Check Spelling. A callout box points to the 'Save & Add Another' button with the text: "Select 'Save and Add Another' to add another housing". Another callout box points to the 'Save & Back to List' button with the text: "Select 'Save & Back to List' when finished adding housing types".

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

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

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4B. Housing Type and Location (SH)

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

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

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with the user 'Trainer1' and project details for 'Renewal Project Application FY2016'. The main area is titled '4B. Housing Type and Location' and contains summary statistics: Total Units, Total Beds, Total Veterans Beds, Total Family Beds, and Total Youth Beds. Below these is a table with columns: Delete, View, Housing Type, Units, Beds, Dedicated CH Beds, and Prioritized CH Beds. A callout box points to the 'Add' icon (a document with a plus sign) in the table header, with the text 'Select "Add"'. The table currently contains no items, and there are 'Back' and 'Next' buttons at the bottom.

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

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

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

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4B. Housing Type and Location Detail (SH)

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

The screenshot shows the '4B. Housing Type and Location Detail' form. It includes a sidebar with navigation options and a main form area. The form has several sections: 1. Housing Type (dropdown), 2. Units and beds available (a and b), 3. Beds for Veterans (a), 4. Beds for Families (a), 5. Beds for Youth (a), 6. Address (Street 1, Street 2, City, State, ZIP Code), and 7. Geographic area(s) (Available Items list, Selected Items list, and buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Saving'). Two callout boxes provide instructions: 'Select "Save & Back to List" when finished adding housing types' and 'Select "Save and Add Another" to add another housing'.

Description

Step

1. From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.
2. Enter the number of units and beds available for project participants at the selected housing site.
3. Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to veterans.
4. Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to family.

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5. Of the total number of beds identified in 2b at the selected housing site, identify the number dedicated to youth.
6. 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.
7. 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.
8. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 7.
9. 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.
10. When your list is complete, select "Next" to continue to the next screen.

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Preface to Part 5: Participant Screens

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

NOTE: *The questions related to project participants are applicable to all projects, except HMIS-dedicated projects.*

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

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

NOTE: (1) *The data gathered on these “Project Participants” screens 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 by e-snaps 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 2016 CoC Program Competition.*

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

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

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

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

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

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households :	1	0		1
Characteristics				
Adults over age 24	1	0		1
Adults ages 18-24		0		0
Accompanied Children under age 18	1			1
Unaccompanied Children under age 18				0
Total Persons	2	0	0	2

“Total Persons” for this Household Type

Click Save to automatically calculate totals

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

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

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

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

Field Calculations

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

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

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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.

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.

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5B. Project Participants - Subpopulations

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

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

- The first three columns that are in dark gray, along with column 10, for "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 1 through 9.

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

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” once all information is complete on this screen.

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NOTE:
Subpopulations

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

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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 shows the '5C. Outreach for Participants' screen in the eForms application. The screen includes a sidebar with navigation options, a main content area with instructions, and a list of locations with percentage input fields. A red text prompt states 'Total must equal 100%'. Callout boxes point to the 'Save' button with the text 'Select "Save" to calculate totals' and the 'Save & Next' button with the text 'Select "Save & Next" to proceed'.

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none">• 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 - (only applicable to TH or SSO projects)• Homeless persons as defined under other federal statutes - (TH and SSO projects and HUD approval)• Persons fleeing domestic violence
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

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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."*
- *Only TH and SSO projects may select a percentage of the population to be served as coming from "persons at imminent risk".*
- *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.*

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Part 6: Budget Information

In *e-snaps*, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by 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 renewal project budgets that are being reduced through the CoC’s Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.

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 2016.

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7A. Attachments

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

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
 - **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

The screenshot shows the 'e.Forms' application interface. On the left sidebar, the user is identified as 'Trainer1' and the application is 'Renewal Project Application FY2016'. The sidebar also lists applicant details: Applicant Name: Project Applicant A, Applicant Number: 197019902, Project Name: Test Renewal FY 2016, and Project Number: 135042. The main content area is titled '7A. Attachment(s)' and includes instructions to 'Select a link'. Below the instructions is a table with columns: Delete, Document Type, Required?, Download, Document Description, and Date Attached. Three rows of attachments are listed, each with a 'Delete' button and a 'Document Description' link. The first row is '1) Subrecipient Nonprofit Documentation', the second is '2) Other Attachment', and the third is '3) Other Attachment'. All are marked as 'No' for 'Required?' and 'No Attachment' for 'Date Attached'. At the bottom of the table are 'Back' and 'Next' buttons.

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

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

Renewal Project Application

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

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"> The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt.
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

NOTE: *To delete an uploaded attachment.*

- 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

7B. Certification

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

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

Step	Description
1.	Review sections A and B provided on this screen. If you are unable to certify any of these sections, in section C 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 continue to the next screen.

Renewal Project Application

8B. Submission Summary

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

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

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

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

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system. In the context of this instructional guide, the Project Applicant may continue to the next steps in the Project Application process. HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.

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

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

Renewal Project Application

8B. Submission Summary (continued)

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

The screenshot displays the '8B Submission Summary' interface. On the left is a navigation menu with sections like 'Renewal Project Application FY2016', 'FY2015 Renewal Detailed Instructions', and various parts (1-4). The main area contains a table with the following data:

Complete	Last Updated	Mandatory
✓	06/22/2016	Yes
--	No Input Required	No
--	No Input Required	No
✓	06/22/2016	Yes
✗	Please Complete	Yes
✓	06/22/2016	Yes
✓	06/22/2016	Yes
✓	06/22/2016	Yes
--	No Input Required	No
--	No Input Required	No
--	No Input Required	No
✓	06/22/2016	Yes

At the bottom of the table, there are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and a grayed-out 'Submit' button.

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.

The screenshot displays the 'BB Submission Summary' screen in the eForms application. On the left, there is a navigation menu with sections for 'Renewal Project Application FY2016', 'FY2015 Renewal Detailed Instructions', and various parts of the application. The main content area shows a table with the following data:

Complete	Base	Last Updated	Mandatory
✓		06/22/2016	Yes
✓		No Input Required	No
✓		No Input Required	No
✓		06/22/2016	Yes
✓	1E. Compliance	06/22/2016	Yes
✓	1F. Declaration	06/22/2016	Yes
✓	2A. Subrecipients	06/22/2016	Yes
✓	2B. Recipient Performance	06/22/2016	Yes
✓	3A. Project Detail	06/22/2016	Yes
✓	3B. Description	06/22/2016	Yes
✓	5A. HHS Standards	06/22/2016	Yes
✓	6A. Funding Request	06/22/2016	Yes
---	6H. Match	No Input Required	No
---	6I. Summary Budget	No Input Required	No
---	7A. Attachment(s)	No Input Required	No
✓	7B. Certification	06/22/2016	Yes

Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. The 'Submit' button is highlighted, indicating it is active.

- | 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.

The screenshot displays the '8B Submission Summary' screen in the eForms application. On the left, there is a sidebar with navigation options and application details. The main content area shows a table with the following data:

Complete		Last Updated	Mandatory
✓		06/22/2016	Yes
--		No Input Required	No
--		No Input Required	No
✓	1D. Congressional District(s)	06/22/2016	Yes
✓	1E. Compliance	06/22/2016	Yes
✓	1F. Declaration	06/22/2016	Yes
✓	2A. Subrecipients	06/22/2016	Yes
✗	2B. Recipient Performance	Please Complete	Yes
✓	3A. Project Detail	06/22/2016	Yes
✓	3B. Description	06/22/2016	Yes
✓	4A. HHIS Standards	06/22/2016	Yes
✓	6A. Funds Request	06/22/2016	Yes
--	8B. Match	No Input Required	No
--	8L. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7B. Certification	06/22/2016	Yes

Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. The 'Submit' button is grayed out. A callout box points to the 'Submit' button with the text 'Inactive "Submit" button'. Another callout box points to the 'Last Updated' column with the text 'Review "Last Updated" column'.

- | 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:

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

NOTE:

The "View Applicant Profile" link in the left menu bar 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.

Step	Who	Description
1.	Either one	<p>If a submitted Project Application needs to be changed, contact must 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">• If a Project Applicant determines that a change to the project application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.
2.	Collaborative Applicant	<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 2016 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>.