



# FY 2018 New Project Application

*e-snaps Navigational Guide*

**Version 2**

# New Project Application

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# New Project Application

## Introduction

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

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

Prior to using this navigational guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile Navigational Guide is available on the HUD Exchange *e-snaps* webpage at <https://www.hudexchange.info/programs/e-snaps/>.

All Project Applicants are strongly encouraged to read the FY 2018 CoC Program Competition NOFA at: <https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices>.

This navigational guide supplements the New Project Application Detailed Instructions provided on the *e-snaps* page at: <https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

### Ask A Question

Submit questions to the AAQ at: <https://www.hudexchange.info/program-support/my-question/>. On Step 2 of the AAQ form:

- \* Select system: "**e-snaps**" for questions about the Notices and NOFAs; Project Applications; CoC Application and CoC Priority Listing; Grant awards, agreements, or amendments; and *e-snaps* technical issues.
- \* Select "**CoC Program**" for policy and regulatory questions.

## Version 2 Updates

Version 2 of the New Project Application Navigational Guide updates the 6B. Acquisition/Rehabilitation/New Construction Budget screen instructional steps.

## Objectives

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

- Access *e-snaps*
- Register for the FY 2018 New Project Application funding opportunity
- Create a New Project Application under the funding opportunity
- Enter a New Project Application from the "Submissions" screen
- Complete and submit a New Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to a Project Application in *e-snaps*

# New Project Application

## **Overview of the Project Application Process**

FY 2018 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

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

The CoCs will do the following:

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

## **Overview of this Navigational Guide**

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

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to *e-snaps*. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2018 New Project Application funding opportunity, creating an FY 2018 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2018 New Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions on how to complete each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the New Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject the Project Application.

# New Project Application

- **Amending the Project Application.** If changes need to be made to the Project Application, the Collaborative Applicant will amend the project back to the Project Applicant. Notification for amending a project back to the applicant occurs outside of *e-snaps*. Once the Collaborative Applicant has finalized the CoC Project Priority Listing, it will submit to the CoC Consolidated Application to HUD.

## Amending an Application

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

## Highlights in e-snaps for the FY 2018 CoC Program Competition

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

- **Funding Sources and Limitations.** For FY 2018, new projects are eligible through "Reallocation" funds, "Bonus" funds, a combination of "Reallocation + Bonus" funds, or "DV Bonus" funds. Review the NOFA for more information:  
<https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notice>
- **Transition Grant.** The FY 2018 Appropriations Act permits CoCs to use reallocation to transition eligible renewal project(s) from their original component(s) to another eligible component for new project applications in the FY 2018 CoC Program Competition. The CoC must fully reallocate the renewal project's funds, and then the same project applicant must submit a new project application in *e-snaps*. Eligible components for new projects in the transition process are: PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, and HMIS. Refer to Section II.B.2. of the FY 2018 CoC Program Competition NOFA for the criteria that applicants must follow for transition grants.
- **Expansion Projects.** HUD will allow project applicants to apply for a new expansion project under the DV Bonus, reallocation, and bonus processes; requirements vary across the funding sources. Review the NOFA for more information.
- **Relationship between 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 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.
- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens based on 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. View instructions on [page 14](#).

# New Project Application

- **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 under the correct Applicant account.

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

# New Project Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2018 CoC Program Competition NOFA.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. The main heading is 'Welcome to e-snaps'. Below this, there is a login section with fields for 'Username:' (containing '2016test') and 'Password:' (with masked characters), and a 'Login' button. A callout box points to the login fields with the text 'Log in here'. Below the login section is a 'Forgot your password?' link and a 'Create Profile' button with a speech bubble icon. A callout box points to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The page also contains a 'Contact Us' link and several paragraphs of text providing information about the system, including a note about OMB approval and a public reporting burden.

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

# New Project Application

## Existing Users

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

## New e-snaps Users

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



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

## Adding and Deleting Registrants

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



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

# New Project Application

## Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens is accurate and must select the “Complete” button on the “Submission Summary” screen.

This section in the New Project Application Navigational Guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.



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

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

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

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit a ticket to 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 a Project Applicant in *e-snaps*. Review the Project Applicant Profile 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, new, CoC planning, or UFA costs project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile. Contact the HUD Exchange Ask-A-Question if you need assistance:*

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

# New Project Application

## Establish the Project Application

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

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

# New Project Application

## Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2018 New Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2018 CoC Program Competition.

### Terminology

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

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

So, on this screen, you are indicating your intent to apply for a specify type of grant.

The screenshot shows the 'Front Office' interface. The left sidebar contains a menu with 'Funding Opportunity Registrations' selected. The main content area displays a table of registrations. Callouts are placed over the interface to guide the user through the registration process:

- 1. Select "Funding Opportunity Registrations" (points to the sidebar menu item).
- 2. Confirm the correct Applicant listed in the field (points to the 'Applicant: Project Applicant A (030700000)' dropdown).
- 3. Note Funding Opportunity Name (points to the 'New Project Application FY2018' row).
- 4. Select "Register" icon (points to the red document icon in the 'Register' column for the 'New Project Application FY2018' row).

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Register	View	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, 2019																					
		CoC Planning Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019																					
		CoC Planning Project Application FY2018	1	Sep 16, 2014	Dec 31, 2020																					
		New Project Application FY2018	0	Sep 16, 2014	Dec 31, 2021																					
		Renewal Project Application FY2014	0	Sep 16, 2014	Dec 31, 2018																					
		015	0		Dec 31, 2018																					
		016	0		Dec 31, 2019																					
		016 TEST	0		Dec 31, 2019																					
		Renewal Project Application FY2018	1	Sep 16, 2014	Dec 31, 2020																					
		UFA Costs Project Application FY2016	0	Sep 16, 2014	Dec 31, 2019																					
		UFA Costs Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019																					
		UFA Costs Project Application FY2018	1	Sep 16, 2014	Dec 31, 2020																					

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "New Project Application FY 2018."
4.	The "Funding Opportunity Details" screen appears.

# New Project Application

The screenshot shows the 'Front Office' application interface. At the top, there is a navigation bar with the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. On the left side, there is a sidebar menu with the following items: 'TestUser2', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area is divided into two sections. The first section, titled 'Funding Opportunity Details', contains the following information: 'Applicant: Project Applicant A (030700000)', 'Funding Opportunity Name: New Project Application FY2018', 'Start Date: Sep 16, 2014', and 'End Date: Jan 1, 2022'. The second section, titled 'Funding Opportunity Registration', contains the question 'Are you sure you wish to register Project Applicant A (030700000)?' and two buttons: 'Yes' and 'Cancel'.

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



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

The following image shows the screen that appears when the organization has successfully registered for the New Project Application funding opportunity.

The screenshot shows the 'Front Office' application interface, similar to the previous one. The main content area is divided into two sections. The first section, titled 'Funding Opportunity Details', contains the same information as the previous screenshot: 'Applicant: Project Applicant A (030700000)', 'Funding Opportunity Name: New Project Application FY2018', 'Start Date: Sep 16, 2014', and 'End Date: Jan 1, 2022'. The second section, titled 'Funding Opportunity Registration', contains the message 'Project Applicant A (030700000) has been registered.' and a 'Back' button.

# New Project Application

## Creating the Project Application Project

Project Applicants must create a project for the New Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step. Organizations do NOT enter the Application from the "Projects" screen to complete the Application screens; instead, they access the application from the "Submissions" screen.

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

**Terminology** "Creating a Project" means "giving the project application a name."

The screenshot shows the 'Front Office' interface with a sidebar on the left containing navigation options like 'Profile', 'My Account', 'Workspace', and 'Projects'. The main area displays a 'Projects' table with columns for 'Project Name', 'Project Number', 'Funding Opportunity Name', 'Applicant Name', 'Applicant Number', and 'Step Status'. A dropdown menu is open for the 'Funding Opportunity Name' column, showing a list of project names. A callout box with the text 'Select New Project Application FY2018' points to the 'Add' icon (a small square with a plus sign) next to the 'New Project Application FY2018' entry in the dropdown list.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
<b>Edit</b>	<b>Project Name</b>	<b>Project Number</b>	<b>Funding Opportunity Name</b>	<b>Applicant Name</b>	<b>Applicant Number</b>	<b>Step Status</b>																				
	AN-000 Renewal	136103	Renewal Project Application FY2018																							
	AN-500 CoC Planning Application FY2018		CoC Planning Project Application FY2017																							
	AN-500 UFA Costs Project Application FY2018		CoC Planning Project Application FY2018		000	In Progress																				
	Do not use FY2017		New Project Application FY2017		000	In Progress																				
	HMIS Test		New Project Application FY2018		000	In Progress																				
	Import Renewal Test	136093	Renewal Project Application FY2018		000	In Progress																				
	Import Test Renewal V2	136100	Renewal Project Application FY2018		000	In Progress																				
	Main Street PSH	136104	Renewal Project Application FY2018		000	In Progress																				
	New Project 2 2017	135670	New Project Application FY2017		000	In Progress																				
	New project FY 2017	0135635	New Project Application FY2017	Project Applicant A	030700000	In Progress																				
	New Project Test 2017	135658	New Project Application FY2017	Project Applicant A	030700000	In Progress																				
	PSH 1	136066	Renewal Project Application FY2018	Project Applicant A	030700000	In Progress																				
	PSH 1	136067	Renewal Project Application FY2018	Project Applicant A	030700000	In Progress																				

This screenshot shows the 'Front Office' interface with the 'Projects' table. A callout box with the text '"Add" icon appears after selection in dropdown menu' points to a small square icon with a plus sign. This icon is located next to the 'New Project Application FY2018' entry in the 'Funding Opportunity Name' dropdown menu. The table below the dropdown is empty, displaying the message 'This list contains no items'.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
<b>Edit</b>	<b>Project Name</b>	<b>Project Number</b>	<b>Funding Opportunity Name</b>	<b>Applicant Name</b>	<b>Applicant Number</b>	<b>Step Status</b>																					
This list contains no items																											

# New Project Application

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "New Project Application FY 2018" 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.



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

*Please ensure you are working under the correct Project Applicant.*

# New Project Application

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicant: Test Organization 2 (030700000)

**Create a Project**

Funding Opportunity Name: New Project Application FY2017

\* Applicant: Test Organization 2 (030700000)

\* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

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

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
**Projects**  
Submissions

Applicant: Project Applicant A (030700000)

**Projects**

Project Status: Open Projects

Funding Opportunity Name: New Project Application FY2018

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	<b>Edit</b>	<b>Project Name</b>	<b>Project Number</b>	<b>Funding Opportunity Name</b>	<b>Applicant Name</b>	<b>Applicant Number</b>	<b>Step Status</b>																			
		New Project Application Test 1 FY2018	136107	New Project Application FY2018	Project Applicant A	030700000	In Progress																			

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

# New Project Application

## Submissions

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

**Terminology** "Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted. Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.

Actions	Project Name	Project Number	Funding Opportunity Name	Step Name	Version	Date Submitted
	AN-000 Renewal	136103	Renewal Project Application FY2017	Renewal Project Application FY2017	t	1
	AN-500 CoC Planning Application FY2018	136065	CoC Planning Project Application FY2018	CoC Planning Project Application FY2018	t	1
	AN-500 UFA Costs Project Application FY2018	136057	UFA Costs Project Application FY2018	UFA Costs Project Application FY2018	t	1
	Do not use FY2017	135775	New Project Application FY2017	New Project Application FY2017	t	1
	HMIS Test	135691	Renewal Project Application FY2017	Renewal Project Application FY2017	t	1
	Import Renewal Test	136093	Renewal Project Application FY2017	Renewal Project Application FY2017	t	1
	Import Test Renewal V2	136100	Renewal Project Application FY2017	Renewal Project Application FY2017	t	1
	Main Street PSH	136104	Renewal Project Application FY2017	Renewal Project Application FY2017	t	1
	New Project 2 2017	135670	New Project Application FY2017	New Project Application FY2017	t	1

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

# New Project Application

## FY 2018 Project Application

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

**NOTE:**

- *Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.*
- *If you are in the Project Application and you need to update the Project Applicant Profile do not use the "View Applicant Profile" link on the left menu bar. Instead:*
  - *Select "Back to Submissions List."*
  - *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
  - *Ensure that the Applicant Profile is in "edit" mode.*
  - *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
  - *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
  - *When you return to the Project Application, the screen will show the corrected information.*
- *If the corrected information does not populate the Project Application, do the following:*
  - *Log out of e-snaps.*
  - *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and Save. If the information is correct, then edit it to something that is incorrect, save it, then change it back, and save it.*
  - *Navigate to the "Submission Summary" and select "Complete."*
  - *Log out of e-snaps.*
  - *Log in again. Navigate to your Project Application. The information should be updated.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*
- *Review the instructions in the [Submitting the Project Application](#) section in this guide.*

# New Project Application

## Accessing the New Project Application

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

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions' and contains a filter section with dropdowns for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. Below the filters is a table with columns: Actions, Project Name, Project Number, Funding Opportunity Name, Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. A callout box points to the 'Submissions' menu item (Step 1). Another callout points to the 'Applicant' dropdown menu (Step 2). A third callout points to the 'Filter' button (Step 3). A fourth callout points to the folder icon next to the project name in the table (Step 4).

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "New Project Application FY 2018."
4.	The "Before Starting" screen appears.

# New Project Application

## Before Starting the New Project Application

Before you begin the FY 2018 New Project Application, review the following information on the "Before Starting the Project Application" screen.

**Before Starting the Project Application**

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

Things to Remember:

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/co-c-program-competition-resources>.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition. For more information see FY 2018 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA and the FY 2018 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.
- New projects may only be submitted as either Reallocated or Permanent Supportive Housing Bonus Projects. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2018 CoC Program Competition NOFA.

**Annotations:**

- Only Part 1 and screen 8B appear. The rest will appear when you complete ALL of Part 1.
- Next
- Back to Submissions List

Step	Description
1.	Select "Next."

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

# New Project Application

## 1A. Application Type



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

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2018 Project Application.

The screenshot shows the '1A. SF-424 Application Type' screen. The left sidebar contains the following items:

- TestUser2
- New Project Application FY2018
- Applicant Name: Project Applicant A
- Applicant Number: 030700000
- Project Name: New Project Application Test 1 FY2018
- Project Number: 136107
- New Project Application FY2018
- FY2016 New Project Application Instructions

The main content area contains the following form fields:

- 1. Type of Submission: Application
- 2. Type of Application: New Project Application
- If Revision, select appropriate letter(s): -- select --
- If "Other", specify: [text input]
- 3. Date Received: 06/22/2018
- 4. Applicant Identifier: [text input]
- 5a. Federal Entity Identifier: [text input]
- 6. Date Received by State: [text input]
- 7. State Application Identifier: [text input]

Buttons for 'Back' and 'Next' are located at the bottom of the form area. A callout box with a red border and rounded corners contains the text: 'Verify the data in fields 1, 2 and 3'.

Step	Description
1.	Verify the information in field 2, "Type of Application," <ul style="list-style-type: none"><li>Confirm that you have registered for the correct funding opportunity, "New Project Application."</li></ul>
2.	Leave fields 4 through 7 blank.
3.	Select "Next" to continue to next screen.

# New Project Application

## 1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2018 Project Application.

The screenshot shows the '1B. SF-424 Legal Applicant' form. The form is divided into several sections:

- 8. Applicant**
  - a. Legal Name:** Test Organization 2
  - b. Employer/Taxpayer Identification Number (EIN/TIN):** 12-1234567
  - c. Organizational DUNS:** 111111111 PLUS 4: [ ]
  - d. Address**
    - Street 1: 125 Test Street
    - Street 2: [ ]
    - City: Washington
    - County: [ ]
    - State: District of Columbia
    - Country: United States
    - Zip / Postal Code: 20410
  - e. Organizational Unit (optional)**
    - Department Name: [ ]
    - Division Name: [ ]
  - f. Name and contact information of person to be contacted on matters involving this application**
    - Prefix: Ms.
    - First Name: first name of Alternate Contact
    - Middle Name: [ ]
    - Last Name: last name of Alternate Contact
    - Suffix: -- select --
    - Title: 00e 2
    - Organizational Affiliation: Test Organization 2
    - Telephone Number: (123) 456-7890
    - Extension: [ ]
    - Fax Number: (123) 456-7890
    - Email: Last@organization.com

At the bottom of the form are 'Back' and 'Next' buttons.

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

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

# New Project Application

## 1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Application Details" screen for **Part 1: SF-424** of the FY 2018 Project Application.

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

1C. SF-424 Application Details

9. Type of Applicant: Nonprofit with 501C3 IRS Status

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

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-590041-18B

Title: Continuum of Care Homeless Assistance Competi

13. Competition Identification Number:

Title:

Back Next

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

# New Project Application

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

**e.Forms** Logout

TestUser2

New Project Application  
FY2018

Applicant Name:  
Project Applicant A  
Applicant Number:  
030700000  
Project Name:  
New Project Application  
Test 1, FY2018  
Project Number:  
136107

New Project Application  
FY2018

FY2016 New Project  
Application Instructions

Before Starting  
Part 1 - Forms  
1A. SF-424 Application  
Type  
1B. SF-424 Legal  
Applicant  
1C. SF-424 Application  
Details  
**1D. SF-424  
Congressional  
District(s)**  
1E. SF-424 Compliance  
1F. SF-424 Declaration  
1G. HUD 2880  
1H. HUD 50070  
1I. Cert. Lobbying  
1J. SF-LLL  
8B. Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**1D. SF-424 Congressional District(s)**

\* 14. Area(s) affected by the project (state(s) only):  
(for multiple selections hold CTRL key)

Available Items:  
Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
California

Selected Items:

Use arrows to move selections from left column to the right column

15. Descriptive Title of Applicant's Project: New Project Application Test 1 FY2018

**16. Congressional District(s):**

**a. Applicant:**

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

Selected Items:  
DC-000

Populates from Applicant Profile

\* **b. Project:**  
(for multiple selections hold CTRL key)

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

Selected Items:

Move correct Congressional District(s) for the project

**17. Proposed Project**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$)**

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

Save & Back Save Save & Next

Back Next

Check Spelling

# New Project Application

Step	Description
1.	<p>In field 14, select the State(s) in which the proposed project will operate and serve persons experiencing homelessness.</p> <ul style="list-style-type: none"><li>• Highlight one state, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.</li></ul>
2.	<p>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:</p> <ul style="list-style-type: none"><li>• From the left-menu bar select "Back to Submissions List."</li><li>• From the left-menu bar select “Projects.”</li><li>• On the “Projects” screen, locate the name of the project you wish to rename and select the View  icon to the left of the project name.</li><li>• On the “Project Details” screen, change the name you originally entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.</li><li>• When you re-enter the New Project Application and navigate back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.</li></ul>
3.	<p>Field 16a "Congressional Districts" is pre-populated from the Project Applicant Profile.</p> <ul style="list-style-type: none"><li>• Applicants cannot modify the populated data on this screen; however, Project Applicants may modify the Project Applicant Profile to correct any errors identified.</li></ul>
4.	<p>For field 16b, select the congressional district(s) in which the project is expected to operate.</p> <ul style="list-style-type: none"><li>• Highlight one district, or hold the CTRL+Key to make more than one selection.</li><li>• Using the single arrow key, move your selection from the left box to the right box.</li></ul>
5.	<p>For field 17, under "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.</p>
6.	<p>Leave the "Estimated Funding" fields blank.</p>
7.	<p>Select "Save and Next" to continue to the next screen.</p>

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

# New Project Application

## 1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile."

The screenshot displays the '1E. SF-424 Compliance' form. On the left sidebar, the user is identified as 'TestUser2' and the application is for 'New Project Application FY2018'. The main form area contains two questions:

- Question 19:** '\* 19. Is the Application Subject to Review By State Executive Order 12372 Process?' with a dropdown menu. Below it, 'If "YES", enter the date this application was made available to the State for review:' with a text input field and a calendar icon.
- Question 20:** '\* 20. Is the Applicant delinquent on any Federal debt?' with a dropdown menu. Below it, 'If "YES," provide an explanation:' with a text area.

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

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

# New Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2018 New Project Application. <b>Note:</b> The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

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

# New Project Application

## **1G. HUD 2880**

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (new, renewal, CoC Planning, and UFA Costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, CoC Planning, and UFA Costs).

Refer to the following resource: <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>.

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

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

# New Project Application

## 1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the " HUD 50070 - Drug Free Workplace Certification" screen for Part 1: SF-424 of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the '1H. HUD 50070' form. At the top, it says 'HUD 50070 Certification for a Drug Free Workplace'. Below that, there are fields for 'Applicant Name' (New Organization 2) and 'Program/Activity Receiving Federal Grant Funding' (CoC Program). A bolded instruction reads: 'Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:'. This is followed by a certification statement: 'I certify that the above named Applicant will or will continue to provide a drug-free workplace by:'. Below this are six numbered actions (a-f) detailing requirements like publishing a statement, establishing a drug-free awareness program, and making a requirement for employees to be engaged. A section titled '2. Sites for Work Performance' asks for site information. A certification box with a 'Select' callout contains the text: '\* I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.' Below this is a warning about false claims and a section for 'Authorized Representative' with fields for name, title, telephone, fax, and email. At the bottom are 'Save & Back', 'Save', and 'Save & Next' buttons.

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2018 New Project Application is correct. <b>Note:</b> The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new project application is selected for conditional award.
3.	Select "Save & Next" to continue to the next screen.

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

# New Project Application

## 11. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2018 Project Application.

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* I hereby certify that all the information stated herein, as well as  any information provided in the accompaniment herewith, is true and accurate: **Select**

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

**Applicant's Organization:** Test Organization 2

**Name / Title of Authorized Official:** first name of Authorized Representative last name

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

**Date Signed:** 06/26/2018

Save & Back   Save   Save & Next

Back   Next

Check Spelling

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

# New Project Application

## 1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the " SF-LLL - Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY 2018 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities. Additional questions will appear. (see next pages)
<b>NOTE:</b>	<i>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.</i>

# New Project Application

## If "No" Lobbying Activities

**1J. SF-LLL**

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

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

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

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

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

\* Legal Name:

\* Street 1:

Street 2:

\* City:

County:

\* State:

\* Country:

\* Zip / Postal Code:

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

\* I certify that this information is true and complete.  Select check box to certify

**Authorized Representative**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Signature of Authorized Representative:

Date Signed:

Save & Back    Save    Save & Next

Back    Next

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

# New Project Application

## If "Yes" Lobbying Activities

**1J. SF-LLL**

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

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

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

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

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

1. Type of Federal Action:   
2. Status of Federal Action:   
3. Report Type:

\* 4. Name and Address of Reporting Entity:

Congressional District, if known:

Available Items:	Selected Items:
AK-000	DC-000
AL-001	
AL-002	
AL-003	
AL-004	
AL-005	

6. Federal Department/Agency:   
7. Federal Program Name/Description and (CFDA Number):   
8. Federal Action Number:   
9. Award Amount:

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

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

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

\* I certify that this information is true and complete

Authorized Representative

Prefix:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Title:   
Telephone Number:   
(Format: 123-456-7890)  
Fax Number:   
(Format: 123-456-7890)  
Email:   
Signature of Authorized Representative:   
Date Signed:

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

# New Project Application

Step	Description
1.	If "Yes" lobbying activities, review the pre-populated data in fields 1, 2, and 3.
2.	In field 4, indicate that the reporting entity is the Prime. The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3.	Confirm the Congressional districts and edit as needed.
4.	Review fields 6, 7, 8, and 9.
5.	In field 10a, identify the lobbying registrant's name and address.
6.	In field 10b, identify individuals performing services. It is a required field and requires text.
7.	After completing the questions, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
8.	Select "Save & Next" to continue to the next screen.

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

*The subrecipient NEVER submits the Project Application.*

# New Project Application

## 2A. Subrecipients



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

This screen lists all of the project's subrecipients. The 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 2018 Project Application.

The screenshot shows the '2A. Project Subrecipients' screen in the e.Forms application. The sidebar on the left displays the user 'TestUser2' and application details for 'New Project Application FY2018'. The main content area features a table with columns for 'Delete', 'View', 'Organization', 'Type', and 'Sub-Award Amount'. The table is currently empty, with the message 'This list contains no items'. Below the table are 'Back' and 'Next' buttons. Callout boxes provide instructions: 'Select "Add"' points to the 'Add' icon, and 'Select "Next" when finished adding project subrecipients' points to the 'Next' button.

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

# New Project Application

## 2A. Subrecipients (continued)

The screenshot shows the '2A. Project Subrecipients Detail' form in the eForms system. The sidebar on the left contains the user 'TestUser2' and navigation links for 'New Project Application FY2018', 'Applicant Name: Project Applicant A', 'Applicant Number: 030700000', 'Project Name: New Project Application Test 1 FY2018', 'Project Number: 136107', 'New Project Application FY2018', 'FY2016 New Project Application Instructions', 'Before Starting Part 1 - Forms', and '1A. SF-424 Application Type'. The main form area includes the following fields:

- \* a. Organization Name:
- \* b. Organization Type: -- select -- (dropdown menu)  
If "Other" specify:
- \* c. Employer or Tax Identification Number:
- \* d. Organizational DUNS:  PLUS 4:
- e. Physical Address:
  - \* Street 1:
  - Street 2:
  - \* City:
  - \* State: -- select -- (dropdown menu)
  - \* Zip Code:

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

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	<p>Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.</p> <ul style="list-style-type: none"> <li>Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; or Nonprofit without 501C3 IRS Status.</li> </ul> <p>If the organization type does not appear on the list, it is not an eligible subrecipient.</p> <p>The "Other" text box can be used for more information, if desired.</p> <ul style="list-style-type: none"> <li>Nonprofit subrecipients(those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.</li> </ul>
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, state, and zip code. If the mailing address is different from the street address; enter the mailing address.

# New Project Application

## 2A. Subrecipients (continued)

The screenshot shows the '2A. Subrecipients' section of a web application. On the left is a navigation menu with items like '1B. SF-424 Legal Applicant', '1C. SF-424 Application Details', '1D. SF-424 Congressional District(s)', '1E. SF-424 Compliance', '1F. SF-424 Declaration', '1G. HUD 2880', '1H. HUD 50070', '1I. Cert. Lobbying', '1J. SF-LLL', 'Part 2 - Recipient and Subrecipient Information', '2A. Subrecipients', '2B. Experience', 'Part 3 - Project Information', '3A. Project Detail', '3B. Description', '3C. Expansion', 'Part 4 - Housing, Services, and HMIS', 'Part 5 - Participants and Outreach', 'Part 6 - Budget Information', '6A. Funding Request', '6I. Match', '6J. Summary Budget', 'Part 7 - Attachment Certification', '7A. Attachment', '7D. Certification', 'Part 8 - Submission Summary', '8B. Summary', 'View Applicant Profile', 'Export to PDF', and 'Get PDF Viewer'.

The main form area contains the following sections:

- \* f. Congressional District(s):** (for multiple selections hold CTRL key)
  - Available Items: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005
  - Selected Items: (empty)
  - Navigation buttons: >>, >, <, <<
- \* g. Is the subrecipient a Faith-Based Organization?** -- select --
- \* h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** -- select --
- \* i. Expected Sub-Award Amount:** [text input field]
- j. Contact Person**
  - \* Prefix: -- select --
  - \* First Name: [text input field]
  - Middle Name: [text input field]
  - \* Last Name: [text input field]
  - Suffix: -- select --
  - \* Title: [text input field]
  - \* E-mail Address: [text input field]
  - \* Confirm E-mail Address: [text input field]
  - \* Phone Number: [text input field]
  - Extension: [text input field]
  - Fax Number: [text input field]

At the bottom of the form are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. Two callout boxes provide instructions:

- One callout points to the 'Save & Back to List' button: "Select 'Save & Back to List' when finished adding subrecipients".
- Another callout points to the 'Save & Add Another' button: "Select 'Save & Add Another' to add more subrecipients".

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

# New Project Application

## 2A. Subrecipients (continued)

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

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

# New Project Application

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

The following steps provide instruction on completing all the mandatory fields marked with an asterisk (\*) on the "Experience of Applicant, Subrecipient(s), and Other Partners" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2018 Project Application.

**e.Forms** Logout

TestUser2

New Project Application FY2018

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: New Project Application Test 1 FY2018  
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

Before  
Part  
Type  
App  
D  
Congressional Distric  
1E. SF-424 Compliance  
1F. SF-424 Declaration  
1G. HUD 2880  
1H. HUD 50070  
1I. Cert. Lobbying  
1J. SF-LLL  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
**2B. Experience**  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
3C. Expansion  
Part 4 - Housing,

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

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

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

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

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

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

Save & Back Save Save & Next

Back Next

If "Yes," another question will appear.

# New Project Application

Step	Description
1.	Describe the experience of the Project Applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2.	Describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
3.	Describe the basic organization and management structure of the Project Applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
4.	Select "Yes" or "No" from the dropdown menu regarding monitoring findings for any HUD grants (including ESG) operated by the Project Applicant or potential subrecipient(s). <ul style="list-style-type: none"><li>• If "Yes," a new text box will appear. Provide an explanation in the text box provided.</li></ul>
5.	Select "Save & Next" to continue to the next screen.

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

# New Project Application

## 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Project" screens on the "Project Detail" screen in **Part 3: Project Information** of the FY 2018 New Project Application, as well as, completing all mandatory fields marked with an asterisk (\*) on the "Project Detail" screen of the application.

**1a and 1b determine which CoC receives the project application when submitted in e-snaps**

**4. Component Type determines questions on other screens**

**4a. Only if you selected "PH" as the Component Type, select "PSH" or "RRH"**

**Transition Projects. If "yes," identify expiring grant(s)**

**\* 1a. CoC Number and Name:** -- select --

**\* 1b. CoC Collaborative Applicant Name:** -- select --

**2. Project Name:** New Project Application Test 1 FY2018

**\* 3. Project Status:** Standard

**\* 4. Component Type:** PH

**\* 4a. Will the PH project provide PSH or RRH?** -- select --

**\* 5. Does this project use one or more properties that have been conveyed through the Title V process?** -- select --

**\* 6. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2018 CoC Program Competition? (Section II.B.2. and Section III.C.3.g. of the FY 2018 NOFA).** Yes

Grant Number	Operating Start Date	Expiration Date	Component
	21	21	-- select --
	21	21	-- select --
	21	21	-- select --
	21	21	-- select --

**Please enter all values for at least one item.**

**IMPORTANT:** For all expiring projects listed above, be sure to attach a copy of the most recently approved project application(s) on Screen 7A. (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application).

**\* 6b. Provide a brief description that addresses the scope of the proposed transition from the expiring component to the new component during the first year of operation; including how no more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded**

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

# New Project Application

Step	Description
1.	Select your "CoC Number and Name" from the dropdown menu.
2.	Select your "CoC Applicant Name" from the dropdown menu.
<b>Fields 1a and 1b</b>	<i>You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your New Project Application will be submitted. If the CoC is incorrect, your application ultimately might not be submitted to HUD.</i>
<b>"No CoC"</b>	<i>"No CoC" can only be selected if your CoC did not register for the FY 2018 CoC Competition or your project is located in geographic area that is unclaimed. You should contact CoCs next to your location to determine if the geographic area in which you reside has been claimed and/or the state CoC that is there is a Balance of State.</i>
Step	Description
3.	Verify the name of your project populated with the project name listed on your "Project" screen. If the project name is incorrect, follow the instructions in the NOTE for "Incorrect Project Name" below.
<b>Incorrect Project Name</b>	<i>If the project name is incorrect:</i> <ul style="list-style-type: none"><li>• Select the "Save" button to save responses on this screen.</li><li>• Select "Back to Submissions List" on the left menu bar.</li><li>• Select "Projects" on the left menu bar.</li><li>• Select the "View" icon  to the left of your project to open the "Project Details" screen.</li><li>• In the "Project Name" field, type in the correct name of the project, and select the "Save" button.</li></ul> <i>Return to the New Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.</i>
Step	Description
4.	Select your "Project Status" from the dropdown menu. <ul style="list-style-type: none"><li>• Project Applicants typically select "Standard."</li><li>• See the NOTE below for more information about the "Appeal" option.</li></ul>

# New Project Application

## Solo Application

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

- You have selected "Appeal" and therefore are designating this application as an appeal 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 2018 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 navigational guide on the CoC Program Competition Resources webpage on the HUD Exchange at:

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

## Step Description

- Select the "Component Type" from the dropdown menu.

Eligible New Project component types during the FY 2018 CoC Program Competition include the following:

- PH

The screenshot shows a web form with a dropdown menu for "4. Component Type:" set to "PH". Below it, question "5. Does this project use one or more properties that have been conveyed through the Title V process?" has a dropdown menu with "PSH" and "RRH" options. A callout box points to this dropdown with the text "Indicate PSH or RRH".

- If you select PH, a new question appears.
- Indicate whether the project is PSH or RRH.
- Joint TH and PH-RRH
- SSO (for Coordinated Entry projects)
- HMIS (for Dedicated HMIS projects)

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

- Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.
- Select "Yes" or "No" to indicate whether this application for a new project is requesting funds to transition an expiring grant (i.e., a reallocated project) to a new project. The question asks "Is this new project application requesting to transition an eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2018 COC Program Competition? (Section II.B.2. and Section III.C.3.q of the FY 2018 NOFA)."

# New Project Application

- If "Yes,"
  - Question 6a: Identify the expiring grants (i.e., the project(s) being reallocated) by providing the Grant Number, Operating Start Date, Expiration Date, and Component Type.
  - Question 6b: Briefly describe the scope of the proposed transition from the expiring component to the new component during the first year of operation. The description must address how no more than 50 percent of the funding for this new grant will be used for the eligible activities/costs of the project that is being eliminated.

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

## Transition Projects

*A New Project Application that identifies as a transition project is essentially a new project created through reallocation, but rather than cutting off the funding for the reallocated project when the most recent executed grant agreement ends, the recipient can receive some funding in the new award that can be used to "wind down" the reallocated project. The remainder of the funds will be used to "ramp up" the new project.*

*Note: If the new project is identified as a transition project, there is no option for it to be an expansion project.*

*Review the FY 2018 NOFA for details about which projects are eligible for reallocation and other requirements associated with transition projects and funding.*

*<https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>*

## Transition Project: Required Attachment

*On Screen 7A, attach a copy of the most recently approved project application; for example, if the project was awarded funds in FY 2017, attach the FY 2017 Project Application.*

*A copy of the project application can be exported to PDF.*

- *Navigate to the Submissions screen*
- *Select the orange folder icon next to the FY 2017 project application*
- *Navigate to the Submission Summary screen*
- *Select "Export to PDF" at the bottom of the page*

# New Project Application

## **3B. Project Description**

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2018 New Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term being requested.

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



**Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.**

See the following pages for instructions:

- *3B. Permanent Housing - PSH and RRH projects*
- *3B. Joint TH and PH-RRH projects*
- *3B. Supportive Services Only - Coordinated Entry projects*
- *3B. HMIS projects*

**NOTE:**

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

# New Project Application

## 3B. PH Component

The following instructions are for screen 3B. Project Description when the PH component is selected on screen 3A. Project Detail. The screen is the same for PH-PSH and PH-RRH, except for question 10, which asks whether the PSH project is 100% Dedicated or Dedicated Plus.

**eForms** Logout

TestUser2

New Project Application FY2018

Applicant Name: Project Applicant A  
Applicant Number: 030700000

Project Name: New Project Application Test 1 FY2018  
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

Before Starting  
Part 1 - Forms  
1A. SF-424 Application Type  
1B. SF-424 Legal Applicant  
1C. SF-424 Application Details  
1D. SF-424 Congressional District(s)  
1E. SF-424 Compliance  
1F. SF-424 Declaration  
1G. HUD 2880  
1H. HUD 50070  
1I. Cert. Lobbying  
1J. SF-LLL

Part 2 - Re-Subrecipient  
2A. Sub  
2B. Exp

Part 3 - Project Information  
3A. Proj  
3B. Des  
3C. Expansion

Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type

Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach

Part 6 - Budget Information  
6A. Funding Request  
6I. Match  
6J. Summary Budget

**3B. Project Description**

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

\* 2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

**Note:** To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement			
	A	B	C	D
New project staff hired, or other project expenses begin?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Participant enrollment in project begins?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Participants begin to occupy leased units or structure(s), and supportive services begin?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rehabilitation started?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rehabilitation completed?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New construction started?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New construction completed?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**You must enter a value greater than zero for at least one project milestone.**

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

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

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

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	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input checked="" type="checkbox"/>

\* Other:

If "No," explain why not.

If "Other," provide an explanation

Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: <ul style="list-style-type: none"> <li>• New project staff hired or other expenses begin</li> <li>• Participant enrollment begins</li> <li>• Participants begin to occupy leased units or structures and supportive services begin</li> <li>• Leased or rental assistance units or structure and supportive services near 100% capacity</li> </ul>

# New Project Application

- 
- Closing on purchase of land, structure(s), or execution of structure lease
  - Rehabilitation started
  - Rehabilitation completed
  - New construction started
  - New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

- 
3. Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.
- If "No," one new question will appear.  
In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.
- 
4. Indicate the proposed project's specific population focus.
- 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.
-

# New Project Application

## 3B. PH Component (continued)

**5. Housing First**

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

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

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

\* c. 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
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above

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

Step	Description
5.	Under question 5. Housing First, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
6.	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"> <li>• If you check the first four boxes, this project will be considered low barrier.</li> <li>• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.</li> </ul>
7.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none"> <li>• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.</li> </ul>
8.	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. <b>NOTE:</b> See the FY 2018 CoC Program NOFA regarding the requirements for projects that are designated as Housing First. <a href="https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/">https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/</a>

# New Project Application

## 3B. PH Component (continued)

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

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

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

8. Will more than 16 persons live in one structure?

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

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

Step	Description
9.	If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
10.	Select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality. <ul style="list-style-type: none"> <li>If "Yes," one new question will appear. Provide a description of how and why this project will implement this requirement.</li> </ul>
11.	Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure. <ul style="list-style-type: none"> <li>If "Yes," two new questions will appear. In the two text boxes available, describe the local market conditions that necessitate a project of this size and describe how the project will be integrated into the neighborhood.</li> </ul>

# New Project Application

## 3B. PH Component (continued)

### Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A "DedicatedPLUS" project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

\* 10. Indicate whether the project is "100% Dedicated," or "DedicatedPLUS," -- select --  
according to the information provided above.

Save & Back      Save      Save & Next

Back      Next

Check Spelling

Step	Description
12.	If "PSH" was selected, the "Dedicated and DedicatedPlus section will appear on the screen. For question 10, indicate whether the project is "100% Dedicated" or "DedicatedPLUS," according to the information provided.
13.	Select "Save & Next" to continue to the next screen.

# New Project Application

## 3B. Joint TH and PH-RRH Component

The following instructions are for screen 3B. Project Description when the Joint TH and PH-RRH component is selected on screen 3A. Project Detail.

**3B. Project Description**

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

Text

\* 2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

Note: To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement			
	A	B	C	D
New project staff hired, or other project expenses begin?				
Participant enrollment in project begins?				
Participants begin to occupy leased units or structure(s), and supportive services begin?				
Leased or rental assistance units or structure, and supportive services near 100% capacity?				
Closing on purchase of land, structure(s), or execution of structure lease?				
Rehabilitation started?				
Rehabilitation completed?				
New construction started?				
New construction completed?				

You must enter a value greater than zero for at least one project milestone.

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

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

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

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	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>

Other (Click Save to update)

\* Other:

Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: <ul style="list-style-type: none"> <li>• New project staff hired or other expenses begin</li> <li>• Participant enrollment begins</li> <li>• Participants begin to occupy leased units or structures and supportive services begin</li> <li>• Leased or rental assistance units or structure and supportive services near 100% capacity</li> <li>• Closing on purchase of land, structure(s), or execution of structure lease</li> <li>• Rehabilitation started</li> <li>• Rehabilitation completed</li> <li>• New construction started</li> <li>• New construction completed</li> </ul>

# New Project Application

---

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

- 
3. Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.

- If "No," one new question will appear.  
In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.

- 
4. Indicate the proposed project's specific population focus.

- 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.
-

# New Project Application

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

**5. Housing First**

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

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

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

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
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above

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

Step	Description
5.	Under question 5. Housing First, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
6.	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"> <li>• If you check the first four boxes, this project will be considered low barrier.</li> <li>• If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.</li> </ul>
7.	Select the boxes that apply to indicate which reasons were removed as reasons for program termination. <ul style="list-style-type: none"> <li>• If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.</li> </ul>
8.	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. <b>NOTE:</b> See the FY 2018 CoC Program NOFA regarding the requirements for projects that are designated as Housing First. <a href="https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/">https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/</a>

# New Project Application

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

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

\* 7. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?

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

\* 8. Will more than 16 persons live in one structure?

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

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

Save & Back   Save   Save & Next

Back   Next

If "Yes," explain how and why.

If "Yes," 2 more questions will appear.

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

# New Project Application

## 3B. SSO Component

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

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

Test

**2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.**

**Note:** To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
New project staff hired, or other project expenses begin?				
Participant enrollment in project begins?				
Participants begin to occupy leased units or structure(s), and supportive services begin?				
Leased or rental assistance units or structure, and supportive services near 100% capacity?				
Closing on purchase of land, structure(s), or execution of structure lease?				
Rehabilitation started?				
Rehabilitation completed?				
New construction started?				
New construction completed?				

**You must enter a value greater than zero for at least one project milestone.**

**3. Please identify the project's specific population focus. (Select ALL that apply)**

Chronic Homeless     Domestic Violence  
 Veterans     Substance Abuse  
 Youth (under 25)     Mental Illness  
 Families     HIV/AIDS  
 Other (Click 'Save' to update)

**4. Please select the type of SSO project:** --select--

Save & Back    Save & Next

Back    Check

Coordinated Entry

Select "Coordinated Entry" and "Save."

Step	Description
1.	Provide a description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: <ul style="list-style-type: none"> <li>• New project staff hired or other expenses begin</li> <li>• Participant enrollment begins</li> <li>• Participants begin to occupy leased units or structures and supportive services begin</li> <li>• Leased or rental assistance units or structure and supportive services near 100% capacity</li> <li>• Closing on purchase of land, structure(s), or execution of structure lease</li> <li>• Rehabilitation started</li> <li>• Rehabilitation completed</li> <li>• New construction started</li> <li>• New construction completed</li> </ul>

# New Project Application

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

3. Indicate the proposed project's specific population focus.
  - 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.
4. Select the type of SSO project. Coordinated entry is the only option. Select Save and a series of questions will appear.

\* 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 five groups: Chronically Homeless, Individuals, Families, Youth, and Persons At Risk of Homelessness?

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

# New Project Application

## 3B. HMIS Component

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

**3B. Project Description**

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

Test

\* 2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

Note: To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
New project staff hired, or other project expenses begin?				
Participant enrollment in project begins?				
Participants begin to occupy leased units or structure(s), and supportive services begin?				
Leased or rental assistance units or structure, and supportive services near 100% capacity?				
Closing on purchase of land, structure(s), or execution of structure lease?				
Rehabilitation started?				
Rehabilitation completed?				
New construction started?				
New construction completed?				

You must enter a value greater than zero for at least one project milestone.

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

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

\* 4. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

Save & Back Save Save & Next Back Next

Step	Description
1.	Provide a details description of the scope of the project.
2.	Complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include: <ul style="list-style-type: none"> <li>• New project staff hired or other expenses begin</li> <li>• Participant enrollment begins</li> <li>• Participants begin to occupy leased units or structures and supportive services begin</li> <li>• Leased or rental assistance units or structure and supportive services near 100% capacity</li> </ul>

# New Project Application

- 
- Closing on purchase of land, structure(s), or execution of structure lease
  - Rehabilitation started
  - Rehabilitation completed
  - New construction started
  - New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

- 
3. Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.
    - If "No," one new question will appear.  
In the text box provided, explain why your project will not participate in a CoC Coordinated Entry Process.
- 
4. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
- 
4. Select "Save & Next" to continue to the next screen.
-

# New Project Application

## 3C. Expansion

There are different versions of screen 3C, depending on which component type was selected on screen 3A. Project Detail, question 4: Component Type:

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

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

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the "Project Expansion" screen for **Part 3: Project Information** of the FY 2018 New Project Application.

The screenshot shows the 'e.Forms' interface for '3C. Project Expansion Information'. On the left, a sidebar displays user information for 'TestUser2' and application details for 'New Project Application FY2018', including applicant name, number, project name, and number. The main content area features a mandatory question: '\* 1. Will the project use an existing homeless facility or incorporate activities provided by an existing project?'. A dropdown menu is open, showing '-- select --'. Below the question are buttons for 'Save & Back', 'Save & Next', and 'Next'. A note at the bottom states: 'Note: This formlet contains mandatory fi'. The status 'no value has been saved.' is visible.

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

# New Project Application

## 3C. Project Expansion (continued)

**3C. Project Expansion Information**

\* 1. Will the project use an existing homeless facility or incorporate activities provided by an existing project? Yes

\* 2. Is this New project application requesting a "Project Expansion" of an eligible renewal project of the same component type? Yes

Enter the PIN number (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2017 upon which this project proposes to expand.

\* Eligible Renewal Grant PIN Number:

\* Eligible Renewal Grant Project Name:

\* 3. Select the activities below that describe the expansion project, and click on the "Save" button below to provide additional details.

Available Items:

- Increase the number of homeless persons served
- Provide additional supportive services to homeless persons
- Bring existing facilities up to state/local government health and safety standards
- Replace the loss of nonrenewable funding (private, federal, other excluding state/local government)
- Coordinated entry

Buttons: Add All, Add, Remove, Remove All

Selected Items:

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

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

Step	Description
2.	<p>Indicate whether or not the expansion project is for an eligible CoC Program funded renewal project with the same component type.</p> <ul style="list-style-type: none"> <li>• If "No," question 3 appears.</li> <li>• If "Yes," you need to enter data pertaining to the eligible renewal.</li> <li>• Enter the Eligible Renewal Grant PIN Number.</li> <li>• Enter the Eligible Renewal Grant Project Name.</li> </ul>
3.	<p>For question 3, select the activities that describe the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All."</p> <ul style="list-style-type: none"> <li>• If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All."</li> <li>• Select "Save."</li> </ul>

# New Project Application

4. Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table below identifies the questions associated with each activity.
5. Once all of the fields are completed, select "Save & Next" to continue to the next screen.

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

PH Expansion Activities	Steps
<b>Increase the number of homeless persons served</b>	<p>Indicate how your project is proposing to increase the number of persons experiencing homelessness served.</p> <ul style="list-style-type: none"> <li>• First, enter the "Current Level of Effort" for the following categories:               <ul style="list-style-type: none"> <li>○ # of persons served at a point-in-time</li> <li>○ # of units</li> <li>○ # of beds</li> </ul> </li> <li>• Next, enter the "New Effort" your proposed project will provide for the same three categories listed in the preceding step.</li> </ul>
<b>Provide additional supportive services to homeless persons</b>	<p>Identify how you will be providing additional services.</p> <ul style="list-style-type: none"> <li>• Select one or more reasons provided in the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All."</li> <li>• Provide an explanation in the "Describe the reason for the supportive service increase indicated above" text box.</li> </ul>
<b>Bring existing facilities up to state/local gov. health and safety standards</b>	<p>Describe how the project is proposing to bring the existing facility or facilities up to state/local government health and safety standards in the text box provided.</p>
<b>Replace the loss of non-renewable funding</b>	<p>Select "Yes" or "No" to indicate whether the source of non-renewable funding is controlled by the state or local government.</p>

# New Project Application

## 3C. HMIS Expansion (HMIS)

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the “HMIS Expansion” screen for **Part 3: Project Information** of the FY 2018 New Project Application.

Step	Description
1.	<p>Select "Yes" or "No" to indicate whether the requested funds increase the capacity or function of the CoC's existing HMIS.</p> <ul style="list-style-type: none"> <li>If "No," select “Save &amp; Next” and continue to the next screen.</li> <li>If "Yes," a new field will appear that you are required to complete. Continue on to Step 2.</li> </ul>

# New Project Application

Step	Description
2.	Select "Yes" or "No" to indicate whether the requested funds are for a project expansion of an eligible renewal project of the same component type. <ul style="list-style-type: none"><li>• If "No," proceed to Question 3.</li><li>• If "Yes, two new fields will appear that you are required to complete.</li></ul>
3.	Enter the PIN number (first 6 numbers of the grant number) and Project Name for the CoC funded grant that is applying for renewal in FY 2018 upon which this project proposes to expand.
4.	Select the activities that identify the scope of the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All." <ul style="list-style-type: none"><li>• If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All."</li><li>• Select "Save."</li></ul>
3.	Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The table on the next page identifies the questions associated with each activity.
4.	Once all of the fields that were required based on your activity selection are completed, select "Save & Next" to continue to the next screen.

# New Project Application

## 3C. HMIS Expansion (continued)

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

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

# New Project Application

## 4A. Supportive Services, HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application.

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

**NOTE:**

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

- *4A. Supportive Services for Participants (PH: PSH, PH: RRH, Joint TH and PH-RRH)*
- *4A. HMIS Standards (HMIS)*

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

# New Project Application

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

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

The information entered into screen 4A, "Supportive Services for Participants," the first screen of **Part 4: Housing, Services, and HMIS** of the FY 2018 Project Application, should capture the capacity of the project to efficiently provide supportive services to program participants. Please ensure that the information provided is both accurate and complete.

Step	Description
1.	Select the box to indicate that the proposed project policies and practices are consistent with laws related to providing education services to individuals and families.
2.	Describe the supportive services that will be provided to help project participants obtain and remain in permanent housing in the text box provided.
3.	Describe the supportive services that will be provided to help project participants locate employment, increase their employment income, and maximize their ability to live independently.

# New Project Application

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

\* 4. For all supportive services available to participants, indicate who will provide them and how often they will be provided. Click 'Save' to update.

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

**Please enter all values for at least one line item.**

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

-- select --  
 Applicant  
 Subrecipient  
 Partner  
 Non-Partner

-- select --  
 Daily  
 Weekly  
 Bi-weekly  
 Monthly  
 Bi-monthly  
 Quarterly  
 Semi-annually  
 Annually  
 As needed

Funding requests on screen 6F. Supportive Services must have a corresponding entry on this screen 4A.

Step	Description
4.	In the table provided, using the dropdown next to each service type, indicate who will provide the service and the frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

# New Project Application

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

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

- \* 5a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?
- \* 5b. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?
- \* 6. Will project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?
- \* 6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months.

Step	Description
5.	<p>Under question 5, using the dropdowns provided, select "Yes" or "No" to indicate whether the project:</p> <ul style="list-style-type: none"><li>Provides transportation assistance to clients to enable them to attend mainstream benefit appointments, employment training, or jobs.</li><li>Follow-ups regularly with participants to ensure mainstream benefits are received and renewed.</li></ul>
6.	<p>Select "Yes" or "No" to indicate whether the project enables program participants to access SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency.</p> <ul style="list-style-type: none"><li>If "Yes," an additional question will appear. Select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance completed SOAR training in the last 24 months.</li></ul>
7.	Select "Save & Next" to navigate to the next screen.

# New Project Application

## 4A. HMIS Standards (HMIS Only)

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

**e.Forms** Logout

**TestUser2**

New Project Application FY2018

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: New Project Application Test 1 FY2018  
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. HMIS Expansion

Part 4 - Housing, Services, and HMIS

**4A. HMIS Standards**

4B. HMIS Training

Part 6 - Budget Information

6A. Funding Request

6I. Match

6J. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7D. Certification

---

### 4A. HMIS Standards

\* 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the 2017 HMIS Data Standards?

**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 (this will be the Logitudinal System Analysis next year), data for CAPER/ESG reporting, SPM and Data Quality Table, etc).

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

\* 3a. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS?

**3b. If No, explain why and the planned steps for compliance.**  
Max. 500 characters.

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

\* 5. Does your HMIS implementation have a staff person responsible for insuring the implementation meets all privacy and security standards as required by HUD and the federal partners?

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

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

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

# New Project Application

Step	Description
1.	<p>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.</p> <ul style="list-style-type: none"><li>If you answered "No" to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.</li></ul>
2.	<p>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.</p> <ul style="list-style-type: none"><li>If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.</li></ul>
3.	<p>In 3a, select "Yes" or "No" from the dropdown menu to indicate whether the HMIS is capable of generating all reports required by Federal partners, including HUD, VA, and HHS.</p> <ul style="list-style-type: none"><li>If you answered "No," to Question 3a, you are required to explain why and discuss the planned steps for compliance in Question 3b.</li></ul>
4.	<p>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.</p>
5.	<p>Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all security standards as required by HUD and the federal partners.</p>
6.	<p>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.</p>
7.	<p>Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.</p>
8.	<p>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.).</p> <ul style="list-style-type: none"><li>If "Yes," select from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month, and longer than 1 month.</li></ul>
9.	<p>Select "Save &amp; Next" to continue to the next screen.</p>

**NOTE:** *The Annual Homeless Assessment table shells will the Longitudinal System Analysis next year.*

# New Project Application

## **4B. Housing Type and Location, HMIS Training**

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2018 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:*

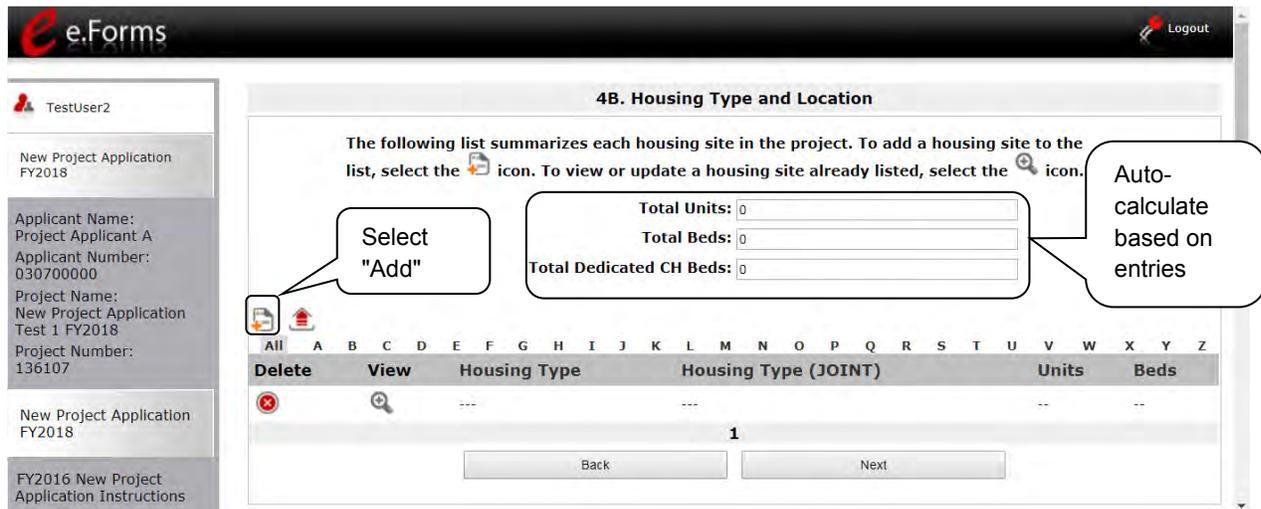
- *4B. Housing Type and Location (PH: PSH)*
- *4B. Housing Type and Location (PH: RRH)*
- *4B. HMIS Training (HMIS)*
- *For new SSO projects, Project Applicants will not have a Part 4 screen to complete.*

# New Project Application

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

The following screen, 4B. Housing Type and Location, applies to PH: PSH (the components selected on 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.<br> |
| 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.

# New Project Application

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

The screenshot shows the '4B. Housing Type and Location Detail' form. On the left is a sidebar with a navigation menu. The main form area contains several sections:

- 1. Housing Type:** A dropdown menu with options: Barracks, Dormitory, shared or private rooms, Shared housing, Single Room Occupancy (SRO) units, Clustered apartments, Scattered-site apartments (including efficiencies), and Single family homes/townhouses/duplexes. A callout points to this menu with the text 'Select from dropdown menu'.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.** This section includes input fields for 'a. Units' and 'b. Beds'.
- 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?** This section includes an input field and a note: 'This includes both the "dedicated" and "prioritized" beds.'
- 4. Address:** This section includes input fields for 'Street 1', 'Street 2', 'City', 'State' (a dropdown menu), and 'ZIP Code'. A callout points to the 'State' dropdown with the text 'Select "Save & Add Another" to add another housing type'.
- 5. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.** (for multiple selections hold CTRL key). This section includes 'Available Items' and 'Selected Items' lists with navigation buttons (>>, >, <, <<). A callout points to the 'Save & Add Another' button with the text 'Select "Save & Add Another" to add another housing type'.

At the bottom of the form are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. A callout 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"> <li>• Barracks</li> <li>• Dormitory, shared or private rooms</li> <li>• Shared housing</li> <li>• Single Room Occupancy (SRO) units</li> <li>• Clustered apartments</li> <li>• Scattered site apartments (including efficiencies)</li> <li>• Single-family homes/townhouses/duplexes</li> </ul>

# New Project Application

Step	Description
2.	<p>Enter the maximum number of units and beds available for project participants at the selected housing site.</p> <ul style="list-style-type: none"><li>• The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.</li><li>• Select "Save."</li></ul>
3.	<p>Indicate the number beds of the total beds in "2b. Beds" that are dedicated to the chronically homeless.</p>
4.	<p>Enter the physical address for this proposed project. For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds will be located, or where most beds are planned to be located as of the application submission.</p> <ul style="list-style-type: none"><li>• <i>If the project uses tenant based rental assistance, or if the address for scattered-site or single family homes housing cannot be identified at the time of application, enter the address for the administration office.</i></li></ul>
5.	<p>Select the geographic area(s) in which the project will be located.</p> <ul style="list-style-type: none"><li>• Highlight one geographic area, or hold the CTRL Key to make more than one selection.</li><li>• Using the single arrow, move your selection from the left box to the right box.</li></ul>
6.	<p>To add additional housing sites, select "Save &amp; Add Another" and repeat steps 1 through 5.</p>
7.	<p>When you have entered all of the types of housing for the project, select "Save &amp; Back to List" to return to the "4B. Housing Type and Location" screen.</p>
8.	<p>When your list is complete, select "Next" to continue to the next screen.</p>

**NOTE  
regarding  
addresses:**

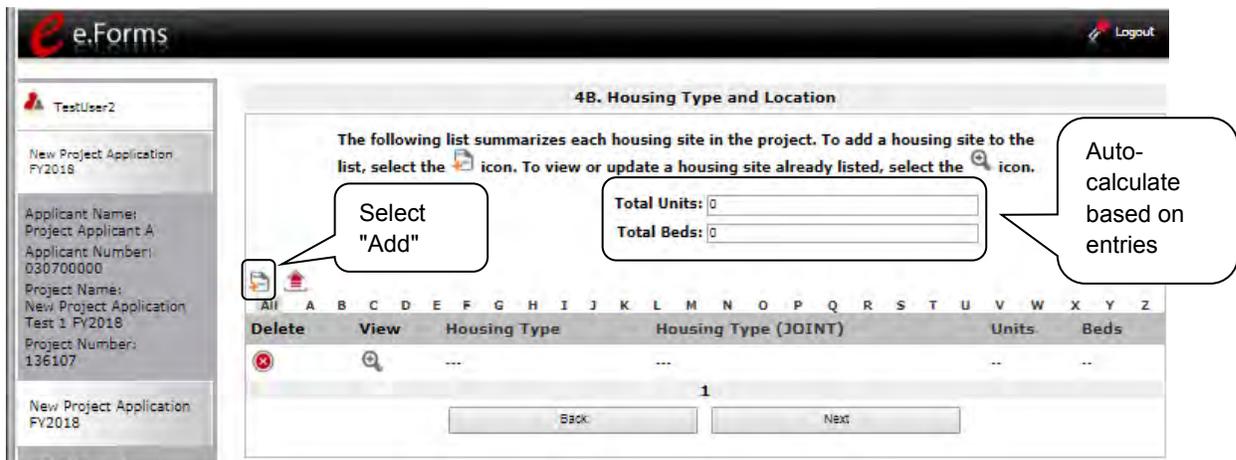
*Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter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

# New Project Application

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

The following screen, 4B. Housing Type and Location, applies to PH: RRH (the components selected on 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.

# New Project Application

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

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

**4B. Housing Type and Location Detail**

\* 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

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

\* Street 1:

Street 2:

\* City:

\* State:

\* ZIP Code:

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

Available Items: 110006 District Of Columbia

Selected Items:

Please select at least one area.

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

Callout boxes:

- Select from dropdown menu
- Select "Save & Back to List" when finished adding housing types
- Select "Save and Add Another" to add another housing type

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

# New Project Application

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

**NOTE  
regarding  
addresses:**

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

# New Project Application

## 4B. Housing Type and Location (Joint TH and PH-RRH)

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

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

The screenshot shows the '4B. Housing Type and Location' screen. The sidebar on the left contains user information (TestUser2) and project details (New Project Application FY2018, Applicant Name: Project Applicant A, Applicant Number: 030700000, Project Name: New Project Application Test 1 FY2018, Project Number: 136107). The main content area has a title '4B. Housing Type and Location' and 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 this is a summary table:

	TH	RRH	Total
Total Units:	10	15	25
Total Beds:	20	30	50

Below the summary table is a list of housing sites with columns for Delete, View, Housing Type, Housing Type (JOINT), Units, and Beds. The list contains two entries: 'Clustered apartments' (15 Units, 30 Beds) and 'Scattered-site ap...' (10 Units, 20 Beds). At the bottom of the list are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. Callouts indicate that the 'Add' icon is used to add a site, the summary table is auto-calculated based on entries, and the 'View' icon is used to view or update a site.

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.

# New Project Application

## 4B. Housing Type and Location Detail (Joint TH and PH-RRH)

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

**4B. Housing Type and Location Detail**

1. Is this housing type and location for the TH portion or the RRH portion of the project?

2. Housing Type:

3. What is the funding source for these units and beds?  (If multiple sources, select "Mixed" from the dropdown menu)  
\* Please enter "Other" or "Mixed Funding" source:

4. Indicate the maximum number of units and beds available for project participants at the selected housing site.  
\* a. Units:   
\* b. Beds:

**5. Address**  
Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.  
\* Street 1:   
Street 2:   
\* City:   
\* State:   
\* ZIP Code:

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

Available Items:  Selected Items:

Please select at least one area.

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

Callouts:  
- "If 'TH', additional questions will appear"  
- "Select 'Save & Back to List' when finished adding housing types"  
- "Select 'Save and Add Another' to add another housing type"

- | Step | Description   |
|------|---|
| 1.   | <p>Select "TH" or "RRH" from the dropdown menu to indicate whether the housing type and location is for the TH or RRH portion of the project.</p> <ul style="list-style-type: none"> <li>If "TH," another question will appear.           <ul style="list-style-type: none"> <li>Select "Yes" or "No" from the dropdown menu to indicate whether the TH portion of the project has private rooms per household.               <ul style="list-style-type: none"> <li>If "Yes," another question will appear.                   <ul style="list-style-type: none"> <li>Select "Yes" or "No" to indicate whether "this is a private or semi-private room."</li> </ul> </li> </ul> </li> </ul> </li> </ul> |

**4B. Housing Type and Location Detail**

1. Is this housing type and location for the TH portion or the RRH portion of the project?

1a. Does this TH portion of the project have private rooms per household?

\* 1b. Is this a private or semi private room?

# New Project Application

---

2. From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.
  - Barracks
  - Dormitory, shared or private rooms
  - Shared housing
  - Single Room Occupancy (SRO) units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes.

---
3. Enter the maximum number of units and beds available for project participants at the selected housing site.
  - The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.
  - Select "Save."

---
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 4.

---
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.

---

# New Project Application

## 4B. HMIS Training

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

The screenshot shows the '4B. HMIS Training' screen in the e.Forms application. The main content area contains a table with the following structure:

Activity	Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	<input type="text"/>
HMIS Software Training for Sys Admin	<input type="text"/>
HMIS Software Training	<input type="text"/>
Data Quality Training	<input type="text"/>
Security Training	<input type="text"/>
Privacy/Ethics Training	<input type="text"/>
HMIS PIT Count Training	<input type="text"/>
Other (must specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Below the table are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. The sidebar on the left contains a list of navigation options, including 'New Project Application FY2018', 'FY2016 New Project Application Instructions', and various application details.

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

# New Project Application

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

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

---

**NOTE:** *Part 5 is applicable only to PH-PSH, PH-RRH, and Joint TH and PH-RRH projects.  
If you selected "HMIS" or "SSO" as the component on screen 3A, you will not see the Part 5 screens as these screens do not apply to HMIS or SSO projects.*

---

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

---

**NOTE:** (1) *The data gathered on these “Project Participants” screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*

*For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.*

---

**NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*

---

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

---

---

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

---

# New Project Application

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

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

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

Example:

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

# Households = 10

# Adults over age 24 = 16

# Accompanied Children under age 18 = 12

The screenshot shows the '5A. Project Participants - Households' form. On the left, there is a sidebar with application details. The main area contains a table with the following structure:

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

Below the table, there is a message: "Click Save to automatically calculate totals". At the bottom, there are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next". A callout box points to the "Total Persons" field with the text: "Total Persons" for this Household Type = 28.

# New Project Application

The "Total Persons" field on screen 5A will not necessarily be the sum of the 10 column totals for the corresponding household type on screen 5B (see image below).

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

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

Example from 5A previous page:

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

- Adults over age 24

Columns 1, 2, 3, and 10 = 16

Columns 4 - 9 = 18

- Accompanied children under 18 = Columns 1 and 10 = 12 (children cannot be veterans)

- "Total Persons" = Columns 1, 2, 3, and 10 = 28

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

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

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Adults over age 24	10	2	2	4	2	3	4	4	1	2
Adults ages 18-24	12						2	2	3	
Children under age 18	12									
<b>Total Persons</b>	<b>32</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>2</b>

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

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

# New Project Application

## 5A. Project Participants - Households

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

**Estimations:** *For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.*

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

# New Project Application

## 5B. Project Participants - Subpopulations

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

**Estimations:** *For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.*

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

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

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

The screenshot shows the '5B. Project Participants - Subpopulations' screen. It features three tables for different household types: 'Persons in Households with at Least One Adult and One Child', 'Persons in Households without Children', and 'Persons in Households with Only Children'. Each table has columns for various characteristics and a 'Total Persons' row. Callouts indicate that users should 'Select "Save" to calculate totals' and 'Select "Save & Next" to proceed'.

### Subpopulations

- *Chronically Homeless includes disabled adults in households with or without children.*
- *Veterans must be adults; therefore, no entry is allowed for accompanied or unaccompanied children under age 18 for the “Chronically Homeless Veterans” column.*

# New Project Application

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

# New Project Application

## 5C. Outreach for Participants

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



**Screen 5C has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.**

See the following pages for instructions:

- 5C. Outreach for Participants (PH: PSH)
- 5C. Outreach for Participants (PH: RRH)
- 5C Outreach for Participants (Joint TH & PH-RRH)

## PH-PSH

**e.Forms** Logout

TestUser2

New Project Application  
FY2018

Applicant Name:  
Project Applicant A  
Applicant Number:  
030700000  
Project Name:  
New Project Application  
Test 1 FY2018  
Project Number:  
136107

New Project Application  
FY2018

FY2016 New Project  
Application Instructions

Before Starting  
Part 1 - Forms  
1A. SF-424 Application  
Type

**5C. Outreach for Participants**

**1. Enter the percentage of project participants that will be coming from each of the following locations.**

\*

....

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.

0% **Total of above percentages**

**Total must be 100% in order to submit.**

**\* 2. Describe the outreach plan to bring these homeless participants into the project.**

Save & Back Save Save & Next

Back Next

# New Project Application

## PH - RRH

**eForms** Logout

TestUser2

New Project Application FY2018

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: New Project Application Test 1 FY2018  
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

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

### 5C. Outreach for Participants

**1. Enter the percentage of project participants that will be coming from each of the following locations.**

...

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.
<input type="text"/>	Directly from transitional housing eliminated in a previous CoC Program Competition.
<input type="text"/>	Directly from the TH Portion of a Joint TH and PH-RRH Component project.
<input type="text"/>	Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program (Eligible for JOINT projects if from TH or Emergency Shelters).
<input type="text" value="0%"/>	<b>Total of above percentages</b>

**Total must be 100% in order to submit.**

**\* 2. Describe the outreach plan to bring these homeless participants into the project.**

Save & Back Save Save & Next

Back Next

## Joint TH and PH-RRH

**eForms** Logout

TestUser2

New Project Application FY2018

Applicant Name: Project Applicant A  
Applicant Number: 030700000  
Project Name: New Project Application Test 1 FY2018  
Project Number: 136107

New Project Application FY2018

FY2016 New Project Application Instructions

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

### 5C. Outreach for Participants

**1. Enter the percentage of project participants that will be coming from each of the following locations.**

...

<input type="text"/>	Directly from the street or other locations not meant for human habitation.
<input type="text"/>	Directly from emergency shelters.
<input type="text"/>	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.
<input type="text"/>	Directly from safe havens.
<input type="text"/>	Persons fleeing domestic violence.
<input type="text"/>	Directly from transitional housing.
<input type="text"/>	Persons receiving services through a Department of Veterans Affairs(VA)-funded homeless assistance program (Eligible for JOINT projects if from TH or Emergency Shelters).
<input type="text" value="0%"/>	<b>Total of above percentages</b>

**Total must be 100% in order to submit.**

**\* 2. Describe the outreach plan to bring these homeless participants into the project.**

Save & Back Save Save & Next

Back Next

# New Project Application

Step	Description
1.	Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the locations listed in the table below.
2.	Select "Save" and the system will calculate the total based on the values you entered. <ul style="list-style-type: none"> <li>The total must be 100% in order to submit the form.</li> </ul>
3.	In the next text box provided, describe the outreach plan to bring these participants experiencing homelessness into the project.
4.	Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

The following chart identifies which categories of participants are eligible for different types of projects.

	PH-PSH	PH-RRH	Joint TH & PH-RRH
Directly from the street or other locations not meant for human habitation	X	X	X
Directly from emergency shelters	X	X	X
Directly from safe havens	X	X	X
Persons fleeing domestic violence	X	X	X
Directly from transitional housing eliminated in the FY 2018 CoC Program Competition		X	
Directly from the TH Portion of a Joint TH and PH-RRH Component project		X	
Persons receiving services through a Department of Veterans Affairs (VA)-funded homeless assistance program (eligible for JOINT projects if from TH or Emergency Shelters)		X	X
Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)			X
Directly from transitional housing			X

# New Project Application

## ***Preface to Part 6: Budget Information***

The upcoming pages contain instructions for completing budgets for the New Project component types and activities. Before continuing to the instructions, please review the following information:

- **Reallocation.** If your new project is being created through the reallocation process, the budget should not exceed the amount allocated by the CoC from eligible renewal projects that were reduced or eliminated. If the budget does exceed the amount reallocated by the CoC as provided on the reallocation forms on the CoC Priority Listing, the budget will be reduced by HUD to match the amount specified by the CoC for reallocation.
- **Budget Detail screens.** New Project Applications have "Detail" project screens for each budget category: leased units; leased structures; rental assistance; supportive services; operating; and HMIS. (Renewal Project Applications now omit the "Detail" project screens for leased structures, supportive services, operating, and HMIS.)
- **Rental Assistance.** There is only one rental assistance screen to use for short/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.
- **FMRs.** Project Applicants will apply for projects in the FY 2018 CoC Program Competition using the FY 2017 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2018 application process, GIWs will also use FY 2017 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline.

24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects, "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following:

- "Part 1 – SF-424
- "Part 3 - Project Information, 3A. Project Detail" screen
- "Part 6 – Budget Information, 6A. Funding Request" screen

Throughout the *e-snaps* budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within *e-snaps* when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by *e-snaps*. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

# New Project Application

## Part 6: Budget Information

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

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

Below is a table that shows the eligible activities for New Projects by Component Type.

**New Projects:  
Possible Component Types and Eligible Activities**

PH (PSH)	PH (RRH)	Joint TH/PH-RRH	SSO-CE	HMIS
Acquisition/ Rehabilitation/New Constructions				
Leased Units		Leased Units		
Leased Structures		Leased Structures		
Rental Assistance	Rental Assistance	Rental Assistance		
Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operations		Operations		
HMIS	HMIS	HMIS		HMIS

**NOTE:** *Project Applicants may NOT have any of the following combinations in a single structure or housing unit, although some of these budgets may be combined in a single Project Application because the funding is not used in the same structure or unit, such as in a Joint TH and PH-RRH Project:*

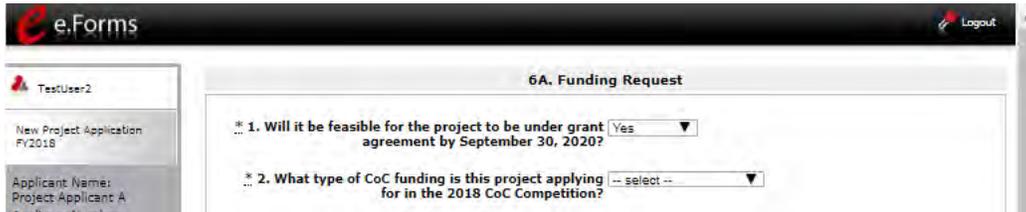
- *Acquisition and/or rehabilitation with new construction*
- *Leasing with acquisition, rehabilitation, or new construction*
- *Rental assistance with acquisition, rehabilitation, or new construction*
- *Leasing and rental assistance*
- *Rental assistance and operations*

# New Project Application

## 6A. Funding Request for New Projects

This screen has six questions. The navigational steps in this section go through the questions in order. The options available in Question 5 are determined by your selections on screen 3A. Project Detail. Once you select the activities in Question 5, the appropriate budget screens will populate in the left menu bar.

### All Projects: Questions 1 and 2: Readiness and Funding Source



Step	Description
1.	In question 1, select “Yes” or “No” to indicate the Project Applicant's readiness to initiate the project by September 30, 2020. If you select “No,” you will not be able to submit the Project Application.
2.	In question 2, select one of the following options for how the project will be funded: <ul style="list-style-type: none"> <li>• Reallocation</li> <li>• Bonus</li> <li>• Reallocation and Bonus</li> <li>• DV Bonus</li> </ul>

**NOTE:** *PH-PSH is not eligible for DV Bonus funding.*

\* 2. What type of CoC funding is this project applying for in the 2018 CoC Competition? DV Bonus

[Only RRH, SSO and JOINT component types can apply for this funding](#)

The following table identifies the eligible types of new projects for each type of funding source.

	PH-PSH	PH-RRH	Joint	SSO	HMIS	Transition
<b>Reallocation</b>	X	X	X	X	X	X
<b>Bonus</b>	X	X	X	X	X	not eligible
<b>Reallocation and Bonus</b>	X	X	X	X	X	not eligible
<b>DV Bonus</b>	not eligible	X	X	X	not eligible	not eligible

# New Project Application

## All Projects: Question 3: Indirect Costs

Applicant Number:  
030700000

Project Name:  
New Project Application  
Test 1 FY2018

Project Number:  
136107

---

New Project Application  
FY2018

---

FY2016 New Project  
Application Instructions

---

Before Starting  
Part 1 - Forms  
1A. SF-424 Application  
Type  
1B. SF-424 Legal  
Applicant  
1C. SF-424 Application  
Details  
1D. SF-424

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

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

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

\* a. Please complete the indirect cost rate schedule below

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base

**Please enter all values for at least one line item.**

\* b. Has this rate been approved by your cognizant agency?

\* c. Do you plan to use the 10% de minimis rate?

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

3.	In question 3, select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate.
----	--

If "Yes":

- Complete the indirect cost rate schedule
- Indicate whether the indirect cost rate has been approved by your cognizant agency
- Indicate whether you plan to use the 10% de minimis rate

Note: If you select "Yes," indirect cost rate proposals should be submitted as soon as HUD notifies the applicant of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the e-snaps post-award process.

# New Project Application

## All Projects: Question 4: Grant Term

The screenshot shows the 'e.Forms' interface for a 'New Project Application FY2018'. The main section is titled '6A. Funding Request'. It contains four questions:

- \* 1. Will it be feasible for the project to be under grant agreement by September 30, 2020? (Yes)
- \* 2. What type of CoC funding is this project applying for in the 2018 CoC Competition? (-- select --)
- \* 3. Does this project propose to allocate funds according to an indirect cost rate? (No)
- \* 4. Select a grant term: (-- select --)

Question 4 is highlighted with a red rectangular box.

Step	Description
4.	In question 4, from the dropdown menu, specify the grant term by selecting either "1 Year," "2 Years," "3 Years," "4 Years," "5 Years," or "15 years."

**NOFA:** Review the FY 2018 CoC Program Competition NOFA for more information on grant terms. <https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/>

# New Project Application

## Individual Project Types: Question 5

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

Step	Description
5.	Select all the costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.

### PH-PSH Projects

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

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

### PH-RRH Projects

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

- Rental Assistance
- Supportive Services
- HMIS

# New Project Application

## Joint TH-RRH Projects

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

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

## SSO-CE Projects

For new SSO-CE projects, the only eligible activity is Coordinated Entry. Therefore, the only expense category listed in Question 5 is Supportive Services.

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

- Supportive Services

## Dedicated HMIS Projects

New Dedicated HMIS project costs can only be carried out by the HMIS Lead, which is the project applicant or subrecipient for HMIS dedicated funds and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

HMIS

# New Project Application

## All Projects: Question 6: Transition Project

New Project Application  
FY2018

FY2016 New Project  
Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application  
Type

1B. SF-424 Legal  
Applicant

1C. SF-424 Application  
Details

1D. SF-424  
Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2890

1H. HUD 50070

1I. Cert, Lobbying

1J. SF-LLL

Part 2 - Recipient and  
Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project  
Information

**3A. Project Detail**

3B. Description

3C. HMIS Expansion

Part 4 - Housing,  
Services, and HMIS

\* 6. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2018 CoC Program Competition? (Section II.B.2. and Section III.C.3.q. of the FY 2018 NOFA). Yes ▼

\* 6a. List all expiring project(s) involved in the transition:

Grant Number	Operating Start Date	Expiration Date	Component Type
<input type="text"/>	<input type="text"/> 23	<input type="text"/> 23	-- select -- ▼
<input type="text"/>	<input type="text"/> 23	<input type="text"/> 23	-- select -- ▼
<input type="text"/>	<input type="text"/> 23	<input type="text"/> 23	-- select -- ▼
<input type="text"/>	<input type="text"/> 23	<input type="text"/> 23	-- select -- ▼

Please enter all values for at least one item.

**IMPORTANT:** For all expiring projects listed above, be sure to attach a copy of the most recently approved project application(s) on Screen 7A. (e.g., if the project was last funded in the FY 2017 CoC Program Competition, a copy of the FY 2017 CoC Program Competition project application).

\* 6b. Provide a brief description that addresses the scope of the proposed transition from the expiring component to the new component during the first year of operation; including how no more than 50 percent of each transition grant may be used for costs of eligible activities of the program component originally funded

Save & Back
Save
Save & Next

Back
Next

Step	Description
6.	Select "Yes" or "No" to indicate whether this New Project Application is being submitted as a "transition project." In other words, in this application, are you requesting to transition from an eligible renewal project(s) awarded that you were awarded and that you are now fully reallocating to this new project? Review Section II.B.2 and Section III.C.3.q of the FY 2018 NOFA.
7.	Select "Save and Next" to proceed to the first budget screen.

# New Project Application

## 6B. Acquisition/Rehabilitation/New Construction Budget

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

The screenshot shows the '6B. Acquisition/Rehabilitation/New Construction Budget' screen. On the left sidebar, the user is identified as 'TestUser2' and the application is 'New Project Application FY2018'. The main content area displays a summary table with the following data:

Total Acquisition:	\$0
Total Rehabilitation:	\$0
Total New Construction:	\$0
Total Assistance Requested:	\$0

Below the summary table, a red message states: "Total Assistance Requested Amount has to be greater than \$0." The main area contains an alphabetic listing of structures with columns for 'Delete', 'View', 'Name of Structure', 'Street Address 1', 'Street Address 2', 'City', 'State', 'Zip Code', 'Total Request', 'Acquisition', 'Rehabilitation', and 'New Construction'. The listing is currently empty, displaying "This list contains no items". At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A callout box labeled '"Add" icon' points to a small icon above the 'All' filter in the listing.

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

# New Project Application

## Acquisition/Rehabilitation/New Construction Budget Detail

Logout

TestUser2

New Project Application FY2018

Applicant Name:  
Project Applicant A  
Applicant Number:  
030700000  
Project Name:  
New Project Application  
Test 2 FY2018  
Project Number:  
136119

New Project Application FY2018

FY2018 New Project Application Instructions

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

### Acquisition/Rehabilitation/New Construction Budget Detail

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

\* Name of Structure:  

\* Street Address 1:

Street Address 2:

\* City:

\* State: -- select --

\* Zip Code:

	Assistance Requested
1. Acquisition	<input type="text"/>
2. Rehabilitation	<input type="text"/>
3. New Construction	<input type="text"/>
4. Total Assistance Requested	<input type="text"/>

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

Step	Description
1.	<p>Enter the name, street address, city, state, and zip code of the structure.</p> <ul style="list-style-type: none"><li>The name of the structure can be as simple as "Structure 1" or something that is descriptive of the project's use of the structure. It does not have to be the legal name of the structure.</li></ul>
2.	<p>Enter the amount of grant funds requested for acquisition, rehabilitation, and new construction. Select "Save" and the screen will automatically calculate the Total Assistance Requested.</p>
3.	<p>If you are requesting project funds for acquisition, rehabilitation, or new construction for one location only:</p> <ul style="list-style-type: none"><li>Select "Save &amp; Back to List" to go back to the "Acquisition/Rehabilitation/New Construction Budget" screen.</li></ul> <p>If you are requesting project funds for acquisition, rehabilitation, or new construction for another location:</p> <ul style="list-style-type: none"><li>Select "Save &amp; Add Another." Follow the directions for completing another "Acquisition/Rehabilitation/New Construction Budget Detail" screen as described above.</li></ul>

# New Project Application

---

After you have entered all of the “Acquisition/Rehabilitation/New Construction Budget Detail” screens that your project requires, select “Save & Back to List” to return to the “Acquisition/Rehabilitation/New Construction Budget” screen.

---

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

## Completion of the Acquisition/Rehabilitation/New Construction Budget Screen

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

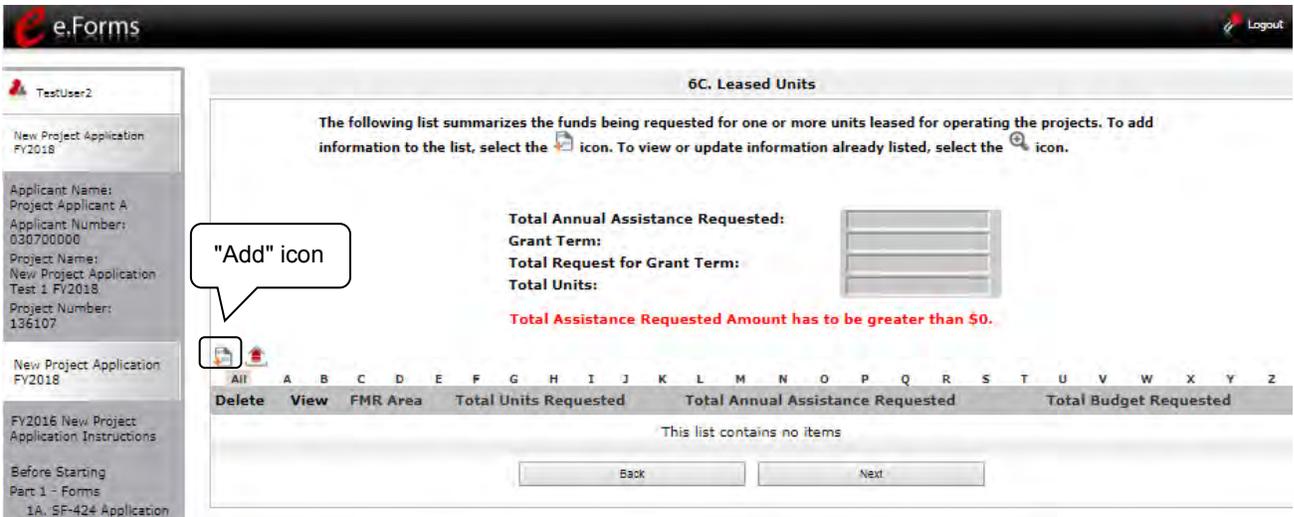
- 
1. Review the following items on the “Acquisition/Rehabilitation/New Construction Budget” screen.
    - The “Acquisition/Rehabilitation/New Construction Budget” screen should have been auto-calculated with your total acquisition/rehabilitation/new construction budget amount.
    - Each “Acquisition/Rehabilitation/New Construction Budget Detail” screen you entered for each location will appear as a separate entry under the “View” header.
  2. If changes are needed, please follow the following guidance:
    - If you want to view and edit any of the “Leased Units Budget Detail” screens, select the “View” icon  next to the appropriate entry.
    - If you have created a “Leased Units Budget Detail” screen in error and want to delete it, select the “Delete” icon  next to the appropriate entry.
    - If the list seems to be missing one or more items select the “Add” icon  and complete additional “Leased Units Budget Detail” screen(s), as discussed previously.
  3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.
-

# New Project Application

## 6C. Leased Units Budget

Project Applicants must complete the "Leased Units Budget" screen and relevant detail screens if the Project Applicant is applying for leased units funds, and **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the project applicant must complete the rental assistance budget, not the leased units budget.

The following steps provide instruction on completing the "Leased Units Budget" screen.



- | Step | Description   |
|------|---|
| 1.   | To add information to this list, select the "Add" icon  above the word "All" at the left side of the alphabetic listing to open the "Leased Units Budget Detail" screen. |
| 2.   | The "Leased Units Budget Detail" screen will appear.  |

**FMR** *The Budget Detail screens use the FY 2017 FMRs.*

*To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.*

*Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).*

# New Project Application

## Leased Units Budget Detail

**Leased Units Budget Detail**

Instructions: [Show Instructions](#)

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

\* Metropolitan or non-metropolitan fair market rent area: -- select --

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	x			x 12 =	\$0
0 Bedroom	x			x 12 =	\$0
1 Bedroom	x			x 12 =	\$0
2 Bedroom	x			x 12 =	\$0
3 Bedroom	x			x 12 =	\$0
4 Bedroom	x			x 12 =	\$0
5 Bedroom	x			x 12 =	\$0
6 Bedroom	x			x 12 =	\$0
7 Bedroom	x			x 12 =	\$0
8 Bedroom	x			x 12 =	\$0
9 Bedroom	x			x 12 =	\$0
<b>Total units and annual assistance requested:</b>					\$0
<b>Grant term:</b>					
<b>Total request for grant term:</b>					\$0

Click the 'Save' button to automatically calculate totals.

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

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

- |    |  |
|----|--|
| 1. | Select the FY 2017 Fair Market Rent (FMR) area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.  |
| 2. | Enter the number of units of each bedroom size for which the project is requesting leased units assistance.  |
| 3. | In the "HUD Paid Rent" column, for each unit size, enter the rent to be paid by the CoC Program grant. This rent can be equal to or below the FMR amount in the previous column - it cannot exceed the FMR amount. Once HUD awards funds to the project, recipients must document compliance with the rent reasonableness requirement explained in section 578.51 of the CoC Program interim rule. |
| 4. | The 12-month column is fixed. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type.   |
| 5. | The "Grant Term" field is populated with the grant term selected on the "6A Funding Request" screen.   |
| 6. | Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.   |

# New Project Application

- 
7. If the project is housed in one structure, select “Save & Back to List” to go back to the “Leased Units Budget” screen.
    - If the project is housed in more than one FMR Area, select “Save & Add Another” and repeat steps 1 through 3 for each structure in the project for which you are requesting leased units funds.
    - Once you have completed all of the “Leased Units Budget Detail” screens that your project requires, select “Save & Back to List.”
- 

## Completion of Leased Units Budget

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

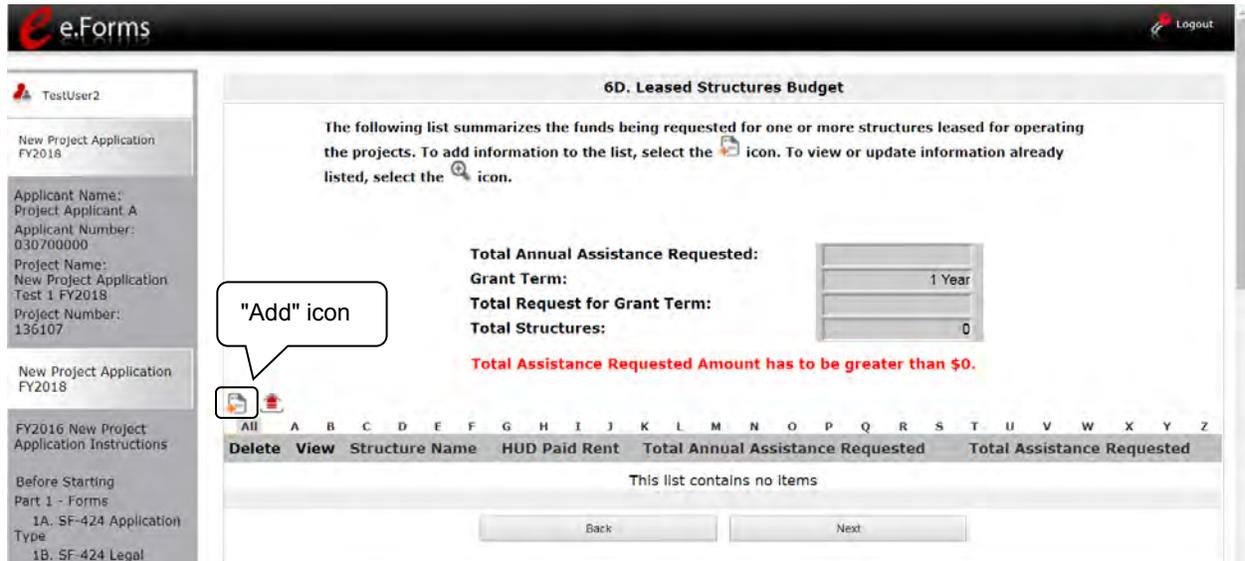
- 
1. Review the following items on the “Leased Units Budget” screen.
    - The “Leased Units Budget” screen should have been populated with your total leased units budget amount.
    - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the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

# New Project Application

## 6D. Leased Structures Budget

Project Applicants that plan to lease structures or portions of structures for housing or supportive services as part of a New project must complete the "Leased Structures Budget" screen.

The following steps provide instructions to complete the "Leased Structures Budget" screen of the Project Application and are relevant for New projects seeking funds for leased structures.



- | Step | Description   |
|------|---|
| 1.   | To add information to this list, select the "Add" icon  above the word "All" at the left side of the alphabetic listing to open the "Leased Structures Budget Detail" screen. |
| 2.   | The "Leased Structures Budget Detail" screen will appear.   |

**FMR** *The Budget Detail screens use the FY 2017 FMRs.*

*To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.*

*Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).*

# New Project Application

## Leased Structures Budget Detail

**Leased Structures Budget Detail**

Instructions: [Show Instructions](#)

\* Structure Name:

\* Street Address 1:

Street Address 2:

\* City:

\* State: -- select --

\* Zip Code:

<b>HUD Paid Rent (per Month):</b>	
<b>12 Months:</b>	12
<b>Total Annual Assistance Requested:</b>	\$0
<b>Grant Term:</b>	1 Year
<b>Total Request for Grant Term:</b>	\$0

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

**HUD Paid Rent (per Month) amount has to be greater than \$0**

Save      Save & Add Another

Save & Back to List      Back to List

Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure.
2.	Enter the monthly leasing amount in the "HUD Paid Rent (per month)" field. The amount entered must not exceed the monthly rent for comparable structures.
3.	The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
4.	The screen will automatically calculate the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "6A: Funding Request."
5.	<p>If the project will lease one structure only, select "Save &amp; Back to List" to go back to the "Leased Structures Budget" screen.</p> <ul style="list-style-type: none"> <li>• If the project will lease more than one structure, select "Save &amp; Add Another."</li> <li>• Follow the directions for completing another "Leased Structures Budget Detail" screen as described in the preceding steps.</li> <li>• After you have entered all of the "Leased Structures Budget Detail" screens that your project requires, select "Save &amp; Back to List" to return to the "Leased Structures Budget" screen.</li> </ul>

# New Project Application

## Completion of Leased Structures Budget

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

1. Review the following items on the “Leased Structures Budget” screen.
  - The “Leased Structures Budget” screen should have been populated with your total leased structures budget amount.
  - Each "Leased Structures Budget Detail" screen you entered for each location will appear as a separate entry.

---

2. After completing the "Leased Structures Budget Detail" screen(s) and reviewing the "Leased Structures Budget" screen, you may want to make changes.
  - If you want to view and edit any of the “Leased Structures Budget Detail” screens, select the "View" icon  next to the appropriate entry.
  - If you find that you have created a "Leased Structures Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
  - If the list is missing one or more items, select the “Add” icon  and complete another "Leased Structures Budget Detail" screen, as discussed above.

---

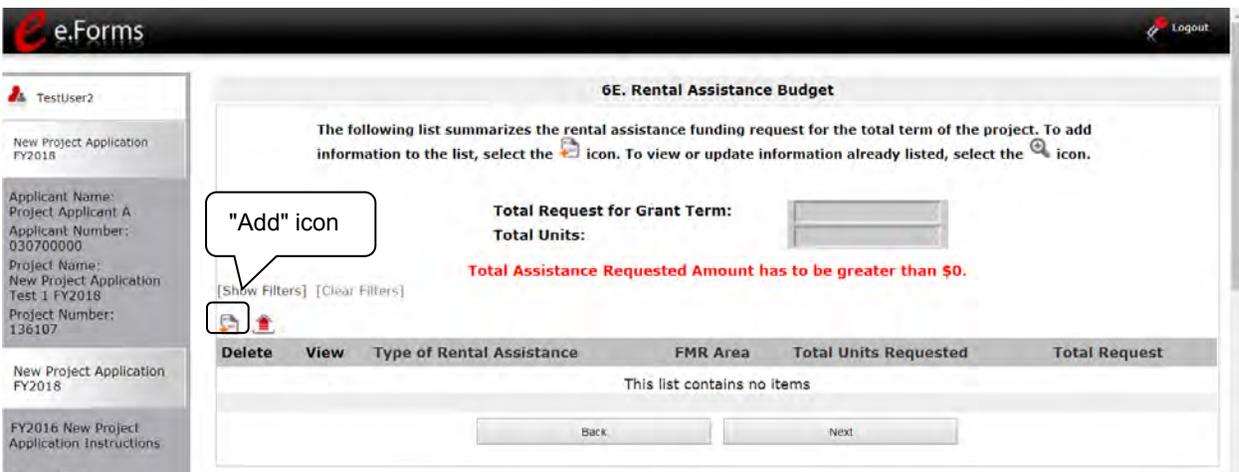
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

# New Project Application

## 6E. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short/medium - or long-term) as part of a New project must complete the "Rental Assistance Budget" screen. If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the project applicant and the landowner, then the Project Applicant must complete the leased units budget, not the rental assistance budget.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the New Project Application.



- | Step | Description   |
|------|---|
| 1.   | To add information to this list, select the "Add" icon  to open the "Rental Assistance Budget Detail" screen. |
| 2.   | The "Rental Assistance Budget Detail" screen will appear.   |

**FMR** *The Budget Detail screens use the FY 2017 FMRs.*

*To ensure consistency between the GIW and the FY 2018 application process, GIWs also used FY 2017 FMRs.*

*Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the FY 2018 application submission deadline (i.e., the FY 2018 FMRs).*

# New Project Application

## Rental Assistance Budget Detail

**Instructions:** [Show Instructions](#)

\* Type of Rental Assistance: -- select -- ▾

\* Metropolitan or non-metropolitan fair market rent area: -- select --

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	x	x 12	= \$0
0 Bedroom	<input type="text"/>	x	x 12	= \$0
1 Bedroom	<input type="text"/>	x	x 12	= \$0
2 Bedrooms	<input type="text"/>	x	x 12	= \$0
3 Bedrooms	<input type="text"/>	x	x 12	= \$0
4 Bedrooms	<input type="text"/>	x	x 12	= \$0
5 Bedrooms	<input type="text"/>	x	x 12	= \$0
6 Bedrooms	<input type="text"/>	x	x 12	= \$0
7 Bedrooms	<input type="text"/>	x	x 12	= \$0
8 Bedrooms	<input type="text"/>	x	x 12	= \$0
9 Bedrooms	<input type="text"/>	x	x 12	= \$0
<b>Total Units and Annual Assistance Requested</b>				\$0
<b>Grant Term</b>				1 Year
<b>Total Request for Grant Term</b>				\$0

Click the 'Save' button to automatically calculate totals.

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

- | Step | Description   |
|------|---|
| 1.   | Select the "Type of Rental Assistance:"—PRA, TRA, or SRA. (project-based rental assistance, tenant-based rental assistance, or sponsor-based rental assistance).  |
| 2.   | Select the FY 2017 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.          |
| 3.   | Enter the number of units of each bedroom size for which the project is requesting rental assistance.   |
| 4.   | The 12-month column is fixed. The amount shown in the FMR column multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. |
| 5.   | After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The sum of each column will be auto-calculated.   |
| 6.   | The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only.   |

# New Project Application

- 
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.
  8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.
    - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting rental assistance funds.
    - Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."
- 

## Completion of Rental Assistance Budget

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

- 
1. Review the following items on the "Rental Assistance Budget" screen.
    - The "Rental Assistance Budget" screen should have been auto-calculated with your total rental assistance total request for the grant term.
    - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
  2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
    - If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon  next to the appropriate entry.
    - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
    - If the list is missing one or more items, select the "Add" icon  and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
  3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.
-

# New Project Application

## 6F. Supportive Services Budget

The following steps provide instruction to complete the Supportive Services Budget for new projects. Please note that the Supportive Services Budget Detail screen appears only for new projects.

**NOTE:**

For a description of the categories listed on this screen, please review the CoC Program interim rule: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

**6F. Supportive Services Budget**

Instructions: [Show Instructions](#)

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

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
<b>Total Annual Assistance Requested</b>		\$0
<b>Grant Term</b>		1 Year
<b>Total Request for Grant Term</b>		\$0

Click the 'Save' button to automatically calculate totals.  
Total Request for Grant Term must be greater than \$0.

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

- | Step | Description  |
|------|--|
| 1.   | There are 17 budget categories on the Supportive Services Budget. For each applicable category, enter the following information: <ul style="list-style-type: none"> <li>Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible.</li> <li>Dollar request for each year of the grant term.</li> </ul> <p>Note: #17, Operating Costs is for facilities providing only supportive services.</p> |
| 2.   | Select "Save."   |
| 3.   | The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.  |

## New Project Application

4. The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
5. The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
6. Select "Save and Next" to continue to the next budget form.

# New Project Application

## 6G. Operating Budget

The following steps provide instruction to complete the "Operating Budget" screen of the New Project Applications. Please note that the Operating Budget Detail screen appears only for new projects.

**NOTE:**

For a description of the categories listed on this screen, please review the CoC Program interim rule: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
<b>Total Annual Assistance Requested</b>		\$0
<b>Grant Term</b>		1 Year
<b>Total Request for Grant Term</b>		\$0

Click the 'Save' button to automatically calculate totals.  
**Total Request for Grant Term must be greater than \$0.**

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

- | Step | Description   |
|------|---|
| 1.   | There are 7 budget categories on the Operating Budget. For each applicable category, enter the following information: <ul style="list-style-type: none"><li>Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible.</li><li>Dollar amount requested for each year of the grant term.</li></ul> |
| 2.   | Select "Save."  |
| 3.   | The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.   |
| 4.   | The "Grant Term" field is populated based on the grant term selected on the "6A. Funding Request" screen and is a "read only" field.  |
| 5.   | The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.   |
| 6.   | Select "Save and Next" to proceed to the next budget form.  |

# New Project Application

## 6H. HMIS Budget

The following steps provide instruction to complete the "HMIS Budget" screen of the new Project Applications. Please note that the HMIS Budget Detail screen appears only for new projects.

**NOTE:**

For a description of the categories listed on this screen, please review the CoC Program interim rule: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

The screenshot shows the '6H. HMIS Budget' screen in the eForms application. The sidebar on the left contains the following information:

- TestUser2
- New Project Application FY2018
- Applicant Name: Project Applicant A
- Applicant Number: 030700000
- Project Name: New Project Application Test 1 FY2018
- Project Number: 136107
- New Project Application FY2018
- FY2016 New Project Application Instructions
- Before Starting
- Part 1 - Forms
- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant

The main content area is titled '6H. HMIS Budget' and includes the following elements:

- Instructions: [Show Instructions](#)
- \* A quantity AND description must be entered for each requested cost.
- Table with columns: Eligible Costs, Quantity AND Description (max 400 characters), and Annual Assistance Requested.
- Summary fields: Total Annual Assistance Requested (\$0), Grant Term (1 Year), and Total Request for Grant Term (\$0).
- Buttons: Save & Back, Save, Save & Next, Back, Next.

Step	Description
1.	For each of the 5 budget categories, enter the following: <ul style="list-style-type: none"><li>Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible.</li><li>Dollar request for each year of the grant term.</li></ul>
2.	When you select "Save" on this screen, the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3.	The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and is a "read only" field.
4.	When you select "Save" on this screen, the "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5.	Select "Save and Next" to proceed to the "Sources of Match" screen.

# New Project Application

## 6I. Sources of Match

The following steps provide instruction on completing the “Sources of Match” screen of the new project applications.

See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected.

The screenshot displays the '6I. Sources of Match' interface. It includes a sidebar with navigation options, a main content area with a summary table, and a series of questions. A callout box points to the 'Add' icon (a document with a plus sign) located below question 1b. Another callout box points to question 1a, stating 'Question 1a appears only if question 1 is "Yes."'.

Step	Description
1.	In question 1, select "Yes" or "No" to indicate whether the project generates program income that will be used as match. <ul style="list-style-type: none"><li>If yes, in the text box, describe the source of program income.</li></ul>
2.	To add information to the Match list, select the "Add" icon  to open the “Source of Match Details” screen.
3.	The “Sources of Match Details” screen will appear.

# New Project Application

## Sources of Match Detail

The screenshot displays the 'Sources of Match Detail' form in the e.Forms system. The sidebar on the left shows the user 'TestUser2' and project details for 'New Project Application FY2018'. The main form area contains the following fields:

- \* 1. Will this commitment be used towards match? Yes
- \* 2. Type of commitment: -- select --
- \* 3. Type of source: -- select --
- \* 4. Name the source of the commitment: (Be as specific as possible and include the office or grant program as applicable)
- \* 5. Date of Written Commitment: (calendar icon)
- \* 6. Value of Written Commitment:

Buttons at the bottom include: Save, Save & Add Another, Save & Back to List, and Back to List.

Step	Description
1.	Question one will automatically populate as "Yes."
2.	From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen. <ul style="list-style-type: none"><li>• If the project has another source of match, select "Save &amp; Add Another" and repeat steps 1 through 6 for each source of match.</li></ul>

Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."

# New Project Application

## Completion of Sources of Match

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

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

**NOTE:** *After completing the "Sources of Match Detail" screen(s) and reviewing the "Sources of Match" screen, you may want to make changes.*

- *If you want to view and edit any of the “Sources of Match Detail” screens, select the “View” icon  next to the appropriate entry.*
- *If you find that you have created a "Sources of Match Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.*
- *If the list seems to be missing one or more items, select the “Add” icon.  and complete a "Sources of Match Detail" screen as discussed in the navigational steps.*

# New Project Application

## 6J. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable fields.

The following screenshot is for the New Project Application "Summary Budget" screen.

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

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

Click the 'Save' button to automatically calculate totals.

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

- | Step | Description   |
|------|---|
| 1.   | Review the funding amounts in the gray-shaded fields. If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.    |
| 2.   | In the "Admin." field (line 8 for new projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested." |
| 3.   | "Save & Next" at the bottom of the screen. You will proceed to the Part 7 - "Attachment(s) & Certification" screen.   |

**NOTE:** *The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities **except for leased units and leased structures, but including administration costs.***

# New Project Application

## 7A. Attachments

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

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu,), then proof of subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
  - **Consolidated Plan Certification.** For Project Applicants that selected "No CoC" on Screen 3A, and are thus applying as Solo Applicants, a form HUD-2991 must be obtained and signed by the certifying official for the applicable jurisdiction, indicating that the proposed project will be consistent with the Consolidated Plan. If the Solo Applicant is a state or unit of local government, the jurisdiction must certify that it is following its HUD-approved Consolidated Plan.



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

# New Project Application

## 7A. Attachments (continued)

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

The screenshot shows the 'Attachment Details' form in the e.Forms application. The sidebar on the left displays user information for 'TestUser2' and application details for 'New Project Application FY2018', including Applicant Name, Project Applicant A, Applicant Number (030700000), Project Name, Project Number (136107), and Project Name (New Project Application Test 1 FY2018). The main form area contains the following fields and options:

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

Buttons at the bottom include 'Save', 'Save & Back to List', and 'Back to List'. A callout box points to the 'Document Description' field with the text: 'Enter the Description, including the Project Number'.

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

- NOTE:** *To delete an uploaded attachment.*
- Click the "Delete" icon  that appears to the left of the document name.
  - Confirm the deletion in the pop-up window.



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

# New Project Application

## 7A. In-Kind MOU Attachment

Screen 7B appears when Project Applicants add a match entry for "In-Kind" match (6I. Sources of Match Detail screen, question 3. "Type of Source").

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

The screenshot shows the 'e.Forms' interface for '7A. In-Kind MOU Attachment'. On the left, a sidebar displays user information for 'TestUser2' and application details for 'New Project Application FY2018', including applicant and project names and numbers. The main content area features a table with the following structure:

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">In-Kind Match MOU</a>	No	--		No Attachment

Below the table are 'Back' and 'Next' navigation buttons. A callout box labeled 'Select the link.' points to the 'In-Kind Match MOU' link in the table.

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

# New Project Application

## 7D. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition 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.

Get PDF Viewer  
Back to Submissions List

Name of Authorized Certifying Official: first name of Authorized Representative last name  
Date: 06/28/2018  
Title: title  
Applicant Organization: Test Organization 2  
PHA Number (For PHA Applicants Only):

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

Save & Back Save Save & Next  
Back Next

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

# New Project Application

## **8B. Submission Summary**

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

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

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

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

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

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

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

# New Project Application

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 Submission Summary screen for the HMIS Project Application looks different because it has different screens specific to HMIS.

**88. Submission Summary**

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

Complete	Page	Last Updated	Mandatory
--	<a href="#">1A. SF-424 Application Type</a>	No Input Required	No
--	<a href="#">1B. SF-424 Legal Applicant</a>	No Input Required	No
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	No
✓	<a href="#">1D. SF-424 Congressional District(s)</a>	06/27/2018	Yes
✓	<a href="#">1E. SF-424 Compliance</a>	06/27/2018	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	06/27/2018	Yes
✓	<a href="#">1G. HUD 2880</a>	06/27/2018	Yes
✓	<a href="#">1H. HUD 50070</a>	06/27/2018	Yes
✓	<a href="#">1I. Cont. Lobbying</a>	06/27/2018	Yes
✓	<a href="#">1J. SF-LLL</a>	06/27/2018	Yes
✓	<a href="#">2A. Subpopulations</a>	07/08/2018	Yes
✓	<a href="#">2B. Expenses</a>	06/27/2018	Yes
✓	<a href="#">2A. Project Detail</a>	07/08/2018	Yes
X	<a href="#">2B. Description</a>	Please Complete	Yes
✓	<a href="#">2C. Expenses</a>	07/08/2018	Yes
✓	<a href="#">4A. Services</a>	07/08/2018	Yes
X	<a href="#">4B. Housing Type</a>	Please Complete	Yes
X	<a href="#">5A. Households</a>	Please Complete	Yes
--	<a href="#">5B. Subpopulations</a>	No Input Required	No
✓	<a href="#">5C. Outreach</a>	07/08/2018	Yes
✓	<a href="#">5A. Funding Request</a>	07/08/2018	Yes
✓	<a href="#">5C. Leased Units</a>	07/08/2018	Yes
✓	<a href="#">5D. Leased Structures</a>	07/08/2018	Yes
✓	<a href="#">5E. Rental Assistance</a>	07/08/2018	Yes
✓	<a href="#">5F. Supp. Service Budget</a>	07/08/2018	Yes
✓	<a href="#">5G. Operating</a>	07/08/2018	Yes
✓	<a href="#">5H. HMIS Budget</a>	07/08/2018	Yes
✓	<a href="#">5I. Match</a>	07/08/2018	Yes
--	<a href="#">5J. Summary Budget</a>	No Input Required	No
--	<a href="#">7A. Attachment(s)</a>	No Input Required	No
--	<a href="#">7A. In-kind HUD Attachment</a>	No Input Required	No
✓	<a href="#">7D. Certification</a>	06/28/2018	Yes

Notes:

- The Applicant Profile must be completed before this form can be submitted.
- Enter a value greater than zero for at least one project milestone.
- 4B. Housing Type list contains 2 incomplete items. [12]
- At least one person in the Households Grid must be served.

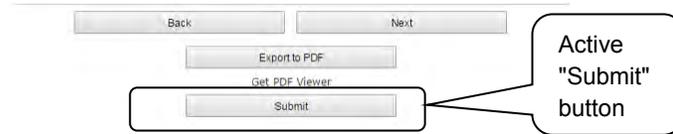
Buttons: Back, Next, Super to PDF, Get PDF Viewer, Submit (Inactive)

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

# New Project Application

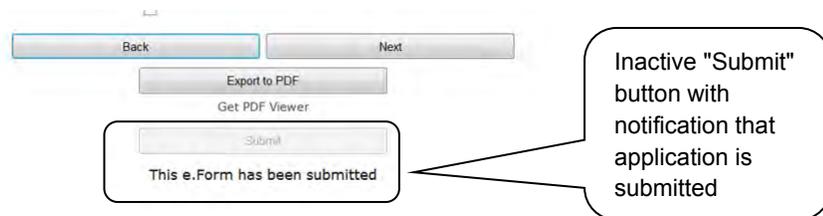
## Submitting the Project Application

The following image shows an active "Submit" button on the Project Application "Submission Summary."



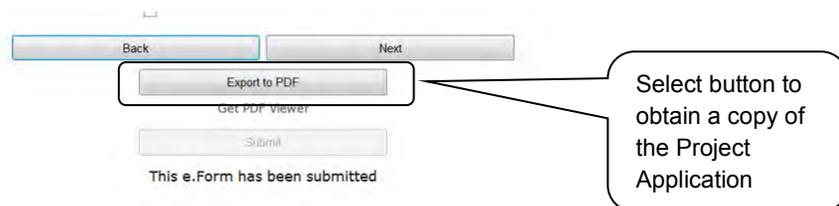
Step	Description
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Select the "Submit" button.
3.	Notify the Collaborative Applicant that you have submitted your Project Application.

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."

# New Project Application

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

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

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

**8B. Submission Summary**

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

Complete	Page	Last Updated	Mandatory
--		No Input Required	No
--		No Input Required	No
--		No Input Required	No
✓		06/13/2017	Yes
✓		06/13/2017	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	06/13/2017	Yes
✓	<a href="#">1G. HUD 2880</a>	06/13/2017	Yes
✓	<a href="#">1H. HUD 50070</a>	06/13/2017	Yes
✓	<a href="#">1I. SF-LLL</a>	06/13/2017	Yes
--	<a href="#">2A. Subrecipients</a>	No Input Required	No
✗	<a href="#">2B. Experience</a>	Please Complete	Yes
✗	<a href="#">3A. Project Detail</a>	Please Complete	Yes
✗	<a href="#">3B. Description</a>	Please Complete	Yes
✗	<a href="#">3C. Expansion</a>	Please Complete	Yes
✗	<a href="#">4A. Services</a>	Please Complete	Yes
✗	<a href="#">4B. Housing Type</a>	Please Complete	Yes
✓	<a href="#">5A. Households</a>	06/13/2017	Yes
--	<a href="#">5B. Subpopulations</a>	No Input Required	No
✗	<a href="#">5C. Outreach</a>	Please Complete	Yes
✗	<a href="#">6A. Funding Request</a>	Please Complete	Yes
✗	<a href="#">6I. Match</a>	Please Complete	Yes
--	<a href="#">6J. Summary Budget</a>	No Input Required	No
--	<a href="#">7A. Attachment(s)</a>	No Input Required	No
✗	<a href="#">7D. Certification</a>	Please Complete	Yes

**Notes:**

- PIN format must be two letters followed by 4 digits
- 4A. Please enter all values for at least one line item.
- 4B. Housing Type list must include at least 1 item(s).
- Please enter the percentage of project participants that will be coming from each of the following locations.
- The Total must equal 100% in order to submit.
- For project submission, it must be feasible for the project to be under grant agreement by September 30, 2019.
- At least one box must be checked.

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

# New Project Application

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

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

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

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

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

**NOTE:**

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

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

# New Project Application

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

If an Applicant needs to edit the Project Applicant Profile in order to correct information, the Applicant must do the following:

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

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

# New Project Application

## Project Application Changes

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

Step	Who	Description
1.	Either	<p>If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant (via email or phone,) outside of <i>e-snaps</i>.</p> <ul style="list-style-type: none"><li>• If a Project Applicant determines that a change is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “send,” or release, the Project Application back to the Applicant.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the applicant.</li></ul>
2.	Collaborative Applicant	<p>The Collaborative Applicant will notify the Project Applicant (via email or phone) that the Project Application has been sent back for changes.</p>
3.	Project Applicant	<p>After the Project Application has been sent back for amendment, any person who is an authorized <i>e-snaps</i> user with the Project Applicant’s organization will be able to reopen the project.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none"><li>• Log in to <i>e-snaps</i>.</li><li>• Select “Submissions” on the left menu bar.</li><li>• Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none"><li>○ Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.</li><li>○ The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.</li></ul></li><li>• Select the “Open Folder” icon  to the left of the project with no submission date.</li><li>• Make the required change(s), saving each form as it is revised.</li><li>• Select the “Submit” button.</li><li>• Notify the Collaborative Applicant that the Project Application has been re-submitted.</li></ul>
4.	Collaborative Applicant	<p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listing for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.</p>

# New Project Application

## Next Steps

Congratulations on submitting your New Project Application!

At this point, your project application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 1a and 1b. Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2018 CoC Program Competition. Please make sure you keep in contact with the organization in case any amendments need to be made.

For additional resources go to the *e-snaps* webpage on the HUD Exchange at:  
<https://www.hudexchange.info/programs/e-snaps/>.