FY 2017 CoC Program

Recipient's Post-Award Users Guide

Completing *e-snaps* Step C1.9a: Issues and Conditions & Grant Technical Submission

January 2018

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Introduction

On January 11, 2018, HUD announced the majority of Tier 1 and Tier 2 Continuum of Care (CoC) awards for the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition. CoCs in Puerto Rico and the U.S. Virgin Islands have received extensions and their CoC awards will be announced later this year. This guide describes the Post-Award process for conditionally awarded New grants, Renewal grants, CoC Planning Cost grants, and UFA Cost grants. In addition, this guide includes important information about accessing, completing, and submitting the recipient's Post-Award step in *e-snaps*, a web-based portal accessible at: https://*esnaps*.hud.gov/grantium/frontOffice.jsf.

Note: HUD refers to any organization that submitted a CoC Program project application for funding and HUD selected to receive a conditional award as a "**recipient**."

For a walkthrough of the screens for the original FY 2017 project application submitted in *e-snaps*, refer to the *Project Application Instructional Guides* located on the HUD Exchange at: FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability and CoC Program Competition: e-snaps Resources. In addition, for in-depth CoC Program guidance recipients should reference:

- FY 2017 CoC Program Competition NOFA;

- CoC Program interim rule (24 CFR part 578);

- McKinney-Vento Act, as amended by the HEARTH Act;

Note: **This guide uses the following terms to describe grants HUD conditionally awarded for funding in FY 2017:**

- **New**–grant from a New Project Application that **does not** expand an existing eligible Renewal Project Application.

- **Renewal Expansion**–grant from a New Project Application that expands an existing eligible HUD-approved Renewal Project Application.

- **Renewal**–grant from a Renewal Project Application that **does not** expand an "Renewal Expansion Grant."

- **CoC Planning Cost**–new grant from a CoC Planning Cost Project Application.

- **UFA Cost**–new grant from a CoC UFA Cost Project Application.

What is CoC Post-Award?

HUD Headquarters completed its assessment process and conditionally awarded grants and now the local HUD field office must complete the process of issuing FY 2017 grant agreements. HUD uses the Post-Award process to move conditionally awarded grants from award to grant agreement so that recipients can begin operating grants under FY 2017 contracts. The more effectively HUD and recipients execute grant agreements, the more quickly recipients can start

serving program participants and continue their efforts to end homelessness in their communities. CPD Representatives in HUD Field Offices verify and submit Issues, Conditions, and Alerts to conditionally awarded recipients so they can make necessary changes to their applications in *e-snaps*. Field Offices work with recipients to correct and improve application information in *e-snaps*, prior to approving the issuance of grant agreements for signature by HUD and the recipient's authorized representative as identified in the recipient's *e-snaps* **Project Applicant Profile**.

Overview of the Post-Award Process

All conditionally awarded grants must complete the Post-Award process before HUD executes a grant agreement. The recipient's Post-Award process encompasses the following steps:

1. If a conditionally awarded renewal grant has **Issues, Conditions, or Alerts**, the CPD Rep verifies and submits Issues and Conditions Step **C1.9a** to recipients using *e-snaps* and then notifies recipients by email that their Step **C1.9a** is ready in *e-snaps* for updating. Recipients are not required to perform any *e-snaps* Steps for renewal grants without Issues, Conditions, or Alerts; the Field Office will send a grant agreement to the recipient for signature (execution).

2. **Recipients of New grants and Renewal Expansion grants** must provide additional details in *e-snaps* to satisfy any Issues and Conditions and HUD's Technical Submission requirements. Technical Submission includes: Project Milestones, Administration Cost Details, and supporting documentation as identified in **Appendix A. S**ee **Appendix B** for additional details on Renewal Expansion grant processing.

3. Recipients must acknowledge and update any Issues and Conditions in *e-snaps.* Recipients attach supporting documentation to resolve Issues and Conditions and attach Technical Submission documents in *e-snaps* at Step **C1.9a.**

4. Recipients email the Field Office when Step **C1.9a** is completed and is ready for HUD review in *e-snaps.*

5. Field Office reviews the recipient's submission in *e-snaps*. The Field Office either approve or reject the submission. If rejected, Field Office sends Step **C1.9a** (*Version 2)* back to the recipient for corrections in *e-snaps.* **Note:** the process to "**send back**" or "**reopen**" Step **C1.9a** in *e-snaps* terminology is called "**amend back**" and should not be confused with amendments to a grant.

6. After Field Office approves the **C1.9a** submission**,** they will send the recipient a FY 2017 grant agreement for the recipient's Authorized Representatives signature. **Note:** The Authorized Representative name in the *e-snaps* **Project Applicant Profile**, **must** match the person's name signing the grant agreement.

7. HUD expects recipients to promptly return the signed grant agreement. Field Offices can then forward the fully executed grant agreement to HUD's accounting center for financial set-up in *e*LOCCS. **Note:** First-time grant recipients should contact their CPD Representatives shortly after new awards are announced for information on getting access to *e*LOCCS.

Note: HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** to resolve Issues and Conditions, to update match if necessary, and add/update indirect cost information. HUD only allows grant amendments **after** Step **C1.9a** is approved and the initial grant agreement is executed. Importantly, significant grant adjustments that require a **grant amendment–must be** requested and processed at *e-snaps* Amendments Step C1.9**b**. HUD will provide instructions for processing renewal grant agreement amendments at Step C1.9**b** in a separate guide.

Grant amendments for consolidations are NOT available until SNAPS has notified field offices that *e-snaps* and HUD's Ft Worth Accounting are accepting consolidation amendments.

For project changes requested by the applicant as part of their FY 2017 renewal applications, if no previous grant amendment could be verified as executed by September 28, 2017, or if applicants requested BLI's changes greater than 10 percent, HUD realigned the FY 2017 renewal applications with the CoC's final HUD-approved Grant Inventory Worksheet (**GIW**).

What's New in FY 2017 and Reminders from Previous Years

- **What's New:**

  o **Renewal Expansion Grant**. All renewal expansion grants have Issues and Conditions for combing data in *e-snaps* and will be required to go through the Technical Submission process for the new application portion of the conditionally awarded grant. See relevant screen instructions in this guide and **Appendix B** for detailed Renewal Expansion Grant processing guidance.

- **Reminders:**

  o HUD may have initiated budget changes that affect the match requirement, such that the total match required is more than the total match entered on the **Match** screen. These grants are conditioned and must be resolved before grant execution.

  o HUD is no longer requiring standard renewal grant recipients to upload cash or in-kind match documentation at Step **C1.9a**. Match documentation is still required for all CoC grants and recipients must maintain the documentation in their files. HUD Field Offices will verify match documentation during monitoring. Recipients of new grants and the new portion of renewal expansion grants must provide match documentation prior to grant execution.

  o Recipients of all new grants (including CoC Planning and UFA Costs), and the new portion of renewal expansion grants must provide match documentation of all match commitments for cash and in-kind services prior to grant execution.

  o HUD implemented a process to allow renewal grants **without** Issues, Conditions or Alerts to skip *e-snaps* Step **C1.9a**. *e-snaps* will automatically route these renewal grants directly to grant agreement processing. *e-snaps* will continue to route renewal grants that **have** Issues, Conditions, or Alerts and all new grants and renewal expansion grants to Step **C1.9a** for the recipient to make updates and complete the Technical Submission screens.

o For standard renewal grants only, *e-snaps* no longer displays the detailed budget screens for Supportive Services, Operating, HMIS and Leased Structures. This means standard renewal grant recipients are no longer required to update line items in budgets because of a HUD-initiated budget change. The detailed budget screens for Rental Assistance, Leasing, and total Summary Budget will still be visible.

Overview of this Guide

The information in this guide corresponds with the requirements of the Post-Award process for new, renewal, planning cost, and UFA cost grants and follows the progression of **C1.9a** screens in *e-snaps*. This guide includes *e-snaps* screenshots with instructions to the left of each screen and notes and helpful tips that apply to each section. The *e-snaps* screen names and field names are highlighted in **bold, black font**.

To update data entered into one of the original project application screens, the screens and data fields are primarily the same as the FY 2017 project application previously submitted. Recipients should refer to the detailed instructional guides that were used in filling out the original FY 2017 application. Detailed Project Application Instructional Guides are located on the HUD Exchange at: FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability and CoC Program Competition: e-snaps Resources.

Part 1: Instructions for Accessing *e-snaps*.

Part 2: Instructions for Accessing C1.9a from the "Submissions" Screen, including "**Filtering**" grants to identify the correct FY 2017 Step **C1.9a** from the "**Submissions**" list.

Part 3: Instructions for Completing Unique C1.9a screens, including the following:

- **Reference Submissions Screen (Available for all grants)–**used to access and review the original FY 2017 project application, the HUD conditional award summary and the previous *e-snaps* Step **C1.8**.

- **Acknowledgment Screen (Available for all grants)–**used to acknowledge any Issues, Conditions, and Alerts HUD placed on the grant, including details of the actions required to resolve them.

- **Administrative Costs Screen (Only for new grants and renewal expansion grants Technical Submission)–**used for detailing the administrative costs budget line details.

- **Project milestones Screen (Only for new grants and renewal expansion grants Technical Submission)–**used for providing estimated deadlines for completing relevant project milestones.

- **Attachments Screen (Available for all grants)–**used to attach any documentation, as needed to resolve Issues and Conditions. **Note:** New grants and Renewal Expansion Grants have Technical Submission attachment requirements that vary depending on component type (e.g. PH, SSO, JOINT) or project type (e.g. PSH, RRH, CE). These requirements are clarified in **Appendix A** of this guide.

- **Adjustments Screen (Available for all grants)–**If updates to the application are necessary, recipients must answer "**Yes**" and explain what they are updating.

- **Submission Summary Screen (Available for all grants)**–used for submitting Step **C1.9a** back to HUD for review and approval once **all C1.9a** screens have been successfully completed.

Tip:	On all *e-snaps* screens when available, remember to select **"Save"** or **"Save and Next"** after making any updates or changes on any screen or those changes will be lost.

Part 1: Detailed Instructions for Accessing *e-snaps*

Each *e-snaps* user must have a user profile and must have a unique user name and password. HUD prohibits users from sharing their user names and passwords–these are exclusive. HUD strongly recommends that each organization **have two or more individuals** with user profiles to access *e-snaps*–one should be the Authorized Representative.

Tip:	An *e-snaps* user profile enables a person to access *e-snaps;* however, only people who have been setup as "**associated**"—linked to an organization as registered user, referred to as "**Registrants**"—can enter information in the Project Applicant Profile and all *e-snaps* screens associated with the organization. for instructions on Adding, Deleting, and Editing Users (Registrants) to an organizations Profile/Grants see **Appendix C** to this guide or at: https://www.hudexchange.inField Office/resources/documents/Adding-Deleting-Registrants.pdf
	for additional guidance on how to navigate *e-snaps*, access the guides available at the links available in **Appendix D** or from the HUD Exchange at: and https://www.hudexchange.inField Office/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--grant-applicants.

Existing e-snaps Users

1. Direct your Internet browser to *www.hud.gov/esnaps* and wait for the **"Welcome to e-snaps"** screen; then, on the left menu, enter your *e-snaps* **"Username"** and **"Password."**

2. If you forgot your password, select "**forgot your password?**" under the **"Login"** button and follow prompts.

New *e-snaps* Users

1. Go to *www.hud.gov/esnaps* and wait for the **"Welcome to *e-snaps*"** screen; then, on the left menu, select "**Create Profile**" to create a unique *e-snaps* username and password.

2. **IMPORTANT:** Have your *e-snaps* Project Applicant Profile "associated" with your organization as a registered user (registrant). For instructions on Adding, Deleting, and Editing Users (Registrants) to an organizations' Applicant Profile, see **Appendix C** to this guide or at: https://www.hudexchange.inField Office/resources/documents/Adding-Deleting-Registrants.pdf.

3. Login from the **"Welcome to *e-snaps*"** screen; then, on the left menu, enter your *e-snaps* **"Username"** and **"Password."**

Part 2: Detailed Instructions for Accessing C1.9a from the *e-snaps* Submissions Screen

After receiving an email from the local CPD Rep alerting you that Step **C1.9a** is available, and after successfully logging into *e-snaps*, recipients begin by accessing the Post-Award **C1.9a** screens from the *e-snaps* **"Submissions"** screen.

Tip: For *e-snaps* users with both a "**CoC Applicant Profile**" (for the Collaborative Applicant) and a "**Project Application Profile**" (for Project Applicants), or for users with multiple "**Project Applicant Profiles**," an "**Applicant**" dropdown menu is located at the top left side of the main screen. This identifies the name of the organization from the "**Applicant Profile**" in which you are working and can be changed in the dropdown menu. For the **C1.9a** screens, you must be working in the correct **Project Applicant Profile** "associated" with the FY 2017 conditionally awarded grant.

Submissions Screen

Recipients must access the Step **C1.9a** "**Folder**" from the "**Submissions**" screen as identified below.

1. **IMPORTANT–**Confirm that the correct **"Project Applicant Profile"** (Applicant/Organization's name is the same as the recipient) associated with this grant as located in the field at the top left side of the screen. For Users "**associated**" to multiple "Profiles," a dropdown menu is provided for selecting the correct organizational link to a project/grant.

2. Click on **"Submissions"** from the left menu and the screen for **"Submissions Filters"** and **"Submissions"** list for the selected applicant (recipient) will appear.

3. Use one of the options below to locate the desired FY 2017 **C1.9a** submission from the **"Submissions"** list.

&

4.
   - **Option 1:** Use the **"Submissions Filters"** on the top half of the screen to select the appropriate grant from the "**Applicant Project Name**" dropdown menu. Then select the **"Filter"** button to find the grant in the **"Submissions"** list. Look under the **"Funding Opportunity Name / Step Name"** column and identify the submission that includes "…**Project Application FY2017**" and *"C1.9a…"*

   - **Option 2:** Click on **"Clear Filters"** on the top left of the **"Submissions Filters"** box. Then, in the list of submissions identify the grant under the **"Project Name / Project Number"** column or under the **"Funding Opportunity Name / Step Name"** column. Identify the submission that includes "…**Project Application FY2017**" and *"C1.9a…"*

5. Click on the orange folder 📂 to the left of the **"Project Name"** with the Step Name **"C1.9a…"** as shown below.

Tip: After opening Step **C1.9a**, you can return to this submissions list screen at any time by selecting the **"Back to Submissions List"** link at the bottom of the left menu.

Part 3: Detailed Instructions for Completing C1.9a Screens

This section walks through the screens located at Step **C1.9a**.

Tip:	Some data at Step **C1.9a** populates from the **Project Applicant Profile**. If this information is incorrect, edit the **Project Applicant Profile** associated to this grant by exiting Step **C1.9a** and entering the **Project Applicant Profile** from the *e-snaps* home screen. After making edits to the Profile, go to the final submission screen and click on the "**Complete**" button first and then click on the "**Submit**" button. Review the Project Applicant Profile Instructional Guide located at: www.hudexchange.inField Office/resource/2958/instructions-for-updating-the-grant-applicant-profile/.
	The Project Name and Applicant Name **do not** populate from the **Project Applicant Profile** and cannot be changed prior to issuance of the grant agreement. Notify the local CPD Rep if the Project Name or Applicant Name is incorrect.

Reference Submissions Screen

The **"Reference Submissions"** screen allows recipients to follow links to review the folder for previously submitted documents related to this grant. These links are for reference only, recipients are not required to review them.

Tip:	Accessing any "**Reference Submissions**" folders will take you out of Step **C1.9a** for this grant and many of the screens look the same as the older submissions. It is easy to forget you are not on the active **C1.9a** "path." **Importantly,** data in the "**Reference Submissions**" folders are previous submissions and read-only. Updates to Step **C1.9a** are not reflected in the previous submissions. To return to the active **C1.9a** for this grant you must close the open **"Back to the Reference Submission"** at the bottom of the left menu to return to the original **C1.9a** "path."

The following **"Reference Submissions"** are available for review:

- **New or Renewal Project Applications–t**he FY 2017 application submitted by the project applicant and reviewed by HUD.

- **HUD Conditional Award Summary–**information based on HUD's FY 2017 project application review containing some grant detail and approved conditional award amount.

- **C1.8 New Issues, Conditions, and Alerts** (for conditionally awarded renewal expansion grants). Access to this CPD Rep submitted step allows recipients access to important attachments for combining new and renewal application data into a single grant application in **C1.9a**. See **Appendix B** for further instructions.

Reference Submissions

View Step

New Project Application FY2017

HUD Conditional Award Summary

C1.8 New Issues, Conditions, and Alerts

> Click on a folder to view previous *e-snaps* "submissions" connected to an application.

> New this year, recipients can see the CPD Rep's *e-snaps* Step C1.8, which contains two important files for renewal expansion grants. processing.

1. As needed, click on the orange Folder under the "**View**" column to open each linked "submission." The submission selected will open in the same active window and will take you out of your **C1.9a** screens. **Caution–**many original application screens are identical to screens in **C1.9a** and it is easy to forget you are no longer in **C1.9a**. The main difference is the original FY 2017 Project Application has been submitted is read-only and an active **C1.9a** can have data updated.

2. After completing a review of a reference submission, select the "***Back to …***" links at the bottom of the left menu to return to the **"Reference Submissions"** screen in your FY 2017 **C1.9a**.

3. Click on "**Next**" to continue with **C1.9a** updates**.**

Acknowledgment Screen

The **"Acknowledgment"** screen allows recipients to view Issues and Conditions placed on the grant and to review comments–known as **alerts**–HUD provided to the recipient. Recipients **must** acknowledge in the **Recipient Acknowledgment** column checkbox that all identified issues and conditions have been reviewed and must be resolved.

1.   Review any "**Alerts**" and comments from HUD entered in the text box at the top of the screen.

2. Recipients must acknowledge and satisfy all "**Conditions**" placed on the conditionally awarded grant before HUD will issue a grant agreement. After reviewing the condition(s) indicated in the checked box(es) under the **"HUD Award"** column, recipients must check the box(es) in the column **"Recipient Acknowledgement"** to indicate that the condition has been reviewed and understood. **Note:** for conditions #5F and #20 (Other), recipients must check the corresponding box in addition to any "**Other**" checkboxes listed at the bottom of the screen.

Recipients should contact their local CPD Rep if they need additional clarification regarding a condition issued by HUD, or if they are unsure of what is needed to resolve a condition.

3. Click on the "**Save**" button. Review and confirm that all acknowledgement check boxes have been selected and saved before selecting the "**Next" or "Save and Next"** button.

Tip:	If a recipient does not acknowledge all indicated **conditions**, a warning message will appear, and the recipient will be unable to submit this screen. Recipients that have not received conditions on their awards are not required to complete items on this screen.

Administrative Costs Screen (Only for New Grants and Renewal Expansion Grants-Technical Submission)

This Administrative Costs screen allows recipients to enter administrative costs budget details and is only visible for **new grants and renewal expansion grants**. During the application phase of the competition, HUD only required these project applications to show a total budget for their **Admin. Costs** budget. For conditionally awarded new grants and renewal expansion grants, recipients must provide a detailed list of eligible administrative costs for the entire awarded administrative cost amount.

Administrative Costs

Instructions: [show]

Total Assistance Requested for Administration: $300

Administrative Costs:	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1. Bookkeeper 3 hours @ $33 hr.	$100	$100				$200
2. Audit	$50	$50				$100
3.						$0
4.						$0
5.						$0
6.						$0
7.						$0
8. Totals for Itemized Administrative Costs	$150	$150	$0	$0	$0	$300
9. Amount for the Subrecipient	$50	$100				$150

Save   Save & Back   Save & Next
Back   Next
Check Spelling

1. Review the "**Total Assistance Requested for Administration**" field. This field populates with the amount indicated for "Admin Costs" on the Budget Summary screen.

2. Under the column "**Administrative Costs"**, enter a detailed description for **at least one** relevant cost. Note: If no Administrative Costs were requested in this grant then enter N/A in the #1 descriptive field and $0 in the field under Year 1.

3. As necessary, based on the grant term, under the "**Year 1**," **"Year 2**," **"Year 3**," **"Year 4**," and **"Year 5"** columns, enter the amount of funds requested for the related administrative cost for each year of the grant term. Leave fields blank for years beyond the grant term or when no funds are being requested for a particular cost(s) for a particular year(s).

4. The total amount of funds requested for each year will automatically calculate in the row "**Totals for Itemized Administrative Costs"** and in the **"Total"** column to the right of the table once the user selects the "Save" button. **The value in the "Total" column of the "Totals for Itemized Administrative Costs" row cannot exceed the "Total Administrative Costs Request" displayed above and recorded on the Summary Budget Screen.**

5. Fill out row 9, "**Amount for the Subrecipient**," to indicate how much of the administrative costs listed in row 8 are being requested for grant subrecipients. If administrative costs are being requested for the recipient only, leave the fields in row 9 blank. The values in the "**Amount for The Subrecipient(s)**" row cannot exceed the values in the Totals for Itemized Administrative Costs row.

Tip: The total for the Administrative Costs budget on this screen must equal the total "**Admin Costs**" line item on the "**Budget Summary**" screen. If the two are not equal, a warning message will appear on this screen and recipients will be unable to submit Step **C1.9a**.

Project Milestones Screen (Only for New Grants and Renewal Expansion-Grants Technical Submission)

The **"Project Milestones"** screen allows recipients to list key project milestones or implementation goals. Recipients are required to provide the number of days from grant execution when project milestones are expected to be completed. Not every milestone listed on this screen will be relevant for every grant, but recipients must complete at least one project

Project Milestones

* Enter the number of days from the execution of the grant agreement that each of the following milestones will occur, for each structure in the project. If the project has only one structure or no structures, complete only column A. Enter "N/A" if the event is not applicable.

Project Milestone	Days from Execution of Grant Agreement Structure A	Days from Execution of Grant Agreement Structure B	Days from Execution of Grant Agreement Structure C	Days from Execution of Grant Agreement Structure D
Closing on purchase of land, structure, or execution of lease				
Last unit leased, if leasing scattered units				
Rehabilitation started				
Rehabilitation completed				
New construction started				
New construction completed				
Operations staff hired				
Residents begin to occupy				
Supportive services begin				
Facility near 100% occupied				
Enrollment in supportive services near 100% capacity				

milestone before submitting Step **C1.9a**.

1. Review the milestones listed under the column "**Project Milestones."** Identify the milestones that apply to your grant and to which structures or location, if any, they apply.

2. Identify one or multiple milestone(s) relevant to your project type. In the rows under columns **A,** enter the **number of "Days from execution of Grant Agreement"** that you expect it will take until the respective milestone is completed. For grants with no structures or fixed locations (e.g., street outreach, tenant-based scattered-site leasing or rental assistance), only enter data in column **A.**

   - If you have multiple structures or fixed locations, fill out columns "**B**," "**C**," and "**D**." For grants with more than 4 structures or fixed locations, enter information for the 4 structures that will achieve the relevant milestones first.

   - **Important:** Only use numerals, **no text**.

3. Click "**Save**" to calculate totals without moving to the next screen. Then click on **"Save & Next"** to continue to the next screen.

Tip:	Recipients will be unable to submit **C1.9a** until they have filled out at least one numerical (no text) project milestone. A warning message will appear until at least one project milestone field with a number greater than zero has been entered and this screen is **Saved**.

Attachments Screen

The **"Attachments"** screen allows new and renewal recipients to upload documentation that supports the resolution of issues and conditions.

New grants and renewal expansion grants have a specialized list of Technical Submission attachment slots that address requirements for the Technical Submission. Not all attachment slots are relevant for all grants; therefore, new renewal expansion grant recipients must review the chart of required documents in **Appendix A** to clarify requirements based on the project design, component type, configuration and budget details.

Renewal Grants Attachment Screen:

New Grants and Renewal Expansion Grants Attachment Screen:

1. On the main "**Attachments**" screen click on the attachment slot under the words "**Document Type.**" The "**Attachment Details**" screen will appear as shown below.

Tip: If more than 3 documents for renewal or 10 documents for new need to be attached, zip several files together and upload them to the same "Attachment" slot.

Attachment Details

* Document Description: ⟶ [   ]

* File Name: [   ] [Browse...]

Document Type: 01) Match Documentation

Maximum Size: 5 MB

Allowable Formats: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pp...
docx, ZIP*, gif, tiff

Instructions: Attach any additional documentation supporting the project application. To attach multiple documents, zip them into a single file.

> Enter a "Document Description" and select "Browse" to upload a specific file from your computer

[Save]

[Save & Back to List] [Back to List]

[Check Spelling]

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

1. **IMPORTANT:** Enter the title of the document in the **"Document Description"** field (e.g., Match Documentation).

2. Click on the button **"Browse"** to the right of the **"File Name"** label to upload a file from your computer. The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.

3. Click on "**Save & Back to List**" to return to the "**Attachments**" screen.

4. On the **"Attachments"** screen, select **"Next"** to proceed to the next screen or select the magnifying glass icon under the **"Download"** column to view and confirm you have uploaded the correct file(s).

Tip: The maximum file size per attachment slot is 5 MB.

Adjustments Screen

The **"Adjustments"** screen allows recipients to indicate their intent to adjust some of the grant information that was requested in the project application during the FY 2017 CoC Program Competition. A selection of **"Yes"** on this screen, accompanied with a brief description of the requested changes will make the grant information screens visible on the left menu and available for some edits.

Recipients should only select "**Yes**" if they intend to adjust information in a way that directly resolves an issue or condition placed on the award by HUD. HUD will review all adjustment requests and will reject those requests that do not directly address issues and conditions. Recipients **cannot** use the **C1.9a** adjustment process to request grant amendments or to request the consolidation of renewal grants.

1. Use the dropdown menu to answer **"Yes"** or **"No"** to the question, "**Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions made by HUD?**"
   - If "**Yes**" is selected, a text box will appear. Enter a brief description of all adjustments that you will be making. Bullets or short hand that identifies the updated screens and fields is sufficient for completing this text box.
   - If "**No**" is selected, move to Step 2
2. At the bottom of the **"Adjustments"** screen, select **"Save & Next"**

For detailed instruction on adjusting original application screens refer to the FY 2017 Project Application Instructional Guides located on the HUD Exchange at: FY 2017 Continuum of Care (CoC) Program Competition: Funding Availability and CoC Program Competition: e-snaps Resources.

Tip:	The screens in this process are populated directly from the FY 2017 project application. HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** to resolve Issues and Conditions, update match if necessary, and add or update indirect cost information. For recipients desiring to make major adjustments a **grant amendment** must be requested and processed at *e-snaps* Amendments Step **C1.9b**. Grant amendments occur **after** Step **C1.9a** is approved and the initial grant agreement is executed. Instructions for processing renewal grant agreement amendments at Step **C1.9b** will be provided in a separate guide.

The screen names available in the left menu are identical to the screen names used in the FY 2017 project application. When Step **C1.9a** is first opened, these screens are visible as read-only. The data from the original project application screens can only be edited if "**Yes**" is selected on the **"Adjustments"** screen. The rows, columns, and fields are also identical to the original project application with the following general exceptions:

- The screens follow the same rules as they did during the FY 2017 project application process. For guidance on making updates to the original project application data, refer to the to the Project Application Instructional Guides located on the HUD Exchange (links above).

- Some fields contain open number and text boxes that can be adjusted by directly editing the text brought forward from the original project application. The recipient will not be able to adjust all fields on the visible screens.

- Fields in the Part 6 "**Summary Budget,**" and some important fields in the preceding sections are presented in three columns. The first column is read-only and represents data from the original FY 2017 project application. The second column is read-only and represents data from the "**HUD Award**." The third column can be edited to represent the adjusted value required to resolve issues and conditions or to reconcile budget changes made by HUD.

Tip: If you have questions about required adjustments, contact the local CPD Rep before you submit Step **C1.9a**. If Field Offices identify major adjustments that were not previously approved, they will reject the change and send Step **C1.9a** back to the recipient for editing, which might cause a delay in the issuance of the grant agreement.

Submission Summary Screen

Once the required information has been entered, including required attachments, the recipient must click on the **"Submit"** button on the **"Submission Summary"** screen. The main screen shows all the **C1.9a** screens by name. In the **"Last Updated"** column on the right, *e-snaps* will identify one of the following:

- A date if the screen is complete.

- **"No Input Required"** if there is no input required.

- **"Please Complete"** if more information is required on the specified screen.

Recipients can go back to any screen by clicking on the screen name on the left menu *or* on the screen name in the main submissions list. Click on **"Save"** after making changes on any screen visited or those changes will be lost.

The **"Submit"** button is located at the bottom of the screen.

The following image shows the "**Submission Summary**" screen with items that still must be completed. Note: that the "**Submit**" button is light grey-shaded and cannot be selected because of the items with red Xs and "**Please Complete**" on the screen.

1. For item(s) that state **"Please Complete,"** either click on the link under the **"Page"** column or select the appropriate screen link from the left menu.

2. Complete the required information on the **"Please Complete"** screen click on **"Save"** before navigating off the updated screen.

3. When all the screens are complete, the **"Submit"** button is active (no longer light grey-shaded) you will be able to click on **"Submit"** for **C1.9a** for this grant.

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

1. The **"Submit"** button will be medium-grey shaded. Click on the **"Submit"** button. After clicking the "**Submit**" button, "**This e. form has been submitted**" will appear below confirming submission of **C1.9a**.

2. **IMPORTANT**: To expedite the grant agreement process, send your HUD CPD Rep an email notifying them that you have submitted Step **C1.9a** for this grant is ready in *e-snaps* for their review.

Sample email to the local HUD field office

Dear **[insert local CPD Rep representative's name]**,

I have submitted Issues and Conditions Step **C1.9a** in *e-snaps* for **[insert Project Name and Project Number]**. Step **C1.9a** is now available in *e-snaps* for your review.

Sincerely, **[Insert your name]**

Exporting C1.9a Screens to PDF

HUD recommends that recipients obtain a copy of the **C1.9a** screens using the "**Export to PDF**" button located at the bottom of the "**Submission Summary**" screen under the navigation buttons "**Back**" and "**Next**." Exporting to PDF allows the user to retain a copy of FY 2017 grant data updated in the **C1.9a** screens to be saved directly on your computer for offline access. A PDF of **C1.9a** screens (or C1.9b, if amended) are the best reference of grant details when updating a future project application in *e-snaps*.

Click on the "**Export to PDF**" button to obtain a PDF copy of the **C1.9a** screens.

1. Click on "**Export to PDF**"

2. On the "**Configure PDF Export**" screen, select the screens you would like included

3. Click on "**Export to PDF**"

4. Save PDF to your computer

Appendix A: New Grants and Renewal Expansion Grant Technical Submission Requirements and C1.9a Attachments Screen

The "**Attachments"** screen at Step **C1.9a** for Technical Submission for **new grants and renewal expansion grants** provides attachment "slots" necessary for recipients of all project types to complete a Technical Submission. Many of the slots are activity specific by component type (e.g. PH, SSO, JOINT) or project type (e.g. PSH, RRH, CE) so recipients are not required to attach documentation in every slot to submit the Technical Submission in *e-snaps*. Review the details in the list and chart below and 24 CFR part 578 for further details. You can also contact HUD for further clarification.

Recipients of **renewal expansion** grants are not required to complete a full Technical Submission for the entire newly combined grant (renewal portion + new portion = combined). However, 100% of the combined amount needs match commitment updates and complete match documentation attached. For other "slots," it depends upon the project's design (new staff, new sites etc.), and some recipients may be required to attach certain documents for the new portion that is added to the newly combined grant. Examples: Some grants will require Job Descriptions (if new positions) or Site Control (if new sites). Some grants will require Environmental Review if the new portion of the grant expands to sites that are not covered under the renewal grant's existing environmental review. **Note:** Since none of the FY 2017 renewal expansion grants have capital costs **no** attachments are required for renewal expansion grants for Zoning Documentation, Documentation of Financial Feasibility, or Restrictive Covenant.

The list of Technical Submission attachments and definitions are as follows:

- **Match Documentation–required for all new grants and renewal expansion grants:** For new grants and renewal expansion grants the match documentation for cash and in-kind services must be reviewed by Field Offices for the match commitments listed in the FY 2017 project applications. All proposed cash to be used as match and proposed in-kind services to be used as match that is provided by a third party must be documented between the recipient or subrecipient and the third party that will provide the cash or in-kind services. **Standard renewal grants are not required to attach match documentation in C1.9a.** For more information, review 24 CFR 578.73.

- **Job Descriptions–may be required for some new grants and renewal expansion grants:** Documentation that describes the roles and responsibilities of staff employed to carry out CoC Program funded activities. The attached should include narrative statements indicating job title(s) for each position to be funded. For each position the attachment should describe the job responsibilities as they relate to the CoC Program funding.

- **Site Control– may be required for some new grants and renewal expansion grants:** The recipient's contracted control over the properties funded with CoC Program funds that will be used during grant implementation. If the project has more than three structures that require site control, recipients were instructed to combine documentation into one attachment. For more information on what types of grants and structures require site control, review 24 CFR 578.25.

- **Environmental Review– may be required for some new grants and renewal expansion grants:** Documentation that confirms an environmental review has been

performed with satisfactory results in accordance with 24 CFR Part 58 and 578.31. Recipients, subrecipients, project partners, and their contractors are prohibited from acquiring, rehabilitating, converting, leasing, repairing, disposing of, demolishing, or constructing property for a project, or commit or expend HUD or local funds for eligible activities until an environmental review has been completed. For more information see 24 CFR 578.31, environmental review flowchart, and additional links at: https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart/.

- **Zoning Documentation–only for new grants with capital costs:** One of three documents verifying that new construction and rehabilitation grants conform to local zoning and building codes:

    1. A statement on letterhead stationary from the unit of general local government indicating that the proposed use is permissible under applicable zoning ordinances and regulations;

    2. A statement that the zoning will be changed to allow for the proposed use within 1 year from the date of HUD's award letter; or

    3. An existing lawsuit filing or HUD complaint, or a commitment that a filing or complaint will be filed within 3 months challenging the legality of the current zoning ordinance or regulations under the Fair Housing Act.

    See 24 CFR 578.75 for more information on this type of documentation.

- **Documentation of Financial Feasibility–only for new grants with capital costs:** Documentation required for grants that have capital costs (i.e., construction, rehabilitation and acquisition) that confirms the financial feasibility of both implementing and operating the eligible costs requested. Applicant must demonstrate that it has sufficient resources to carry out project activities and that the resources will be available to meet the reported project milestones. For more information, refer to 24 CFR 578.21(c).

- **Restrictive Covenant–only for new grants with capital costs:** Documentation required for grants that have capital costs (i.e., construction, rehabilitation, and acquisition). Projects with acquisition costs must provide the purchase agreement. For more information, refer to 24 CFR 578.81.

Attachments Chart for 2017 New Grants and Renewal Expansion Grants:

	PH-PSH	PH-RRH	JOINT TH-PH:RRH	SSO-Coordinated Entry (CE)	Dedicated HMIS	All Planning & UFA Costs
Match Documentation (All new and renewal expansion.)	Yes	Yes	Yes	Yes	Yes	Yes
Job Descriptions (New and relevant new portion of renewal expansion.)	Yes	Yes	Yes	Yes	Yes	Yes
Environmental Review (New and relevant new portion of a renewal expansion.)	*See CoC ER guidance	*See CoC ER guidance	*See CoC ER guidance	*See CoC ER guidance	*See CoC ER guidance	*See CoC ER guidance
Site Control – Only if CoC funds are paying for a site. (New and relevant new portion of a renewal expansion.)	Only for Project-Based & Sponsor-Based Structures or New Leased Office Space	N/A	Only for TH portion of Project-Based & Sponsor-Based Structures or New Leased Office Space	Only for Leased Office Space	Only for Leased Office Space	Only for Leased Office Space
Documentation of Financial Feasibility (new with capital costs)	Yes, only if grant has capital costs.	N/A	Yes, only if grant has capital costs.	N/A	N/A	N/A
Zoning Documentation (new with capital costs)	Yes, only if grant has capital costs.	N/A	Yes, only if grant has capital costs.	N/A	N/A	N/A
Restrictive Covenant (new with capital costs)	Yes, only if grant has capital costs.	N/A	Yes, only if grant has capital costs.	N/A	N/A	N/A

* The environmental review flowchart is available at:
https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart/.

Appendix B: Recipient Procedures for FY 2017 Post-Award Renewal Expansion Grants

New in FY 2017, HUD introduced a process where an existing renewal project applicant could request a new project to expand its eligible FY 2017 renewal project and combine the grants prior to grant agreement execution. This combined grant is called a Renewal Expansion grant. HUD required the new project application and the renewal project application to be for the same project design and CoC Program component type that expands one or all of the following; units, beds, persons served, supportive services, HMIS activities, or coordinated entry activities. FY 2017 eligible renewal expansion component types include PH-PSH, PH-RRH, SSO-CE, and HMIS).

Project applicants requested an expansion of an FY 2017 eligible renewal application in the **new application path in** *e-snaps* and HUD required them to identify this request on the **3C Expansion** screen. The new project application **3C Expansion** screen includes information identifying:

- the PIN of the renewal application being expanded. Note: PIN is the first 6 characters of the project/grant number.

- the name of the new project using at least a portion of the renewal project's name and adding Expansion at the end; and

- the identification of the portion of the project expanding (e.g., units, persons, services, etc.).

Note: D**o not apply** the procedures described to traditional (stand-alone) new project expansions that are **not** requesting an expansion of an eligible FY 2017 renewal application. The **3C Expansion** screen information for stand-alone expansion projects is primarily informative data to HUD about a new grant that is expanding a project but not intending to combine into a single grant as part of this competition.

Importantly, FY 2017 *e-snaps* Steps for all renewal expansion grants remain identified as **New** applications for HUD and recipients as **"New Project Application FY 2017 C1.9a New Application Technical Submission."** The word "**New**" is for *e-snaps* Post-Award processing purposes only. This allows recipients the ability to correct Issues and Conditions and to make any budget adjustments to the combined applications, as needed, for the renewal expansion grant to be as cost effective as possible. Maintaining the new application path in *e-snaps* allows recipients to:

1. Correct any new or renewal Issues and Conditions as applied by HUD.

2. Complete the required Technical Submission screens for the grant that includes:

    a. Administrative Costs Screen (for total amount of combined Admin. BLI);

    b. Project Milestones Screen (new portion); and

    c. Technical Submission "**Attachments Screen**" (see **Appendix A** above).

3. Combine or update information other than total award.

For all new applications that requested an expansion of an eligible renewal application, HUD reviewed both applications independently, using FY 2017 threshold standards and, if both applications were selected for conditional awards, HUD updated the increased funding amounts in *e-snaps* for each Budget Line Item (BLI) category **from** the renewal project's *e-snaps* application **into** the new project's *e-snaps* application. The new combined total (new + renewal = combined) funding amount of the FY 2017 conditionally awarded grant should be accurately reflected in *e-snaps*. To quickly view the combined financial data in *e-snaps* refer to the **"Reference Submissions"** link on the left menu and click on the "**HUD Conditional Award Summary**" (screenshot below) or click on the **C1.9a** "**Summary Budget**" screen.

Downloading Attached Files from Step C1.8 "Reference Submissions" for Combining Renewal Expansion Grants

In the **C1.9a** "**Reference Submission,**" recipients can view *e-snaps* Step **C1.8** to which HUD has added important reference attachments for combining renewal expansion grants in your **C1.9a**. Inside of "**C1.8 New Issues, Conditions, and Alerts**" contains the **C1.8** "**Attachments**" screen. Within the **C1.8** "**Attachments**" screen, recipients should retrieve (download) the original **FY 2017 Renewal Application** that is expanding and a HUD produced **Renewal Expansion Data Report (REDR)** PDF file to be used for assistance in combing the required grant data in **C1.9a**. The REDR file contains the numerical data from both the new and renewal applications that recipients must combine within your **C1.9a**. **Note:** combined data not on the REDR is not required to be updated in the FY 2017 C1.9a.

1. Click on the **C1.8** orange folder under the "**View**" column to open **C1.8**. The folder will open in the same active window and will take you **out** of your **C1.9a** "**Reference Submissions**" and **into** the **C1.8** folder**.**

2. After the C1.8 "**Reference Submissions**" is open, from the **C1.8** left menu, click on the "**Attachments**" link. Once the **C1.8** "**Attachments**" link is open, you will see the original FY 2017 Renewal Application and the Renewal Expansion Data Report (REDR) file.

3. One at a time, click on the magnifying glass icon under the "**Download**" column to view and download these reference files to assist with combining **C1.9a** information.

4. After completing both downloads, click on the "**Back to …**" link at the bottom of the left menu to return to first to **C1.8** "**Reference Submissions**" screen and repeat again to return to your active **C1.9a** "**Reference Submissions**" screen.

5. Click on "**Next**" to continue with C1.9a updates.

Important Things to Remember About Renewal Expansion Grants:

- All conditionally awarded renewal expansion grants are **expansion of the renewal grant** as identified by the original renewal grant's PIN with updated FY 2017 final four digits that include the CoC competition year (e.g., 17) and subsequent two-digit sequence number based on the previously funded renewal grant (e.g., 10).

- With exception of the total funding amounts combined by HUD, the recipient **must combine** expanded renewal grant's numerical data at Step **C1.9a**. As reference to confirm accuracy of the required combined data in **C1.9a,** HUD has provided a **Renewal Expansion Data Report (REDR)** for the PH grants (HMIS and SSO-CE grants have minimal data updates required and no REDR). In addition, Field Offices and recipients can view and download copies of the **FY 2017 Renewal Application and the REDR** PDF file for PH grants from the **C1.8** "**Attachments**" screen. Though not a Post-Award requirement, recipients can update additional fields and narratives in *e-snaps*, or they can choose to wait and update all information in the FY 2018 renewal application process.

- Recipients should pay special attention to any Quantity and Description fields in the newly combined budgets for Supportive Services, Operating, HMIS, Leasing, Leased Structures or Rental Assistance. Due to the combined budget amounts done by HUD, the recipient will need to update or confirm the Quantity and Description language for line items requested on these screens to equal the newly combined amounts.

- The Operating Start Date for the expanded renewal grant **must be** the first day of the month following the previous renewal grant's Expiration Date, for example, if expiration date is June 30, 2018, then the operating start date must be July 1, 2018. Recipients must confirm the accurate proposed renewal operating start date and expiration date on *e-snaps* screen **1D #17** of Step **C1.9a**.

- Once the combined data is entered and all Issues and Conditions are confirmed by HUD as resolved, the grant will move through the traditional *e-snaps* Post-Award process with the CPD Rep confirming the combined application data is in *e-snaps* prior to executing a grant agreement.

- Upon completion of the *e-snaps* Post-Award Steps and the execution of a renewal expansion grant agreement, HUD will issue a single grant–for the combined grant

activities including the new expanded portion–with a single operating year (1-year performance period) that **must** coincide with the Operating Start Date of the specific renewal grant PIN, the same as required for all renewal grant agreements, as identified in *e-snaps* screen **1D #17** of Step **C1.9a** and as printed on the grant agreement.

- In the FY 2018 CoC Program Competition, renewal applications of renewal expansion grants must be submitted with the same combined data as approved by HUD. Recipients should to use the final approved Step **C1.9a** as reference**. This can be** downloaded via the "**Export to PDF"** function in *e-snaps* and retained for reference. Recipient must enter the FY 2018 renewal application data manually as *e-snaps* cannot import the FY 2017 data. **Note:** In FY 2018, the renewal application will no longer be considered a renewal expansion but a standard renewal for the FY 2018 CoC Program Competition.

- For UFAs, after the C1.9a is approved, the renewal expansion grant amounts will be included in the total renewal amount as indicated on the Scope of Work.

Appendix C: Adding, Deleting, and Editing *e-snaps* Users (Registrants)

Having a user profile enables a person to access *e-snaps*. However, only people who have been setup **"associated'** as "**registrants**" (also referred to as registered users) can enter information in the "**Project Applicant Profile**" and the Post-Award Step **C1.9a** screens associated with the recipient organization.

Anyone who currently has access to an organization's *e-snaps* account (i.e., who can see the organization's "**Project Applicant Profile**," any prior years' project applications, etc.) can add or remove other registrants by following the instructions provided below.

Tip:	Before anyone can be added as a registrant in *e-snaps*, the individual must have an *e-snaps* user profile with a username and password. The person responsible for adding the new registrant will use the person's username and email address to register or "associate" the new user with the project applicant's records in *e-snaps*.

Tip:	If there are no current users to add or delete a registrant, or if a new organization has taken over the grant and needs to connect their "Applicant Profile(s)" to a specific project or any other *e-snaps* data related to a grant, email the organization name, new user name(s) and new user email(s) to the local CPD Rep. HUD may contact you and the Collaborative Applicant for confirmation of the submitted information and need for *e-snaps* access.
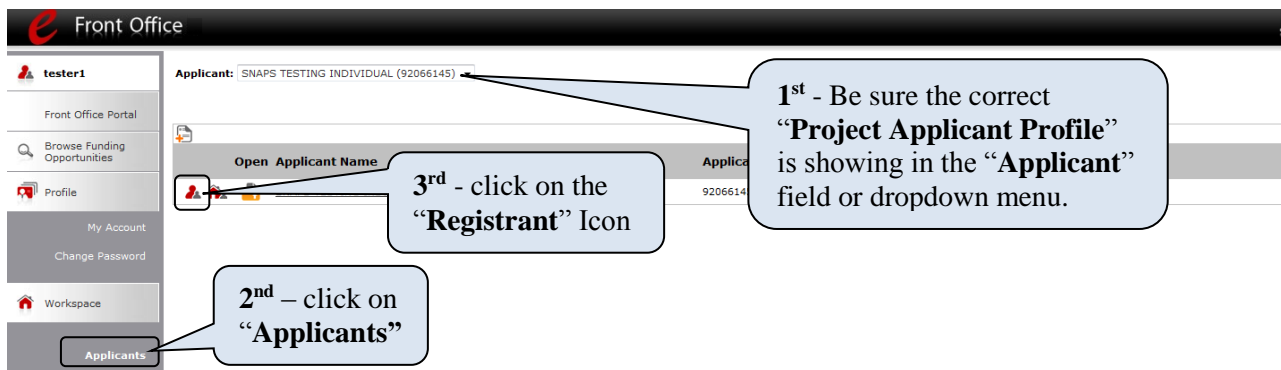
1. **IMPORTANT**–Confirm that the correct "**Project Applicant Profile**" (Applicant/Organization's name that is the same as the recipient) associated (attached) with this grant as located in the field at the top left side of the screen. for Users associated with multiple "Applicant Profiles," a dropdown menu is provided for selecting the correct organizational link to a specific grant.

2. Click on "**Applicants**" on the left menu bar.

3. On the "**Applicants**" screen, select "**Registrant**" icon located to the left of the Applicant Name.

Add a User (Registrant)

1.   Click on the "**Add Registrant**" icon at the top left of the list.

2.   Enter the User Name and Email Address of the Registrant. There is a "**Group**" field, but this item is **NOT** being used by *e-snaps*. You are not required to take any action with the "**Group**" field.

3.   Click on the "**Add Registrant**" button.

4.   Click on the "**Back to List**" button to return to the "**Registrants**" screen, where you will see the name of the person added.

5.   On the "**Registrants**" screen, select the "**Back to List**" button to return to the "**Applicants**" screen.

Delete a User (Registrant)

Deleting the user will remove that user from the "**Project Applicant Profile**." This person will still be able to access *e-snaps*, but they will no longer be able to access the organization's Project Applicant Profile, Project Applications, and APRs.

1. Click on "**Delete**" icon next to the person's name.

2. Click on the "**Back to List**" button to return to the "**Applicants**" screen.

Edit User (Registrant) Information

To edit a registrant's information, delete the person first, have the user edit their information, and then add the person again.

1. Click on "**Delete**" icon next to the person's name.

2. Follow the instructions above for adding the person again with the correct information.

Appendix D: Links to Additional *e-snaps* Resources and Guides

esnaps **2017 Project Applicant Profile Instructional Guide (PDF)**
https://www.hudexchange.inCPD Reps/resources/documents/Grant-Applicant-Profile-Instructional-Guide.pdf

esnaps **Project Applicant Authorized Representative Update Resource (PDF)** https://www.hudexchange.inCPD Reps/resource/2906/instructions-for-updating-coc-grant-applicant-authorized-representative/

esnaps **Updating the Applicant Profile Resource (PDF)**
https://www.hudexchange.inCPD Reps/resources/documents/Updating-the-Applicant-Profile.pdf

esnaps **Introduction to Features and Functions Resources (PDF)**
https://www.hudexchange.inCPD Reps/resources/documents/*esnaps*-Features-Functions-Instructional-Guide.pdf

esnaps **Guide to the Left Menu Bar (PDF)**
https://www.hudexchange.inCPD Reps/resources/documents/Guide-to-the-Left-Menu-Bar.pdf

esnaps **Adding and Deleting Registrants Resource (PDF)**
https://www.hudexchange.inCPD Reps/resources/documents/Adding-Deleting-Registrants.pdf