

# FY 2018 CoC Program

## Recipient's Post-Award Users Guide

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



*February 2019*

## FY 2018 Recipient's Post-Award Users Guide

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# FY 2018 Recipient's Post-Award Users Guide

## Introduction

This guide provides conditionally awarded recipients with guidance for preparing Fiscal Year (FY) 2018 Continuum of Care (CoC) Program conditionally awarded grants for Post-Award processing for conditionally awarded New grants, Renewal grants, CoC Planning Cost grants, and UFA Cost grants. In addition, this guide includes important information about accessing, completing, and submitting the recipient's Post-Award step in *e-snaps*, a web-based portal accessible at: <https://esnaps.hud.gov/grantium/frontOffice.jsf>.

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

For a walkthrough of the screens for the original FY 2018 project application submitted in *e-snaps*, refer to the *Project Application Instructional Guides* located on the HUD Exchange at: [FY 2018 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#). In addition, for in-depth CoC Program guidance recipients should reference:

- [FY 2018 CoC Program Competition NOFA](#);
- [CoC Program interim rule \(24 CFR part 578\)](#);
- [McKinney-Vento Act, as amended by the HEARTH Act](#);

**Note:** This guide uses the following terms to describe grants HUD conditionally awarded for funding in FY 2018:

- **New**—grant from a New Project Application that **does not** expand an existing eligible Renewal Project Application.
- **Standard Renewal**—grant from a Renewal Project Application that **does not** expand or consolidate an eligible renewal grant.
- **Expansion of a Renewal**—grant from a New Project Application that expands an existing eligible HUD-approved Renewal Project Application.
- **Consolidation of Renewals**—a grant submitted through the Renewal Project Application that consolidates multiple renewal projects.
- **Transition**—grant from a New Project Application that transitions a component type from a reallocated renewal grant (or grants) to a different eligible component type in a new grant.
- **CoC Planning Cost**—new grant from a CoC Planning Cost Project Application.
- **UFA Cost**—new grant from a CoC UFA Cost Project Application.

## What is CoC Post-Award?

HUD Headquarters completed its assessment process and conditionally awarded grants and now the local HUD field office must complete the process of issuing FY 2018 grant agreements.

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HUD uses the Post-Award process to move conditionally awarded grants from award to grant agreement so that recipients can begin operating grants under FY 2018 contracts. The more effectively HUD and recipients execute grant agreements, the more quickly recipients can start serving program participants and continue their efforts to end homelessness in their communities. CPD Representatives in HUD Field Offices verify and submit Issues and Conditions to conditionally awarded recipients so they can make necessary changes to their applications in *e-snaps*. Field Offices work with recipients to correct and improve application information in *e-snaps*, prior to approving the issuance of grant agreements for signature by HUD and the recipient's authorized representative as identified in the recipient's *e-snaps* **Project Applicant Profile**.

### Overview of the Post-Award Process

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

1. If a conditionally awarded renewal grant has Issues and Conditions the CPD Rep verifies and submits Issues and Conditions Step **C1.9a** to recipients using *e-snaps* and then notifies recipients by email that their Step **C1.9a** is ready in *e-snaps* for updating. Recipients are not required to perform any *e-snaps* steps for renewal grants without Issues and Conditions; the Field Office will send a grant agreement to the recipient for signature (execution).
2. Recipients of New grants and Renewal Expansion grants, Transition grants and in most cases Consolidation grants provide additional details in *e-snaps* to satisfy any Issues, Conditions and HUD's Technical Submission requirements. Technical Submission includes supporting documentation as identified in **Appendix A**. See **Appendix B** for additional details on Renewal Expansion grant processing; **Appendix C** for additional details about Consolidation grants and **Appendix D** for additional details about Transition grants
3. Recipients must acknowledge and update any Issues and Conditions in *e-snaps*. Recipients attach supporting documentation to resolve Issues and Conditions and attach Technical Submission documents in *e-snaps* at Step **C1.9a**.
4. Recipients email the Field Office when Step **C1.9a** is completed and is ready for HUD review in *e-snaps*.
5. Field Office reviews the recipient's submission in *e-snaps*. The Field Office either approve or reject the submission. If rejected, Field Office sends Step **C1.9a** (*Version 2*) back to the recipient for corrections in *e-snaps*. **Note:** "amend back" is the process in *e-snaps* to "send back" or "reopen" Step **C1.9a**, it is not the process to amend a grant agreement.
6. After Field Office approves the **C1.9a** submission, they will send the recipient a FY 2018 grant agreement for the recipient's Authorized Representatives signature. **Note:** The Authorized Representative name in the *e-snaps* **Project Applicant Profile**, must match the name of the person signing the grant agreement.
7. HUD expects recipients to promptly return the signed grant agreement. Field Offices can then forward the fully executed grant agreement to HUD's accounting center for

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financial set-up in *eLOCCS*. **Note:** First-time grant recipients should contact their CPD Representatives shortly after new awards are announced for information on getting access to *eLOCCS*.

**Note:** HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** to resolve Issues and Conditions, to update match if necessary, and add/update indirect cost information.

HUD only allows grant amendments **after** Step **C1.9a** is approved and the initial grant agreement is executed. Importantly, significant grant adjustments that require a **grant amendment must be** requested and processed at *e-snaps* Amendments Step **C1.9b**. HUD will provide instructions for processing renewal grant agreement amendments at Step **C1.9b** in a separate guide.

For project changes requested by the applicant as part of their FY 2018 renewal applications, if no previous grant amendment could be verified as executed by September 28, 2018, or if applicants requested BLI's changes greater than 10 percent, HUD adjusted the FY 2018 renewal applications consistent with the CoC's final HUD-approved Grant Inventory Worksheet (**GIW**).

### What's New in FY 2018 and Reminders from Previous Years

#### What's New:

1. Grant Consolidations; see Appendix C of this guide
2. Transition Grants; see Appendix D of this guide
3. Updates to Technical Submission requirements for new projects.
  - Project Milestones Chart moved into the project application.
  - Administrative Cost review requirement and *esnaps* screen removed.
  - Job Description review requirement and *esnaps* attachment slot removed.

#### Reminders:

1. All Renewal Expansion grants have Issues and Conditions and must go through the Technical Submission process for the new portion of the conditionally awarded grant. See Appendix B of this guide.
2. SNAPS implemented the following rules to allow certain standard renewal grants to skip the FY 2018 Step **C1.9a** in *e-snaps*. *e-snaps* will automatically route the renewal grants that **do not** have Issues or Conditions at HUD's Step **C1.8** directly to the grant agreement At HUD's Step **C1.10a**. This includes renewal grants that have SNAPS-updated budget changes, such as FMR updates, but **do not** have Issues or Conditions. *e-snaps* will continue to route renewal grants that **do** have Issues and Conditions and all new grants to Step **C1.9a** for the recipients to make updates.
3. *e-snaps* no longer requires standard renewal grant recipients to upload match documentation (cash or in-kind) at Step **C1.9a**. Further, recipients of renewal grants are no longer required to submit match documentation to HUD prior to grant execution. Field offices must verify match documentation during monitoring. New grants and the



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new portion of renewal expansion grants must provide match documentation prior to grant execution.

4. For standard renewal grants only, *e-snaps* no longer displays the **Supportive Services, Operating, HMIS and Leased Structures** screens at Step **C1.9a**. This means that standard renewal grant recipients are no longer required to update a budget line item's quantity and description fields because of a SNAPS-initiated budget change. The **Rental Assistance, Leasing, and Summary Budget** screen details will still be visible.
5. Conditions placed on grants due to SNAPS-initiated budget changes affecting the match requirement must be resolved before grant execution. This occurs when the total match required is more than the total match entered on the **Match** screen and reported on the **Summary Budget** screen—. All renewal expansion grants have a Condition to update their **Match** screen commitments for the required match of the newly combined budgets.

### Overview of this Guide

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

To update data entered into one of the original project application screens, the screens and data fields are primarily the same as the FY 2018 project application previously submitted.

Recipients should refer to the detailed instructional guides that were used in filling out the original FY 2018 application. Detailed Project Application Instructional Guides are located on the HUD Exchange at: [FY 2018 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

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

**Part 2: Instructions for Accessing C1.9a from the “Submissions” Screen**, including “Filtering” grants to identify the correct FY 2018 Step **C1.9a** from the “**Submissions**” list.

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

- **Reference Submissions Screen (Available for all grants)**—used to access and review the original FY 2018 project application, the HUD conditional award summary and the previous *e-snaps* Step **C1.8**.
- **Acknowledgment Screen (Available for all grants)**—used to acknowledge any Issues, Conditions, and Alerts HUD placed on the grant, including details of the actions required to resolve them.
- **Attachments Screen (Available for all grants)**—used to attach any documentation, as needed to resolve Issues and Conditions. **Note:** New grants and Renewal Expansion Grants have Technical Submission attachment requirements that vary depending on component type (e.g. PH, SSO, JOINT) or project type (e.g. PSH, RRH, CE). These requirements are clarified in **Appendix A** of this guide.

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- **Adjustments Screen (Available for all grants)**—If updates to the application are necessary, recipients must answer “Yes” and provide an explanation for what they updated.
- **Submission Summary Screen (Available for all grants)**—used for submitting Step **C1.9a** back to HUD for review and approval once **all C1.9a** screens have been successfully completed.

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

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

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

**Tip:** An *e-snaps* user profile enables a person to access *e-snaps*; however, only people who have been setup as “Associated”—linked to an organization as registered user, referred to as “Registrants”—can enter information in the Project Applicant Profile and all *e-snaps* screens associated with the organization. for instructions on Adding, Deleting, and Editing Users (Registrants) to an organizations Profile/Grants see **Appendix E** to this guide or at: <https://www.hudexchange.inField Office/resources/documents/Adding-Deleting-Registrants.pdf>

for additional guidance on how to navigate *e-snaps*, access the guides available at the links available in **Appendix F** or from the HUD Exchange at: and <https://www.hudexchange.inField Office/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--grant-applicants>.

### Existing *e-snaps* Users

1. Direct your Internet browser to [www.hud.gov/esnaps](http://www.hud.gov/esnaps) and wait for the “Welcome to *e-snaps*” screen; then, on the left menu, enter your *e-snaps* “Username” and “Password.”
2. If you forgot your password, select “forgot your password?” under the “Login” button and follow prompts.

**Front Office**

Front Office Portal

**Welcome to e-snaps**

Username:

Password:

Login

Forgot your password?

Locale: English - United States

Create Profile

**Login here**

**If new to *e-snaps*, create a user profile.**

is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative the Continuum of Care (CoC) Homeless Assistance Competition.

*E-snaps* is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

ess to this system on behalf of your Continuum of Care or as a project applicant, you may request a

d in this application have been submitted to the Office of Management and Budget (OMB) for review S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

**e-snaps**

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### New *e-snaps* Users

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1. Go to [www.hud.gov/esnaps](http://www.hud.gov/esnaps) and wait for the "**Welcome to *e-snaps***" screen; then, on the left menu, select "**Create Profile**" to create a unique *e-snaps* username and password.
  2. **IMPORTANT:** Have your *e-snaps* Project Applicant Profile “associated” with your organization as a registered user (registrant). For instructions on Adding, Deleting, and Editing Users (Registrants) to an organizations’ Applicant Profile, see **Appendix E** to this guide or at: <https://www.hudexchange.info/Field Office/resources/documents/Adding-Deleting-Registrants.pdf>.
  3. Login from the "**Welcome to *e-snaps***" screen; then, on the left menu, enter your *e-snaps* “**Username**” and “**Password.**”
- 

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

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

**Tip:** For *e-snaps* users with both a “**CoC Applicant Profile**” (for the Collaborative Applicant) and a “**Project Application Profile**” (for Project Applicants), or for users with multiple “**Project Applicant Profiles**,” an “**Applicant**” dropdown menu is located at the top left side of the main screen. This identifies the name of the organization from the “**Applicant Profile**” in which you are working and can be changed in the dropdown menu. For the **C1.9a** screens, you must be working in the correct **Project Applicant Profile** “associated” with the FY 2018 conditionally awarded grant.

### Submissions Screen

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



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**1<sup>st</sup>** - Make sure the correct **"Project Applicant Profile"** is showing in the **"Applicant"** field or dropdown menu.

**2<sup>nd</sup>** - Click on **"Submissions"**

**3<sup>rd</sup>** - From the dropdown menu, select the **Project Name** as entered in the *e-snaps* FY 2018 Project Application. In general, it is recommended not to change or use the additional filtering selections.

**4<sup>th</sup>** - Click on the **"Filtering"** button in the center of the screen.

**5<sup>th</sup>** - Click on the orange folder to open the **Step C1.9a** screens for this specific project. Be sure to open the FY2018 Project

1. **IMPORTANT**–Confirm that the correct **"Project Applicant Profile"** (Applicant/Organization's name is the same as the recipient) associated with this grant as located in the field at the top left side of the screen. For Users **"Associated"** to multiple Profiles, a dropdown menu is provided for selecting the correct organizational link to a project/grant.
2. Click on **"Submissions"** from the left menu and the screen for **"Submissions Filters"** and **"Submissions"** list for the selected applicant (recipient) will appear.
3. Use one of the options below to locate the desired FY 2018 **C1.9a** submission from the **"Submissions"** list.
4.
  - **Option 1:** Use the **"Submissions Filters"** on the top half of the screen to select the appropriate grant from the **"Applicant Project Name"** dropdown menu. Then select the **"Filter"** button to find the grant in the **"Submissions"** list. Look under the **"Funding Opportunity Name / Step Name"** column and identify the submission that includes **"...Project Application FY2018"** and **"C1.9a..."**
  - **Option 2:** Click on **"Clear Filters"** on the top left of the **"Submissions Filters"** box. Then, in the list of submissions identify the grant under the **"Project Name / Project Number"** column or under the **"Funding Opportunity Name / Step Name"** column. Identify the submission that includes **"...Project Application FY2018"** and **"C1.9a..."**
5. Click on the orange folder  to the left of the **"Project Name"** with the Step Name **"C1.9a..."** as shown below.

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

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

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

**Tip:** Some data at Step **C1.9a** populates from the **Project Applicant Profile**. If this information is incorrect, edit the **Project Applicant Profile** associated to this grant by exiting Step **C1.9a** and entering the **Project Applicant Profile** from the *e-snaps* home screen. After making edits to the Profile, go to the final submission screen and click on the "Complete" button first and then click on the "Submit" button. Review the Project Applicant Profile Instructional Guide located at: [www.hudexchange.info/Office/resource/2958/instructions-for-updating-the-grant-applicant-profile/](http://www.hudexchange.info/Office/resource/2958/instructions-for-updating-the-grant-applicant-profile/).

The Project Name and Applicant Name **do not** populate from the **Project Applicant Profile** and cannot be changed prior to issuance of the grant agreement. Notify the local CPD Rep if the Project Name or Applicant Name is incorrect.

#### Reference Submissions Screen

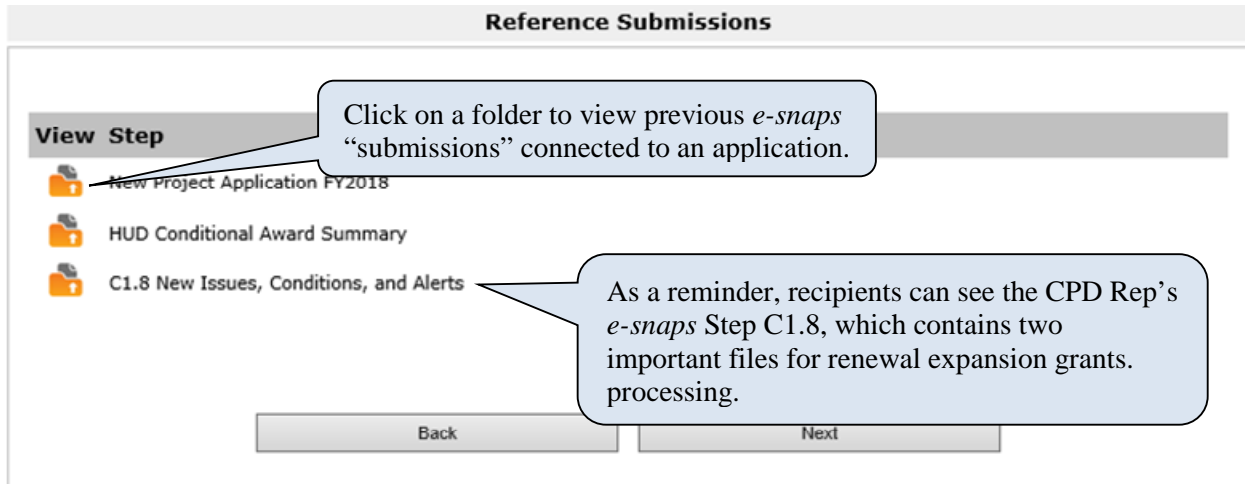
The "**Reference Submissions**" screen allows recipients to follow links to review the folder for previously submitted documents related to this grant. These links are for reference only, recipients are not required to review them.


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

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

- **New or Renewal Project Applications**—the FY 2018 application submitted by the project applicant and reviewed by HUD. For Consolidation and Transition grants, check the attachments folder in Part 7 of the application when going through **Reference Submissions**.
- **HUD Conditional Award Summary**—information based on HUD's FY 2018 project application review containing some grant detail and approved conditional award amount.
- **C1.8 New Issues and Conditions** (for conditionally awarded Renewal Expansion grants). Access to this CPD Rep submitted step allows recipients access to important attachments for combining new and renewal application data into a single grant application in **C1.9a**. See **Appendix B** for further instructions.

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1. As needed, click on the orange Folder  under the “**View**” column to open each linked “submission.” The submission selected will open in the same active window and will take you out of your **C1.9a** screens. **Caution**—many original application screens are identical to screens in **C1.9a** and it is easy to forget you are no longer in **C1.9a**. The main difference is the original FY 2018 Project Application has been submitted is read-only and an active **C1.9a** can have data updated.
2. After completing a review of a reference submission, select the “**Back to ...**” links at the bottom of the left menu to return to the “**Reference Submissions**” screen in your FY 2018 **C1.9a**.
3. Click on “**Next**” to continue with **C1.9a** updates.

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### Acknowledgment Screen

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

The screenshot shows the HUD Acknowledgment screen. On the left is a sidebar with a navigation menu. A red arrow points to the "Acknowledgement" link in the menu. The main area contains a table of HUD Alerts. Callouts provide the following information:

- HUD Alerts regarding the project application may be listed here.** (Points to the top of the alert table)
- Additional alerts will populate as necessary. New projects will have an alert to attach match documentation. All projects with a budget change will have an alert message.** (Points to a red alert message: "HUD has made at least one budget change also require a change to the total match co Operating Match")
- If any box in this column is checked it indicates Issues and Conditions are issued by HUD.** (Points to the "HUD Award" column)
- Recipient must check the corresponding box in this column to acknowledge the condition issued by HUD.** (Points to the "Ack" column)
- Click on the box here to acknowledge "Other" additional Issues and Conditions that may populate in the text boxes toward the bottom of this screen.** (Points to the "Additional Issues" section)

**Additional issues and conditions:**

Other 1  
SLB\_HUD-2880: Must have current date, correct HUD Program Name in question 3 (CoC Program) and correct funding request amount listed in question 4. If the project applicant is using one HUD-2880 for multiple project applications, a listing of the project applications covers must be attached behind the HUD form and question 4 must

Other 2

Other 3

Other 4

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

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2. Recipients must acknowledge and satisfy all “**Conditions**” placed on the conditionally awarded grant before HUD will issue a grant agreement. After reviewing the condition(s) indicated in the checked box(s) under the “**HUD Award**” column, recipients must check the box(s) in the column “**Recipient Acknowledgement**” to indicate that the condition has been reviewed and understood. **Note:** for conditions #5E and #22 (Other), recipients must check the corresponding box in addition to any “**Other**” checkboxes listed at the bottom of the screen.

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

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

**Tip:**

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

### Attachments Screen

The “**Attachments**” screen allows new and renewal project recipients to upload documentation that supports the resolution of Issues and Conditions.

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

#### Renewal Grants Attachment Screen:

Attachments				
Document Type	Required?	Download	Document Description	Date Attached
<a href="#">Attachment 1</a>	No	--		No Attachment
<a href="#">Attachment 2</a>	No	--		No Attachment
<a href="#">Attachment 3</a>	No	--		No Attachment



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Document Type	Required?	Download	Document Description	Date Attached
01) Match Documentation	No	--		No Attachment
02) Site Control 1	No	--		No Attachment
03) Site Control 2	No	--		No Attachment
04) Site Control 3	No	--		No Attachment
05) Environmental Review 1	No	--		No Attachment
06) Environmental Review 2	No	--		No Attachment
07) Environmental Review 3	No	--		No Attachment
08) Documentation of Financial Feasibility (New Construction, Acquisition, Rehabilitation)	No	--		No Attachment
09) Restrictive Covenant	No	--		No Attachment
10) Zoning Documentation	No	--		No Attachment
11) Other Attachment(s)	No	--		No Attachment

### New Grants and Renewal Expansion Grants Attachment Screen:

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

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

#### Attachment Details

\* Document Description:

\* File Name:

Document Type: 01) Match Documentation

Maximum Size: 5 MB

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

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

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

Enter a “Document Description” and select “Browse” to upload a specific file from your computer

- IMPORTANT:** Enter the title of the document in the “**Document Description**” field (e.g., Match Documentation).
- Click on the button “**Browse**” to the right of the “**File Name**” label to upload a file from your computer. The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff.
- Click on “**Save & Back to List**” to return to the “**Attachments**” screen.
- On the “**Attachments**” screen, select “**Next**” to proceed to the next screen or select the magnifying glass icon under the “**Download**” column to view and confirm you have uploaded the correct file(s).

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

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

### Adjustments Screen

The “**Adjustments**” screen allows recipients to indicate their intent to adjust some of the grant information that was requested in the project application during the FY 2018 CoC Program Competition. A selection of “Yes” on this screen, accompanied with a brief description of the requested changes will make the grant information screens visible on the left menu and available for some edits.

Recipients should only select “Yes” if they intend to adjust information in a way that directly resolves an issue or condition placed on the award by HUD. HUD will review all adjustment requests and will reject those requests that do not directly address issues and conditions.

Recipients **cannot** use the **C1.9a** adjustment process to request grant amendments or to request the consolidation of renewal grants.

For detailed instruction on adjusting original application screens refer to the FY 2018 Project Application Instructional Guides located on the HUD Exchange at: [FY 2018 Continuum of Care \(CoC\) Program Competition: Funding Availability](#) and [CoC Program Competition: e-snaps Resources](#).

The screenshot shows the 'Adjustments' screen. At the top, it says 'Adjustments'. Below that, a message reads: 'For help in completing Post Award steps, please take a look at the FY2018 Recipients Post-Award Instructional Guide available on the Hud Exchange.' There is a dropdown menu with the text: '\* Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions, to reconcile budget changes made by HUD or are you requesting to update/add indirect cost information?' The dropdown is currently set to 'Yes'. Below this, a blue message states: 'Adjustments can only be made to resolve issues and conditions, to reconcile budget changes made by HUD or to update/add indirect cost information. No other requests for changes to your project may be initiated using this Post Award step unless requested by HUD. All adjustments will be reviewed by HUD before grant agreement and may be rejected.' There is a text box with the label '\* Briefly describe the adjustments being requested.' and the placeholder text 'paffaffd'. At the bottom, there are two buttons: 'Back' and 'Next'.

**Tip:** The screens in this process are populated directly from the FY 2018 project application. HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** to resolve Issues and Conditions, update match if necessary, and add or update indirect cost information. For recipients desiring to make major adjustments a **grant amendment** must be requested and processed at *e-snaps* Amendments Step **C1.9b**. Grant

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amendments occur **after** Step **C1.9a** is approved and the initial grant agreement is executed. Instructions for processing renewal grant agreement amendments at Step **C1.9b** will be provided in a separate guide.

The screen names available in the left menu are identical to the screen names used in the FY 2018 project application. When Step **C1.9a** is first opened, these screens are visible as read-only. The data from the original project application screens can only be edited if “**Yes**” is selected on the “**Adjustments**” screen. The rows, columns, and fields are also identical to the original project application with the following general exceptions:

1. The screens follow the same rules as they did during the FY 2018 project application process. For guidance on making updates to the original project application data, refer to the Project Application Instructional Guides located on the HUD Exchange (links above).
2. Some fields contain open number and text boxes that can be adjusted by directly editing the text brought forward from the original project application. The recipient will not be able to adjust all fields on the visible screens.
3. Fields in the Part 6 “**Summary Budget**,” and some important fields in the preceding sections are presented in three columns. The first column is read-only and represents data from the original FY 2018 project application. The second column is read-only and represents data from the “**HUD Award**.” The third column can be edited to represent the adjusted value required to resolve issues and conditions or to reconcile budget changes made by HUD.

**Tip:**

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

### Submission Summary Screen

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

- A date if the screen is complete.
- “**No Input Required**” if there is no input required.
- “**Please Complete**” if more information is required on the specified screen.

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

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

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

✗	<u>3B. Description</u>	Please Complete	Yes
✓	<u>3C. Dedicated Plus</u>	12/19/2018	Yes
✓	<u>4A. Services</u>	12/19/2018	Yes
✓	<u>4B. Housing Type</u>	12/19/2018	Yes
✓	<u>5A. Households</u>	12/19/2018	Yes
--	<u>5B. Subpopulations</u>	No Input Required	No
✓	<u>5C. Outreach</u>	12/19/2018	Yes
✓	<u>6A. Funding Request</u>	12/19/2018	Yes
✓	<u>6D. Rental Assistance</u>	12/19/2018	Yes
✗	<u>6H. Match</u>	Please Complete	Yes
--	<u>6I. Summary Budget</u>	No Input Required	No

**Notes:**

- The Recipient has not acknowledged the issues and conditions identified by HUD.
- Total Match amount does not meet the minimum requirements

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

**Red X = Not Completed. Green checkmarks = Completed.**  
Notes toward the bottom of the screen will also give guidance on updates needed to complete screens.

Review "**Last Updated**" column. This project has a "**Please Complete**" on the "**Match**" and "**Description**" screens.

Inactive = light gray shaded "**Submit**" button until all screens are completed

1. For item(s) that state "**Please Complete**," either click on the link under the "**Page**" column or select the appropriate screen link from the left menu.
2. Complete the required information on the "**Please Complete**" screen click on "**Save**" before navigating off the updated screen.
3. When all the screens are complete, the "**Submit**" button is active (no longer light grey-shaded) you will be able to click on "**Submit**" for **C1.9a** for this grant.

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

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✓	<u>3B. Description</u>	12/19/2018	Yes
✓	<u>3C. Dedicated Plus</u>	12/19/2018	Yes
✓	<u>4A. Services</u>	12/19/2018	Yes
✓	<u>4B. Housing Type</u>	12/19/2018	Yes
✓	<u>5A. Households</u>	12/19/2018	Yes
--	<u>5B. Subpopulations</u>	No Input Required	No
✓	<u>5C. Outreach</u>	12/19/2018	Yes
✓	<u>6A. Funding Request</u>	12/19/2018	Yes
✓	<u>6D. Rental Assistance</u>	12/19/2018	Yes
✓	<u>6H. Match</u>	12/19/2018	Yes
--	<u>6I. Summary Budget</u>	No Input Required	No

Review "Last Updated" column. Notice; there are no "Please Complete" screens.

Back Next

Export to PDF

Get PDF Viewer

Submit

Active = "Submit" button is medium-gray shaded.

1. The "**Submit**" button will be medium-grey shaded. Click on the "**Submit**" button. After clicking the "**Submit**" button, "**This e. form has been submitted**" will appear below confirming submission of **C1.9a**.
2. **IMPORTANT:** To expedite the grant agreement process, send your HUD CPD Rep an email notifying them that you have submitted Step **C1.9a** for this grant is ready in *e-snaps* for their review.

Sample email to the local HUD field office

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

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

Sincerely, [Insert your name]

### Exporting C1.9a Screens to PDF

HUD recommends that recipients obtain a copy of the **C1.9a** screens using the "**Export to PDF**" button located at the bottom of the "**Submission Summary**" screen under the navigation buttons "**Back**" and "**Next**." Exporting to PDF allows the user to retain a copy of FY 2018 grant data



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updated in the **C1.9a** screens to be saved directly on your computer for offline access. A PDF of **C1.9a** screens (or C1.9b, if amended) are the best reference of grant details when updating a future project application in *e-snaps*.



1. Click on "**Export to PDF**"
2. On the "**Configure PDF Export**" screen, select the screens you would like included
3. Click on "**Export to PDF**"
4. Save PDF to your computer

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

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

Recipients of **renewal expansion** grants are not required to complete a full Technical Submission for the entire newly combined grant (renewal portion + new portion = combined). However, 100 percent of the combined amount needs match commitment updates and complete match documentation attached. For other “slots,” it depends upon the project’s design (new staff, new sites etc.), and some recipients may be required to attach certain documents for the new portion that is added to the newly combined grant. **Example:** Some grants will require Site Control (if new sites are being added to the project). Some grants will require Environmental Review if the new portion of the grant expands to sites that are not covered under the renewal grant’s existing environmental review. **Note:** Since none of the FY 2018 renewal expansion grants have capital costs, **no** attachments are required for renewal expansion grants for Zoning Documentation, Documentation of Financial Feasibility, or Restrictive Covenant.

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

- **Match Documentation—required for all new grants and renewal expansion grants:** For new grants and renewal expansion grants the match documentation for cash and in-kind services must be reviewed by field offices for the match commitments listed in the FY 2018 project applications. All proposed match, including proposed cash to be used as match and proposed in-kind services to be used as match that is provided by a third party must be documented between the recipient or subrecipient and the third party that will provide the cash or in-kind services. **Standard renewal grants are not required to attach match documentation in C1.9a.** For more information, review 24 CFR 578.73.
- **Site Control—may be required for some new grants and renewal expansion grants:** The recipient’s contracted control over the properties funded with CoC Program funds that will be used during grant implementation. If the project has more than three structures that require site control, recipients were instructed to combine documentation into one attachment. For more information on what types of grants and of structures require site control, review 24 CFR 578.25.
- **Environmental Review—may be required for some new grants and renewal expansion grants:** Documentation that confirms an environmental review has been performed with satisfactory results in accordance with 24 CFR Part 58 and 578.31. Recipients, subrecipients, project partners, and their contractors are prohibited from acquiring, rehabilitating, converting, leasing, repairing, disposing of, demolishing, or constructing property for a project, or commit or expend HUD or local funds for eligible activities until an environmental review has been completed. For more information see 24 CFR 578.31, environmental review flowchart, and additional links at:

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<https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart/>.

- **Zoning Documentation—only for new grants with capital costs:** One of three documents verifying that new construction and rehabilitation grants conform to local zoning and building codes:
  1. A statement on the unit of general local government letterhead indicating that the proposed use is permissible under applicable zoning ordinances and regulations;
  2. A statement that the zoning will be changed to allow for the proposed use within 1 year from the date of HUD's award letter; or
  3. An existing lawsuit filing or HUD complaint, or a commitment that a filing or complaint will be filed within 3 months challenging the legality of the current zoning ordinance or regulations under the Fair Housing Act.

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

- **Documentation of Financial Feasibility—only for new grants with capital costs:** Documentation required for grants that have capital costs (i.e., construction, rehabilitation and acquisition) that confirms the financial feasibility of both implementing and operating the eligible costs requested. Applicant must demonstrate that it has sufficient resources to carry out project activities and that the resources will be available to meet the reported project milestones. For more information, refer to 24 CFR 578.21(c).
- **Restrictive Covenant—only for new grants with capital costs:** Documentation required for grants that have capital costs (i.e., construction, rehabilitation, and acquisition). Projects with acquisition costs must provide the purchase agreement. For more information, refer to 24 CFR 578.81.

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### Attachments Chart for 2018 New Grants and Renewal Expansion Grants:

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

\* The environmental review flowchart is available at:

<https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart/>.

### Appendix B: Recipient Procedures for FY 2018 Post-Award Renewal Expansion Grants

A Renewal Expansion is the process where an existing renewal project applicant requests a new project to expand its eligible FY 2018 renewal project and combine the grants prior to grant agreement execution. This combined grant is called a Renewal Expansion grant. HUD required the new project application and the renewal project application to be for the same project design and CoC Program component type that expands one or all the following: units; beds; persons served; supportive services; HMIS activities; or coordinated entry activities. FY 2018 eligible renewal expansion component types include PH-PSH, PH-RRH, SSO-CE, and HMIS.

Project applicants requested an expansion of an FY 2018 eligible renewal application in the **new application path in *e-snaps*** and HUD required them to identify this request on the **3C Expansion** screen. The new project application **3C Expansion** screen includes information identifying the following:

- PIN of the renewal application being expanded (PIN is the first 6 characters of the project/grant number);
- name of the new project using at least a portion of the renewal project's name and adding Expansion at the end; and
- identification of the portion of the project expanding (e.g., units, persons, services, etc.).

**Note:** The **3C Expansion** screen information for stand-alone traditional expansion projects is primarily informative data to HUD about a new grant that is expanding a project but not intending to combine into a single grant as part of the Competition.

Importantly, FY 2018 *e-snaps* Steps for all renewal expansion grants remain identified as **New** applications for HUD and recipients as **“New Project Application FY 2018 C1.9a New Application Technical Submission.”** The word “New” is for *e-snaps* Post-Award processing purposes only. This allows recipients the ability to correct Issues and Conditions and to make any budget adjustments to the combined applications, as needed, for the renewal expansion grant to be as cost effective as possible. Maintaining the new application path in *e-snaps* allows recipients to:

1. Correct any new or renewal Issues and Conditions as applied by HUD.
2. Complete the required Technical Submission screens for the grant that includes the Technical Submission **“Attachments Screen”** (see **Appendix A**).
3. Combine or update budget information other than total award.

For all new applications that requested an expansion of an eligible renewal application, HUD HQ reviewed both applications independently, using FY 2018 threshold standards and, if both applications were selected for conditional awards, HUD HQ updated the increased funding amounts in *e-snaps* for each Budget Line Item (BLI) category **from** the renewal project's *e-snaps* application **into** the new project's *e-snaps* application. The new combined total (new + renewal = combined) funding amount of the FY 2018 conditionally awarded grant should be accurately reflected in *e-snaps*. To quickly view the combined financial data in *e-snaps* refer to



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the “**Reference Submissions**” link on the left menu and click on the “**HUD Conditional Award Summary**.”

### Downloading Attached Files from Step C1.8 “Reference Submissions” for Combining Renewal Expansion Grants

In the **C1.9a “Reference Submission,”** recipients can view *e-snaps* Step **C1.8** to which HUD has added important reference attachments for combining renewal expansion grants in your **C1.9a**. Inside of “**C1.8 New Issues, Conditions, and Alerts**” contains the **C1.8 “Attachments”** screen. Within the **C1.8 “Attachments”** screen, recipients should retrieve (download) the original **FY 2018 Renewal Application** that is expanding and a HUD produced **Renewal Expansion Data Report (REDR)** PDF file to be used for assistance in combining the required grant data in **C1.9a**. The REDR file contains the numerical data from both the new and renewal applications that recipients must combine within your **C1.9a**. **Note:** combined data not on the REDR is not required to be updated in the FY 2018 C1.9a.

Reference Submissions

View Step

- New Project Application FY2017
- HUD Conditional Award Summary
- C1.8 New Issues, Conditions, and Alerts

After C1.9a “Reference Submission” screen opens, click on the C1.8 folder.

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

Applicant Name: City of Kansas City, Missouri  
Applicant Number: 073134231  
Project Name: FY2017\_New\_MO\_500  
Project Number: MO0231L7E0135581

C1.8 Field Officer Review

Project Information  
Reference Submissions  
Issues, Conditions, and Alerts  
Summary Budget  
Attachments  
Summary

Recipient Information

1. CoC Number and Name: MO-500 - St. Louis County CoC

2. Recipient Name: City of Kansas City, Missouri

3. EIN/TIN: 44-6000201

4b. DUNS Extension:

5. Prefix: Ms.

6. First Name: Kimberly

7. Middle Name:

Click on the C1.8’s “Attachments” link to retrieve a copy of the original renewal application that is expanding and the REDR file.

2. After the C1.8 “**Reference Submissions**” is open, from the **C1.8** left menu, click on the “**Attachments**” link. Once the **C1.8 “Attachments”** link is open, you will see the original FY 2018 Renewal Application and the Renewal Expansion Data Report (REDR) file.
3. One at a time, click on the magnifying glass icon under the “**Download**” column to view and download these reference files to assist with combining **C1.9a** information.

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4. After completing both downloads, click on the “**Back to ...**” link at the bottom of the left menu to return to first to **C1.8 “Reference Submissions”** screen and repeat again to return to your active **C1.9a “Reference Submissions”** screen.
  5. Click on “**Next**” to continue with C1.9a updates.
- 

### Important Things to Remember About Renewal Expansion Grants:

1. All conditionally awarded renewal expansion grants are **expansion of the renewal grant** as identified by the original renewal grant's PIN with updated FY 2018 final four digits that include the CoC competition year (e.g., 18) and subsequent two-digit sequence number based on the previously funded renewal grant (e.g., 11).
2. With the exception of total funding amounts combined by HUD, recipients **must combine** expanded renewal grant's numerical data at Step **C1.9a**. As reference to confirm accuracy of the required combined data in **C1.9a**, HUD has provided a **Renewal Expansion Data Report (REDR)** for the PH and JOINT grants (HMIS and SSO-CE grants have minimal data updates required and no REDR). In addition, Field Offices and recipients can view and download copies of the **FY 2018 Renewal Application and the REDR** PDF file for PH grants from the **C1.8 “Attachments”** screen. Though not a Post-Award requirement, recipients can update additional fields and narratives in *e-snaps*, or they can choose to wait to update all information in the FY 2019 renewal application process.
3. Recipients should pay special attention to any Quantity and Description fields in the newly combined budgets for Supportive Services, Operating, HMIS, Leasing, Leased Structures or Rental Assistance. Due to the combined budget amounts done by HUD, the recipient must update or confirm the Quantity and Description language for budget line items requested on these screens to equal the newly combined amounts.
4. The Operating Start Date for the expanded renewal grant **must be** the first day of the month following the previous renewal grant's Expiration Date, for example, if expiration date is June 30, 2019, then the operating start date must be July 1, 2019. Recipients must confirm the accurate proposed renewal operating start date and expiration date on *e-snaps* screen **1D #17** of Step **C1.9a**.
5. After the combined data is entered and all Issues and Conditions are confirmed by HUD as resolved, the grant will move through the traditional *e-snaps* Post-Award process with the CPD Rep confirming the combined application data is in *e-snaps* prior to executing a grant agreement.
6. Upon completion of the *e-snaps* Post-Award Steps and the execution of a renewal expansion grant agreement, HUD will issue a single grant—for the combined grant activities including the new expanded portion—with a single operating year (1-year performance period) that **must** coincide with the Operating Start Date of the specific renewal grant PIN, the same as required for all renewal grant agreements, as identified in *e-snaps* screen **1D #17** of Step **C1.9a** and as printed on the grant agreement.
7. In the FY 2019 CoC Program Competition, renewal applications of renewal expansion grants must be submitted with the same combined data as HUD approved. Recipients should use the final approved Step **C1.9a** as reference. **This can be** downloaded via the “**Export to**

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**PDF”** function in *e-snaps* and retained for reference. Recipient must enter the FY 2019 renewal application data manually as *e-snaps* cannot import the FY 2018 data. **Note:** In FY 2019 CoC Program Competition, HUD will consider renewal applications for FY 2018 expansion grants as standard renewals.

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

### Appendix C: Recipient Procedures for FY 2018 Consolidation Grants

In the 2018 CoC Competition, multiple renewal grants were allowed to consolidate into a single renewal grant during the competitive process. Previously, grants were consolidated using the grant amendment process and this practice has permanently been stopped. For FY 2018 and forward, in order to process a grant consolidation, it must be part of the annual application process.

HUD required applicants to submit all projects involved in the consolidation. For example, if an applicant wanted to consolidate three projects, the applicant was required to submit the “Fully Consolidated” project (which contains all the combined data), along with the three individual projects that were being consolidated. If the consolidation request was approved, HUD conditionally awarded the fully consolidated application as was submitted in *e-snaps*. HUD reviewed and confirmed accurate data or placed issues and conditions on the projects that needed updates.

At the field office review step, CPD Reps confirmed the expiring renewal grant with the earliest start date, reviewed Issues and Conditions, if there were any, and used the FY 2018 Consolidation Worksheet (Excel file) to calculate the consolidated grant operating start date and expiration date, which identifies the number of months for the consolidation performance period. The performance period dates and number of months will be entered on the grant agreement and subsequently entered into LOCCS. A consolidation performance period only affects the first year of the consolidation because after a consolidated grant renews, the grant term and performance period will both be 12 months.

A copy of the FY 2018 Consolidation Worksheet was attached to the email that CPD Reps. sent notifying recipients that step C1.9a step was ready for recipient updates in *e-snaps* (or if C1.9a was skipped, has provided recipients with a copy of the worksheet with the grant agreement email).

**The expiring renewal projects that are being consolidated into a single grant in the FY 2018 CoC Competition continue to remain in effect through the end date of the current grant agreement for each project. The recipient must continue to use funds under the previously awarded grants that are currently spending from LOCCS for the applicable projects until those grant agreements expire. Funds under the consolidated grant may only be used for eligible costs of those projects after the expiration date of previous grant agreements. See Tab 2 of the Consolidation Worksheet for a visualization of when the current grants expire and when the consolidated grant spending takes over. It is an important reminder that recipients cannot charge expenses to multiple grants that are expected to be paid from the current grants in the overlapping consolidated time periods. Financial records must be carefully kept demonstrating that expenses from the expiring grant are not combined with the consolidated portion of the grant until after the current grant's expiration date.**

#### **Overview of Consolidation Requirements and Exceptions**

1. All projects must be the same applicant/recipient.
2. All projects must be the same component/project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SH, SSO, SSO-CE or HMIS).

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3. All projects (PINs/Grant Numbers) must expire in Calendar Year (CY) 2019. The one exception is if a grant with a 12/31/18 expiration date has been approved as part of the FY 2018 Competition.
4. The Operating Start Date (OSD) for the FY 2018 consolidated grant is the first day of the month following the renewal with the earliest start (MONTH). Example, if the renewal expiration dates of the individual grants in the consolidation request are 3/31/2019 and 11/30/2019, the new operating start date for the consolidation must be 4/1/2019.

The “Surviving” PIN (PIN = the first 6 digits of the grant number) should be the one with the earliest start (MONTH). In instances when the applicant did not select the correct Surviving PIN in their consolidation request; the FY 2018 PIN/Grant Number assigned by HUD HQ (identified in FY 2018 Overview Reports and in LOCCS) will become the new Surviving PIN/Grant Number and this PIN will “adopt” the operating start date of what should have originally been identified as the Surviving PIN. This new Surviving PIN and Grant Number and all *e-snaps* and LOCCS data become the official “Surviving” grant information.

**Note:** Grant PINs remain the same for each project/grant from year to year. PIN/Grant Number Example: CA0205L9T061803 (PIN is CA0205). In addition, the only numbers that do change from year to year are the last four digits (1803). The “18” being for the competition year awarded and “03” means this project has had 3 renewals awarded.

5. The consolidated performance period contains enough funding for all the expiring renewal grants for one-year; however, to accommodate the different start and end dates for the grants being renewed, the Performance Period will usually exceed 12 months (as will be identified on the grant agreement and in LOCCS). This extended performance period will only impact the first year of the consolidated grant. Using the example of two grants with expiring dates of 3/31/2019 and 11/30/2019; the Performance Period calculates to 17 months with the operating start date of 4/1/2019 with an expiration date of 8/31/20. Once the consolidation grant is renewed, the grant term and performance period will align, and both will be 12 months.
6. The consolidated application total counts on *e-snaps* Screen 4B for units and beds should equal the total number of beds and units from the individual expiring renewal project applications. If any of the consolidated information does not correlate with acceptable Screen 4B counts, CPD Reps should place Condition #8 and Condition Other #22 explaining what is needed for the recipient to update at C1.9a. (Condition 8: Unit/Bed Counts - Clarification is needed to unit and/or bed counts on Screen 4B and /or updates are needed to other numbers in the project application for a general correlation between the tables on Screens 4B (for units/beds), Screen 5A (for households/persons), or 5B (for subpopulations). For all other narratives, tables and *e-snaps* sections all project data from the individual project applications should be reasonably combined into the FY 2018 consolidated application to accurately reflect the consolidation. If the FY 2018 consolidated grant applies for a renewal grant in future CoC competitions, all *e-snaps* information must reflect to the finalized FY 2018 application as submitted in *e-snaps* (C1.9a), or as amended (C1.9b).



## FY 2018 Recipient's Post-Award Users Guide

### Appendix D: Recipient Procedures for FY 2018 Transition Grants

In the FY18 CoC Program Competition, applicants could apply for funding under the transition grant to transition from an eliminated grant's component type to a new component type. Applicants were required to submit a fully transitioned version of the project application in *e-snaps* and to fill out the required fields that pertained to the transition grant. These fields consisted of:

1. a chart listing the renewal grant(s) being transitioned; and
2. a textbox to explain how the applicant would complete the transition in 1 year using no more than 50 percent of the transition grant budget to pay for eligible activities of the program component originally funded.

**Note:** HUD did not require FY 2018 new project applications requesting to transition to include any combined data for the expiring eliminated transitioning component(s). The new project application was reviewed and conditionally awarded as a stand-alone project and the budget submitted with the original project application does not yet reflect the up to 50 percent transitioning portion of the budget that can be used to fund eligible transitioning component activities. However, at the C1.9a recipient step for Technical Submission the budget is required to reflect the agreed upon proration between the transitioning and new components. To help determine what the budget will be in Post-Award, the applicant was required to attach the renewal application(s) from the FY 2017 CoC Program Competition that are being transitioned in FY 2018 CoC Program Competition. The previous transitioning component application(s) is expected to be referenced in confirming the FY 2018 transitioning grant budgets. If the FY 2018 Transition grant applies for a renewal grant in future CoC competitions, all esnaps information must reflect the original FY 2018 application budgets without including the up to 50 percent transitioning portion of the budgets that was finalized in the FY 2018 application as submitted in e-snaps (C1.9a), or as amended (C1.9b).

3A. Project Detail

For help in completing Post Award steps, please take a look at the FY2018 Recipients Post-Award Instructional Guide available on the Hud Exchange.

1a. CoC Number and Name: MO-500 - St. Louis County CoC

2. Project Name: FY2018\_New\_PA\_Test

3. Project Status: Standard

4. Component Type: New Submission PH HUD Award PH Adjustment PH

4a. Will the PH project provide PSH or RRH? (Click 'Save' to update) New Submission PSH HUD Award PSH Adjustment PSH

\* 5. Does this project use one or more properties that have been conveyed through the Title V process? No

\* 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

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

Grant Number	Operating Start Date	Expiration Date	Component Type
mo1234	11/00/2010	11/11/2010	PH/RRH
			select
			select
			select

\* 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

6b test

BACK NEXT

This e-Form has been submitted

## FY 2018 Recipient's Post-Award Users Guide

After the field office pushes the project application forward from the esnaps FO step to the recipient step (C1.9a), the recipient will follow standard post-award protocols for the new project Technical Submission. Below are the steps that the recipient must carry out to finalize the post award process, taking into consideration follow for a Transition Grant:

1. Recipients must satisfy all Issues and Conditions that were placed on the project and if needed, work with the field office to satisfy those Issues and Conditions. **It is critical that recipients and the field office staff work together to ensure the transition grant meets all FY18 NOFA requirements.**
2. The Operating Start Date (OSD) for the FY 2018 Transition Grant is the first day of the month following the expiration date of grant for the eliminated transitioning component(s) or if multiple, must be the earliest date. For example, if the expiration date of the eliminated transitioning grant is 3/31/2019 the new operating start date for the FY 2018 transition grant must be 4/1/2019.

**Note:** Since the Operating Start Date must follow the expiring eliminated transitioning component expiration date, where portions of the Technical Submission requirements for the new portion of the project are delayed (all except match documentation), it is acceptable for field office management to approve going to grant agreement for the full grant amount and sending the fully executed grant agreement to Ft. Worth accounting for obligation in LOCCS. However, when field office staff process budgets (BLIs) in LOCCS, they must only spread an amount agreed upon for the transitioning component expenses, i.e., not to exceed the 50 percent of the conditional award. The amount to be expended for the new portion of the grant should be placed in LOCCS BLI code “1130 - Funds on Hold” until the remainder of Technical Submission requirements are met.

3. When reviewing the budget, recipients are prohibited from using more than 50 percent of the transition grant budget for eligible activity costs of the program component originally funded. Therefore, recipients, in consultation with field office staff, must determine whether the listed eligible costs associated with the originally funded (now transitioning) program component are at or below the 50 percent limitation. If so, adjust the budget line items accordingly.

**Note: Final total budget cannot exceed conditional awarded amount.**

4. After the start date, budget and Issues and Conditions are confirmed satisfied between the recipient and field office staff, the project can be submitted at C1.9a and proceed to grant agreement.

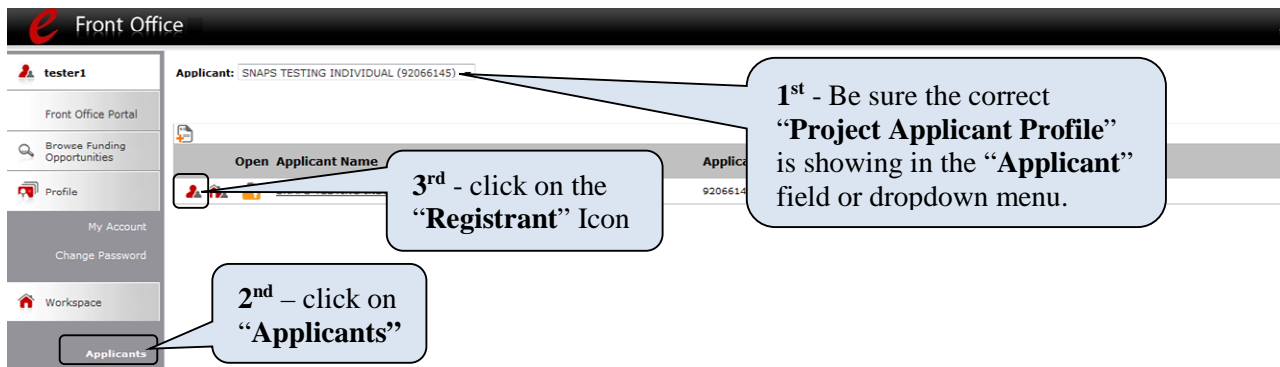
### Appendix E: Adding, Deleting, and Editing *e-snaps* Users (Registrants)


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

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

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

**Tip:** If there are no current users to add or delete a registrant, or if a new organization has taken over the grant and needs to connect their “Applicant Profile(s)” to a specific project or any other *e-snaps* data related to a grant, email the organization name, new user name(s) and new user email(s) to the local CPD Rep. HUD may contact you and the Collaborative Applicant for confirmation of the submitted information and need for *e-snaps* access.



1. **IMPORTANT**–Confirm that the correct “**Project Applicant Profile**” (Applicant/Organization’s name that is the same as the recipient) associated (attached) with this grant as located in the field at the top left side of the screen. for Users associated with multiple “Applicant Profiles,” a dropdown menu is provided for selecting the correct organizational link to a specific grant.
2. Click on “**Applicants**” on the left menu bar.
3. On the “**Applicants**” screen, select “**Registrant**”  icon located to the left of the Applicant Name.

## FY 2018 Recipient's Post-Award Users Guide

### Add a User (Registrant)

Front Office

Logout Help

Applicant: SNAPS TESTING INDIVIDUAL (92066145)

Applicant Details  
Applicant Name: SNAPS TESTING INDIVIDUAL  
Applicant Number: 92066145

**Add a Registrant**

Name	User Name	Email	Group
tester1, snaps	tester1	snaps@tester1@nodomainname.gov	Administrator

Back to List

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

Front Office

Logout Help

Applicant: SNAPS TESTING INDIVIDUAL (92066145)

Applicant Details  
Applicant Name: SNAPS TESTING INDIVIDUAL  
Applicant Number: 92066145

**Add a Registrant**

Enter User Name and Email Address

\* User Name:   
\* Email Address:   
\* Group: Administrator

Add Registrant Back to List

2. Enter the User Name and Email Address of the Registrant. There is a "Group" field, but this item is **NOT** being used by *e-snaps*. You are not required to take any action with the "Group" field.
3. Click on the "Add Registrant" button.
4. Click on the "Back to List" button to return to the "Registrants" screen, where you will see the name of the person added.
5. On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

### Delete a User (Registrant)

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

Front Office

Logout Help


Applicant: Tester TG (101010101)

Applicant Details  
Applicant Name: Tester TG  
Applicant Number: 101010101

**Delete a Registrant**


Name	User Name	Email	Group
tester1, snaps	tester1	snaps@tester1@nodomainname.gov	Administrator
hundred, tester	Tester100	tester.hundred@icfi.com	Administrator

## FY 2018 Recipient's Post-Award Users Guide

1. Click on "**Delete**"  icon next to the person's name.
2. Click on the "**Back to List**" button to return to the "**Applicants**" screen.

### Edit User (Registrant) Information

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

1. Click on "**Delete**"  icon next to the person's name.
2. Follow the instructions above for adding the person again with the correct information.

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

Renewal Project Application Detailed Instructions and Navigational Guide

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

New Project Application Detailed Instructions and Navigational Guide

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

*e-snaps* 2018 Project Applicant Profile Instructional Guide (PDF)

<https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf>

*e-snaps* Project Applicant Authorized Representative Update Resource (PDF)

<https://www.hudexchange.info/resource/2906/instructions-for-updating-coc-project-applicant-authorized-representative/>

*e-snaps* Updating the Applicant Profile Resource (PDF)

<https://www.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>

*e-snaps* Introduction to Features and Functions Resources (PDF)

<https://www.hudexchange.info/resources/documents/esnaps-Features-Functions-Instructional-Guide.pdf>

*e-snaps* Guide to the Left Menu Bar (PDF)

<https://www.hudexchange.info/resources/documents/Guide-to-the-Left-Menu-Bar.pdf>

*e-snaps* Adding and Deleting Registrants Resource (PDF)

<https://www.hudexchange.info/resources/documents/Adding-Deleting-Registrants.pdf>