FY 2019 CoC Program

Recipient's Post-Award User Guide

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

*e*snaps
Homeless Assistance Application and Grants Management System

January 2020

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FY 2019 Recipient's Post-Award User Guide

Introduction

This guide provides conditionally awarded recipients with guidance for preparing conditionally awarded grants for the Fiscal Year (FY) 2019 Continuum of Care (**CoC**) Program for Post-Award processing. This guidance covers conditionally awarded New grants, Renewal grants, CoC Planning Cost grants, and UFA Cost grants. In addition, it 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 2019 project application submitted in *e-snaps*, refer to the *Project Application Instructional Guides* located on the HUD Exchange at: FY 2019 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 2019 CoC Program Competition NOFA;
- CoC Program interim rule (24 CFR part 578);
- McKinney-Vento Act, as amended by the HEARTH Act;

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 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 2019 project application previously submitted. Recipients should refer to the detailed instructional guides that were used in filling out the original FY 2019 application. Detailed Project Application Instructional Guides are located on the HUD Exchange at: FY 2019 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 2019 Step **C1.9a** from the "**Submissions**" list.

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

- **Reference Submissions Screen**–used to access and review the original FY 2019 project application, the HUD conditional award summary and the previous *e-snaps* Step **C1.8**.

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

- **Attachments Screen**–used to attach any documentation, as needed to resolve Issues and Conditions.

Note: New grants and Renewal Expansion Grants have Technical Submission attachment requirements that vary depending on component type (e.g. PH, SSO, JOINT) or project type (e.g. PSH, RRH, CE). These requirements are clarified in **Appendix A** of this guide.

- **Adjustments Screen–**If updates to the application are necessary, recipients must answer "**Yes**" and provide an explanation for what they updated.

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

This guide uses the following terms to describe grants HUD conditionally awarded for funding in FY 2019:

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

- **Renewal–**grant from a Renewal Project Application that **does not** expand or consolidate an eligible renewal grant.

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

- **Consolidation Grants –**a grant submitted through the Renewal Project Application that consolidates multiple renewal projects.

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

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

Overview of the CoC Program Post-Award Process

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 2019 grant agreements.

HUD Headquarters completed its assessment process and conditionally awarded grants. Now, the next step is for local HUD field offices to complete the process of issuing FY 2019 grant agreements. 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.

HUD field offices verify and submit Issues and Conditions (I/C) to conditionally awarded projects so recipients 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**.

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 HUD field office verifies and submits Issues and Conditions Step **C1.9a** to recipients using *e-snaps* and then notifies recipients by email when 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 all New, Renewal Expansion, Transition, and Consolidation grants 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, as needed in *e-snaps* at Step **C1.9a** to satisfy any Issues and Conditions and HUD's Technical Submission requirements. Technical Submission includes supporting documentation as identified in **Appendix A. S**ee **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 should email the field office when Step **C1.9a** is completed and is ready for HUD review in *e-snaps.*

4. Field office reviews the recipient's **C1.9a** submission in *e-snaps*. The field office either approves or rejects the submission. If rejected, field office sends Step **C1.9a** (*Version 2)* back to the recipient for corrections in *e-snaps.*

   Note: the e-snaps term "**amend back**" is the process to "**send back**" or "**reopen**" Step **C1.9a**; it is not the process to amend a grant agreement.

5. After the field office approves the **C1.9a** submission**,** they will then send the recipient a FY 2019 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.

6. HUD expects recipients to promptly return the signed grant agreement. Field Offices can then forward the fully executed grant agreement to HUD's accounting center for financial set-up in *e*LOCCS.

   Note: First-time grant recipients should contact their HUD field office shortly after new awards are announced for information on getting access to *e*LOCCS.

NOTE: HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** for four reasons: 1) to resolve Issues and Conditions, 2) to update match if necessary, 3) to add/update indirect cost information, and 4) to request a new grant to begin with a 13-month to 18-month initial grant term/performance period.

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

For project changes requested by the applicant as part of their FY 2019 renewal applications, if no previous grant amendment could be verified as executed by September 28, 2019, or if applicants requested Budget Line Items (BLI) changes greater than 10 percent, HUD adjusted the FY 2019 renewal applications consistent with the CoC's Grant Inventory Worksheet (**GIW**) as listed on the HUD Exchange.

What's New in the FY 2019 Project Applications

1. **(New and Renewal) Updated Submission and Processing Requirements for Expansion Projects. See Appendix B for processing details.** This guidance only pertains to new expansion projects that requested to expand <u>and</u> combine with a current eligible CoC Program renewal project. If a project applicant requested to expand a project but <u>not</u> combine grants, or if a project applicant requested to expand a project that is currently funded with other resources (e.g., other federal funds, local funds, or private funds) the applicant submitted a new project application only.

    New in FY 2019, the process to apply for a new project that will expand an existing eligible CoC Program renewal project/grant, required three project applications (2 Renewals and 1 New):

    1. **Stand-alone Renewal** project application that mirrors the current project eligible for FY 2019 renewal;

    2. **Stand-alone New** project application(s) with the expanded activities; and

    3. **Combined Renewal Expansion** project application that mirrors the current project eligible for FY 2019 renewal, **plus** the expanded activities of the new project.

    The basic process is: **Step 1: "Stand-alone Renewal" + Step: 2: "Stand-alone New" = Step 3: "Combined Renewal Expansion**."

    For the Combined Renewal Expansion project application to be considered for conditional award, all three project applications have individually passed eligibility and quality threshold review. See Section III.C.2.j. and Section V.B.3.a.(5) of the FY 2019 CoC Program NOFA.

2. **(New) Elimination of the Traditional e-snaps Expansion process for Non-CoC Funded Projects and simplification of all Expansion questions in *e-snaps*.** All applicants requesting funds to expand an organizations' existing non-CoC funded projects must complete a new project application that only identifies the newly added funded portion of the project. However, the prohibition regarding the use of funds to replace state or local funds remains, so applicants certified they will follow this prohibition for all new project applications (no assessment needed to confirm).

3. **(New) Request up to 18-Months for Initial New Project Startup.** HUD will allow new projects requesting 1-year of funding a longer initial grant term not to exceed 18 months. HUD has determined that most new projects requesting 1-year of funding normally take approximately 3 to 6 months to begin fully operating the new project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a new project requesting 1-year of funding may request a grant term of 12 months to 18 months that will allow for the additional startup process. Any new projects requesting capital costs (i.e., new construction, acquisition, or rehabilitation) are not eligible for 1-year requests. If 1-year of funding is requested for new projects with capital costs, HUD will increase the grant term to 3-years and the new project will be required to spend the funds requested over a 3-year period, assuming the project is conditionally selected for award (Section V.B.2.e.(1)). A request for a 13-month to 18-month initial grant term/performance period can be made for any new project application on screen "**6A Funding Request**," question 6.

4. **(New and Renewal) Operating Budget and Replacement Reserve Costs**. All project applications with amounts entered for "**Replacement Reserve**" on Screen "**6G Operating**

Budget" are required to answer an additional "**Replacement Reserve**" (Yes/No) question that will populate on Screen 3A question #8 and <u>must</u> be answered prior to submission. In addition, if any applicant uses CoC Program Operating funds for replacement reserve, the applicant must submit documentation on Screen "**7A Attachments**." For further details, refer to instructions for Screen 3A (#8) in this guide, in the project application detailed instructions and in the following FAQ: <u>https://www.hudexchange.info/faqs/3678/according-to-578-55-b-3-an-eligible-operating-cost-is-scheduled-payments/</u>

5. **(Renewal) DV Bonus Projects Awarded in FY 2018.** DV Bonus projects awarded funding in the FY 2018 CoC Program Competition are eligible to apply for renewal as part of a CoC's Annual Renewal Demand (ARD) in the FY 2019 CoC Program Competition, provided:

   a. the project has an operating end date in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020); and

   b. continues to serve 100 percent survivors of domestic violence, date violence, or stalking.

6. **(Renewal) Youth Homeless Demonstration Program** (**YHDP**) **Renewals.** Applicants that are renewing YHDP projects for the first-time were provided detailed instructions from their YHDP designated SNAPS Desk Officer. **DO NOT USE** the <u>CoC Renewal Project Application Detailed Instructions</u> or *e-snaps* <u>Renewal Navigational Guide</u> for a YHDP renewal project application. A specific set of *e-snaps* instructions were created. YHDP renewal project applications cannot use the reallocation process, consolidate with a non-YHDP project, nor use the expansion process. If you have questions, please contact the Youth Demo mailbox at <u>YouthDemo@hud.gov</u>.

Important Reminders from Previous Years

1. All **Consolidated, Renewal Expansion** and **Transition** grants will have Issues and Conditions (I/C) that will need to be processed by the field office and recipients.

2. SNAPS implemented the following rules to allow certain **renewal** grants to skip Step **C1.9a** in *e-snaps*. *e-snaps* will automatically route the renewal grants that **<u>do not</u>** have Issues or Conditions directly to Step **C1.10a** for grant agreement. *e-snaps* will continue to route renewal grants that **<u>do</u>** have Issues and Conditions and all new grants to Step **C1.9a** for the recipients to make updates.

3. SNAPS-initiated budget changes that affect the match requirement, such that the total match required is more than the total match entered on the **Match** screen and reported on the **Summary Budget** screen, are conditioned and needs to be resolved before grant execution.

| **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 username and password. HUD prohibits users from sharing their usernames 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**"—and who are 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 <u>Adding, Deleting, and Editing Users</u> (Registrants) to an organizations Profile/Grants see **Appendix E** to this guide or at: <u>https://www.hudexchange.inField Office/resources/documents/Adding-Deleting-Registrants.pdf</u>

For additional guidance on how to navigate *e-snaps*, access the guides available at the links available in **Appendix F.** |

Existing e-snaps Users

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

2. If you forgot your password, select "**forgot your password?**" under the **"Login"** button and follow prompts.
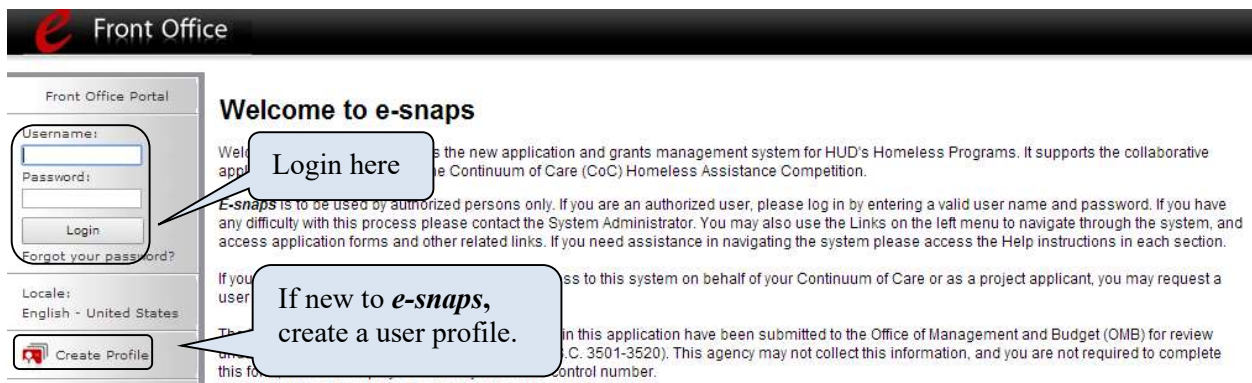
New *e-snaps* Users

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

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

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 2019 conditionally awarded grant.

Submissions Screen

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

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

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

3. Use one of the options below to locate the desired FY 2019 **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 FY2019**" 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 FY2019**" and *"C1.9a…"*

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

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

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

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

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

Reference Submissions Screen

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

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

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

- **New or Renewal Project Application**. The FY 2019 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 2019 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.
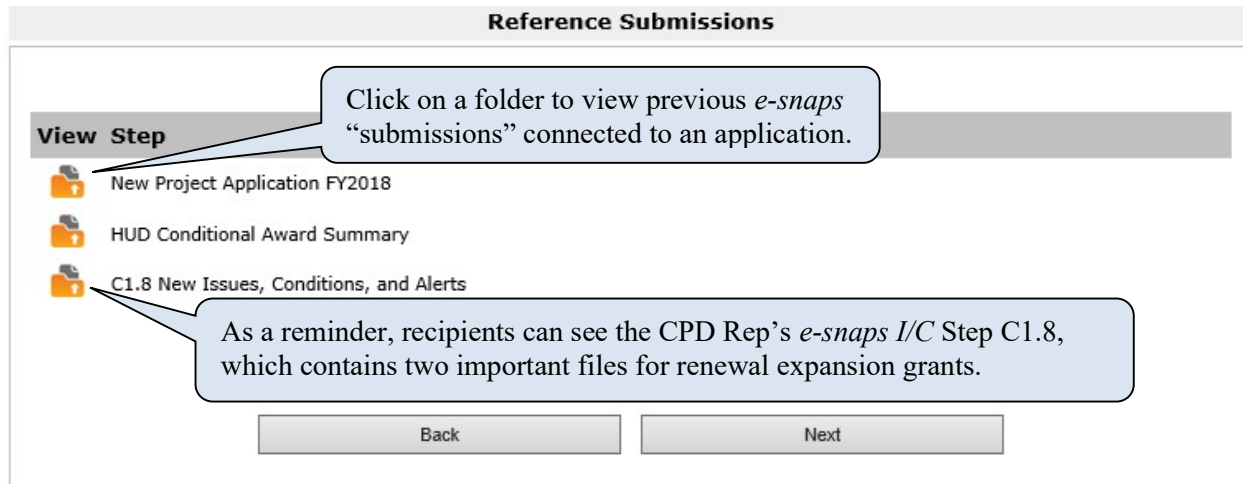
1. As needed, click on the orange Folder under the "**View**" column to open each linked "submission." The submission selected will open in the same active window and will take you out of your **C1.9a** screens. **Caution**–many original application screens are identical to screens in **C1.9a** and it is easy to forget you are no longer in **C1.9a**. The main difference is the original FY 2019 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 2019 **C1.9a**.

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

Acknowledgment Screen

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

Recipient Acknowledgement

For help in completing Post Award steps, please take a look at the FY2019 Recipients Post-Award Instructional Guide available on the Hud Exchange.

This text box presents comments and alerts, recorded by HUD, that do not qualify as issues or conditions.

> HUD Alerts regarding the project application may be listed here.

The Recipient must acknowledge all of the issues and conditions identified by HUD. Review the conditions applicable to your project and check the corresponding boxes under "Recipient Acknowledgement." You may also be required to update the applic...

HUD has made at least one budget change that may require reconciliation before submission by adjust... also require a change to the total match commitment on the Sources of...

> Additional issues and alerts will populate as necessary.
>
> New projects will have an alert to attach match documentation.

- Leased Units
- Leased Structures
- Operating

> If any box in this column is checked it indicates Issues and Conditions are issued by HUD.

HUD Award	Recipient Acknowledgement	Conditions Applicable to ALL Projects
		1. Match amount update needed in e-snaps and/... (Condition)
☐	☐	a. Additional match commitment amount is requi... due to a budget increase.
☐	☐	b. In-kind match commitment contributions provi...
☐	☐	c. Match commitment documentation for... attached in e-snaps.
☐	☐	**2. Code of Conduct not on file with HUD or does not comply with 2 CFR part 200.** (Condition)
☐	☐	**3. HUD SF 2880 - Incomplete Recipient Disclosure/Update Report.** (Condition)
		5. Performance or capacity concern(s). The applicant should provide a written management plan addressing the capacity concern(s) identified below. (Issue)
☑	☐	a. Applicant has a history of consistently submitting late APRs.
☐	☐	b. Applicant has a history of consistent drawdown issues or poor financial management.
☐	☐	c. Applicant has a history of consistent unresolved HUD monitoring or audit findings.
☐	☐	d. Other capacity concerns (details specified below in #22).

Although this project passed threshold, HUD is requesting the applicant to submit a management plan that outlines corrective actions to resolve the concern(s) identified. The management plan should be submitted to the local HUD field office (emails are acceptable) to improve item(s) identified. Plan must provide realistic timelines for completing improved actions. HUD will advise the applicant, in writing (emails are acceptable) of the approval of the plan. Failure to comply with the stated goals of the approved plan may result in termination of the grant or a "lack of capacity"...

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

2. Recipients must acknowledge and satisfy all "**Conditions**" placed on the conditionally awarded grant before HUD will issue a grant agreement. After reviewing the condition(s) indicated in the checked box(es) under the **"HUD Award"** column, recipients must check the box(es) in the column **"Recipient Acknowledgement"** to indicate that the condition has been reviewed and understood. **Note:** for conditions #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**
Attachment 1	No		--	No Attachment
Attachment 2	No		--	No Attachment
Attachment 3	No		--	No Attachment

New Grants and Renewal Expansion Grants Attachment Screen:

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

Back	Next

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

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

Attachment Details

* Document Description:

* File Name: [Browse...]

Document Type: 01) Match Documentation

Maximum Size: 5 MB

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

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

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

[Save]

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

[Check Spelling]

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

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

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

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

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

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

Adjustments Screen

The **"Adjustments"** screen allows recipients to indicate their intent to adjust some of the grant information that was requested in the project application during the FY 2019 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 2019 Project Application Instructional Guides located on the HUD Exchange at: FY 2019 Continuum of Care (CoC) Program Competition: Funding Availability and CoC Program Competition: e-snaps Resources.

Adjustments

For help in completing Post Award steps, please take a look at the FY2019 Recipients Post-Award Instructional Guide available on the Hud Exchange.

* Has HUD *required* that you adjust information submitted with your application to resolve Issues and   [Yes ▾]
Conditions made by HUD?

Adjustments can only be made to resolve issues and conditions and to reconcile budget changes made by HUD before award. No new requests for changes to your project may be initiated using this form. All adjustments will be reviewed by HUD before grant agreement and may be rejected.

* Briefly describe the adjustments being requested.

VXVXV

Save & Back	Save	Save & Next
Back		Next
	Check Spelling	

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 shorthand 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 screens in this process are populated directly from the FY 2019 project application. HUD only allows grant information adjustments in *e-snaps* at Step **C1.9a** to resolve Issues and Conditions, update match if necessary, and add or update indirect cost information. For recipients desiring to make major adjustments a **grant amendment** must be requested and processed at *e-snaps* Amendments Step **C1.9b**. Grant amendments occur **after** Step **C1.9a** is approved and the initial grant agreement is executed. Instructions for processing renewal grant agreement amendments at Step **C1.9b** will be provided in a separate guide.

The screen names available in the left menu are identical to the screen names used in the FY 2019 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 2019 project application process. For guidance on making updates to the original project application data, refer to the to the Project Application Instructional Guides located on the HUD Exchange (links above).

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 2019 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.

Replacement Reserves

On the C1.9a **Issues and Conditions** screen, field office reps were notified if an applicant was planning on using replacement reserves as a cost item in the Operating budget. Project applications that had indicated they will use replacement reserves are required to have a letter including the following information in an attached document:

1. The repayment schedule;

2. the total amount to be placed in reserve over the grant term;

3. the scheduled payment amount;

4. the system or systems to be replaced and;

5. the useful life/lives of the system(s)

If no documentation is attached or if these 5 requirements are not met, field office reps were required to select I/C **#22** and explain what is missing.

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; or

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

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

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

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

Green checkmarks = Completed.

Red X = Not Completed.

Notes toward the bottom of the screen will also give guidance on updates needed to complete screens.

✔	3C. Dedicated Plus	01/17/2020	Yes
✔	4A. Services	01/17/2020	Yes
✔	4B. Housing Type	01/17/2020	Yes
✔	5A. Households	01/17/2020	Yes
--	5B. Subpopulations	No Input Required	No
✔	6A. Funding Request	01/17/2020	Yes
--	6B. Leased Units	No Input Required	No
✘	6H. Match	Please Complete	Yes
--	6I. Summary Budget	No Input Required	No

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

Notes:

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

[Back]   [Next]

[Export to PDF]

Get PDF Viewer

[Submit]

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.

✓	3B. Description	01/17/2020	Yes
✓	3C. Dedicated Plus	01/17/2020	
✓	4A. Services	01/17/2020	
✓	4B. Housing Type	01/17/2020	
✓	5A. Households	01/17/2020	Yes
--	5B. Subpopulations	No Input Required	No
✓	6A. Funding Request	01/17/2020	Yes
--	6B. Leased Units	No Input Required	No
✓	6H. Match	01/17/2020	Yes
--	6I. Summary Budget	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.
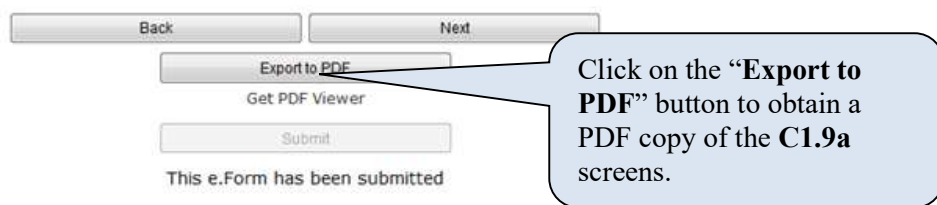>
> Sincerely, **[Insert your name]**

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 2019 grant data updated in the **C1.9a** screens to be saved directly on your computer for offline access. A PDF of **C1.9a** screens (or C1.9b, if amended) are the best reference of grant details when updating a future project application in *e-snaps*.

Back   Next

Export to PDF

Get PDF Viewer

Submit

This e.Form has been submitted

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

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

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

The "**Attachments**" screen at Step **C1.9a** for Technical Submission for **new grants and renewal expansion grants** provides attachment "slots" necessary for recipients of all project types to complete a Technical Submission. Many of the slots are specific by project type (e.g., PH-PSH, SSO-CE, JOINT etc.) 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 2019 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 2019 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: 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.

Attachments Chart for 2019 New Grants and Renewal Expansion Grants:

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

* Environmental review links are available at:

Webinar: CoC Program Environmental Review

https://www.hudexchange.info/trainings/courses/environmental-reviews-for-continuum-of-care-grantees/

CoC Program Environmental Review Flow Chart

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

CoC Program Limited Scope Environmental Review

https://www.hudexchange.info/resource/3800/limited-scope-environmental-review-coc/

AAQ for "Is an environmental review required for each new participant"

https://www.hudexchange.info/faqs/1480/is-an-environmental-review-required-for-each-new-participant/

Appendix B: Recipient Procedures for FY 2019 Post-Award Renewal Expansion Grants (also see Appendix F)

New in FY 2019, SNAPS has updated the process to apply for a new project that will expand an existing eligible CoC Program renewal project. The process required three project applications - "**Stand-alone Renewal**" + "**Stand-alone New**" = "**Combined Renewal Expansion**." If the combined renewal expansion application was conditionally awarded this is the only grant that will need processing in *e-snaps* Post-Award.

The following guidance only pertains to expansion applications that requested to expand <u>and</u> combine with a current eligible CoC Program renewal project. If a project applicant intended to expand a project, but <u>not</u> combine grants, or if a project applicant intended to expand a project that is currently funded with other resources (e.g., other federal funds, local funds, or private funds) the applicant submitted a new project application only.

Project applicants requested to expand renewal projects of the same type for 1-year funding requests. Capital costs (i.e., new constructions, rehabilitation, or acquisition) were eligible costs for expansions. The only types of eligible CoC Program renewal projects to use the expansion process were:

- PH-PSH;
- PH-RRH;
- JOINT TH & PH-RRH:
- SSO-CE only; and
- Dedicated HMIS.

Project applicants are prohibited from using the expansion process to provide existing program participants with the **same** housing and services funded by the CoC Program that they are currently receiving; rather, an Expansion project must:

a. serve new program participants;

b. provide existing program participants with an expanded level of services;

c. provide existing program participants with facilities that meet health and safety standards;

d. provide the same activities that are CoC Program-eligible but were previously paid for by a different eligible non-renewable source. Applicants are prohibited from using CoC Program funds to replace state **or** local funds previously used, **or** designated for use, to assist homeless persons; for more information refer to 24 CFR 578.87(a);

e. provide expanded coordinated entry services to new and existing program participants, **only eligible for SSO-CE**; **or**

f. provide expanded HMIS activities.

Applicants were requested to follow the steps below for the FY 2019 expansion process:

Step 1: Submit a FY 2019 eligible "**Stand-alone Renewal**" project application that contains the activities and budgets from the current grant agreement, or as amended, the same as any FY 2019 eligible renewal project application. The project name of the stand-alone renewal project application should match the project name on the FY 2019 GIW (e.g., Liberty House).

Step 2: Submit a "**Stand-alone New**" project application, the same as any new project application, that contains the activities and budgets for the new expanded portion of the

project that is being added to the renewal. The name for this stand-alone new project application should have the same name as the stand-alone renewal project with the addition of "**Expansion**" at the end (e.g., Liberty House → Liberty House Expansion).

Step 3: Submit a "**Combined Renewal Expansion**" project application that contains the combined activities and budgets from both the **Step 1**: "**Stand-alone Renewal**" and the **Step 2**: "**Stand-alone New**" project application(s). The name for this combined renewal expansion project application should match the project name on the FY 2019 GIW with the addition of "**Combined**" at the end (e.g., Liberty House → Liberty House Combined).

The basic process was: **Step 1**: "**Stand-alone Renewal**" + **Step: 2**: "**Stand-alone New**" = **Step 3**: "**Combined Renewal Expansion**."

For the combined renewal expansion project application to be considered for conditional award, all three project applications must have individually passed eligibility and quality threshold review. For the new expansion project to be selected for conditional award the renewal project application must also have been selected for conditional award.

HUD required the new project application and the renewal project application to be to the same applicant and CoC Program component type that expands one or all of the following:

- units;
- beds;
- persons served;
- supportive services;
- HMIS activities; or
- coordinated entry activities. FY 2019 eligible renewal expansion component types include PH-PSH, PH-RRH, SSO-CE, and HMIS.

The stand-alone new project application **3C Expansion** screen includes information identifying the following:

- The PIN of the renewal application being expanded (PIN is the first 6 characters of the project/grant number);

- The name for this combined renewal expansion project application should match the project name on the FY 2019 GIW with the addition of "**Combined Expansion**" at the end (e.g., Liberty House → Liberty House Combined Expansion); and

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

Note: What was traditionally called an *e-snaps* expansion has been eliminated. Recipients must follow the normal new grant processing as with any new grant.

Important Things to Remember About Renewal Expansion Grants:

1. All conditionally awarded combined renewal expansion grants are **expansion of the renewal grant** as identified by the original renewal grant's PIN with updated FY 2019 final four digits that include the CoC competition year (e.g., 19) and subsequent two-digit sequence number based on the previously funded renewal grant (e.g., 11). Upon completion of the executed grant agreement, HUD will issue a single grant–for the combined grant activities including the new expanded portion–with an 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. 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 the expiration date is June 30, 2020, then the operating start date of the combined renewal expansion must be July 1, 2020. CPD Reps must confirm the accurate renewal operating start date and expiration date by checking in LOCCS or other field office data sources.

Note: If needed (.,e.g., the renewal portion of the grant has an Operating Start Date early in the calendar year) where portions of the Technical Submission requirements for the new portion of the expansion project are delayed, 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 spread BLIs in LOCCS, they can spread only the previous amount of renewal grant funds for the recipient to access. The amount for the new portion of the expanded grant should be placed in LOCCS BLI code "1130 - Funds on Hold" until the remainder of Technical Submission requirements are met.

2. Field Offices and recipients can view and download copies of the FY 2019 Stand-alone Renewal Application and the Stand-alone New Application from Reference Submission for C1.8, then go to the Attachments link in the left menu.

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

   Note: In FY 2019, the renewal application will no longer be considered a renewal expansion but a standard renewal for the FY 2019 CoC Program Competition.

4. 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 UFA's grant agreement.

Appendix C: Recipient Procedures for FY 2019 Consolidation Grants (also see Appendix F)

In the 2019 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 2019 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 he 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 2019 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 2019 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 2019 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 <u>after</u> 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 <u>cannot</u> 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).

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 2019 Competition.

4. The Operating Start Date (OSD) for the FY 2019 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 2019 PIN/Grant Number assigned by HUD HQ (identified in FY 2019 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: <u>CA0205</u>L9T061803 (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 2019 consolidated application to accurately reflect the consolidation. If the FY 2019 consolidated grant applies for a renewal grant in future CoC competitions, all esnaps information must reflect to the finalized FY 2019 application as submitted in e-snaps (C1.9a), or as amended (C1.9b).

Appendix D: Recipient Procedures for FY 2019 Transition Grants (also see checklist in Appendix F)

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 2019 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 2018 CoC Program Competition that are being transitioned in FY 2019 CoC Program Competition. The previous transitioning component application(s) is expected to be referenced in confirming the FY 2019 transitioning grant budgets. If the FY 2019 Transition grant applies for a renewal grant in future CoC competitions, all esnaps information must reflect the original FY 2019 application budgets without including the up to 50 percent transitioning portion of the budgets that was finalized in the FY 2019 application as submitted in e-snaps (C1.9a), or as amended (C1.9b).

After the field office pushes the project application forward from the esnaps FO step (C1.8) 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 FY 2019 NOFA requirements.**

2. The Operating Start Date (OSD) for the FY 2019 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 <u>eliminated</u> transitioning grant is 3/31/2020 the new operating start date for the FY 2019 transition grant must be 4/1/2020.

   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*.

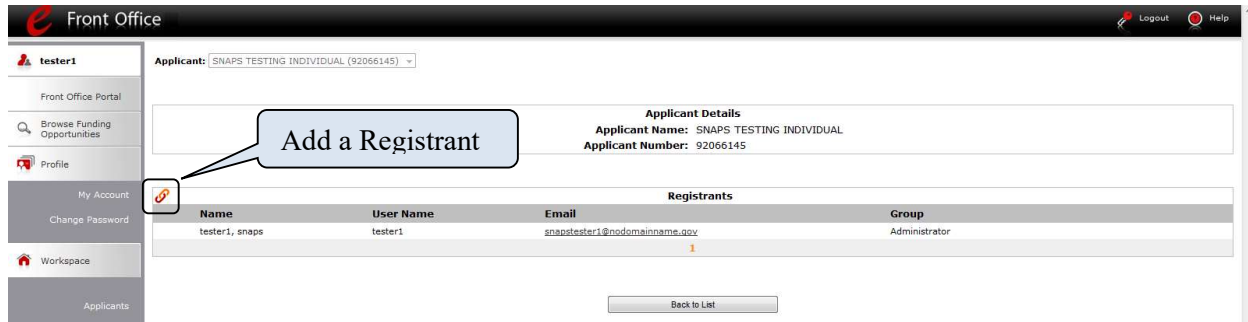|	
Tip:	If there are no current users to add or delete a registrant, or if a new organization has taken over the grant and needs to connect their "Applicant Profile(s)" to a specific project or any other *e-snaps* data related to a grant, email the organization name, new user name(s) and new user email(s) 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.
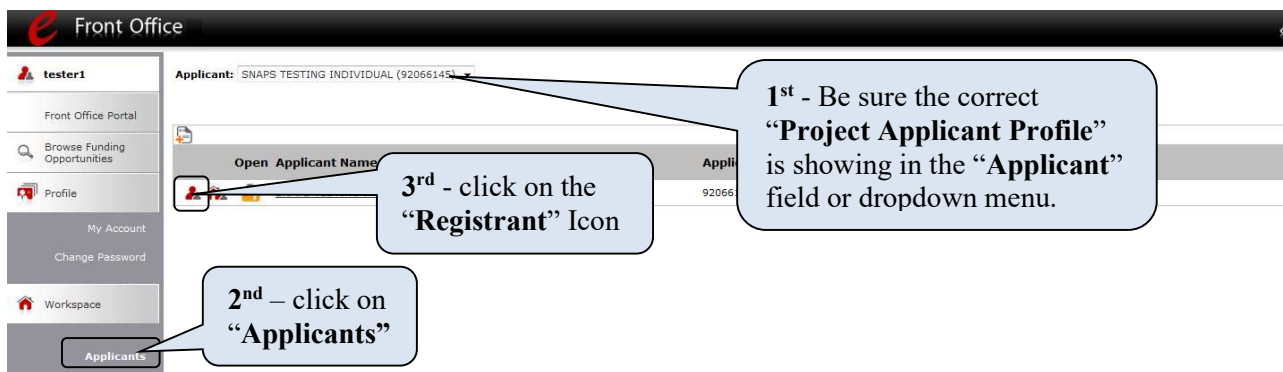
1. **IMPORTANT**–Confirm that the correct **"Project Applicant Profile"** (Applicant/Organization's name that is the same as the recipient) associated (attached) with this grant as located in the field at the top left side of the screen. for Users associated with multiple "Applicant Profiles," a dropdown 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] icon located to the left of the Applicant Name.

Add a User (Registrant)
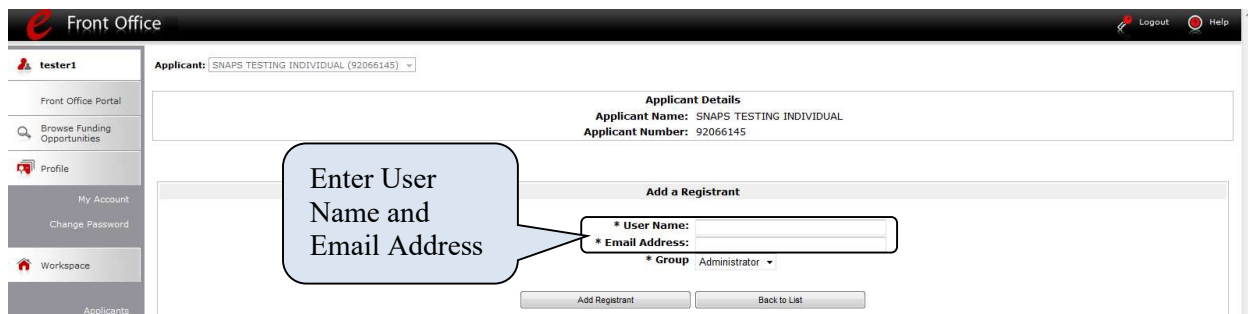
1.   Click on the "**Add Registrant**" ![icon] icon at the top left of the list.


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

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

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

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

Delete a User (Registrant)

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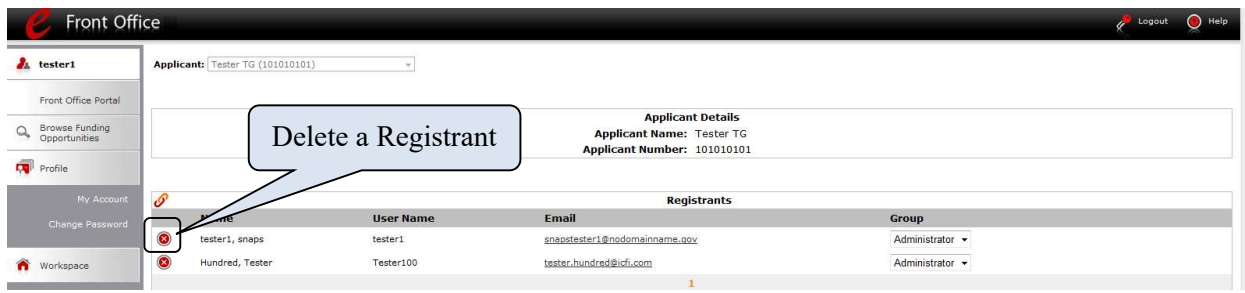
1. Click on "**Delete**" ⊗ icon next to the person's name.

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

Edit User (Registrant) Information

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

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

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

Appendix F: Recipient Step C1.9a Post Award Quick Reference Guide

1	**Log in to *e-snaps* after your field office has notified you by email that C1.9a is available to complete in *e-snaps*.** *For FY 2019 Consolidated projects, also be sure to review the attached Excel file for the **Consolidation Worksheet** sent by the field office with the notification email.*
2	**Find a Project at Step C1.9a**
	• Select **Submissions** from the left menu, filter for the **Project Name** and identify the submission with **FY2019** in the **Funding Opportunity Name** column and **C1.9a** in the **Step Name** column.
	• Select the orange folder icon to the left of the project name. Be sure it is FY2019 and confirm the accuracy of the information in your **Project Applicant Profile**.
3	**Review the HUD Conditional Award Summary**
	• Select the **Reference Submissions** screen from the left menu, then select the orange folder next to the link for **HUD Conditional Award Summary**.
	• On the **Summary Budget** screen, review the changes made by HUD to the project budget. *Consolidated projects and Expansion projects should show the updated combined amounts.*
	• *Only for Expansion projects,* recipients can view and download copies of the submitted FY 2019 Stand-alone Renewal application and the Stand-alone New application from inside the **Reference Submissions** screen for C1.8. Select the orange folder named C1.8 then go to the **Attachments** link in the left menu to locate the PDF attachments.
4	**Acknowledge Issues and Conditions (I/Cs)**
	• Select and review the **Acknowledgements** screen for all I/Cs. Transition projects must fulfill I/C #9, Consolidated projects I/C #10, Expansion projects I/C #11.
	• Read and acknowledge all the I/Cs or alerts placed on the project. Acknowledge in the '**Recipient Acknowledgment'** column checkbox that all identified I/Cs have been reviewed and will be resolved.
5	**Use the Attachments screen to attach required Technical Submission Documents; as instructed in Appendix A as determined by the component and project type, and costs requested**
	o ***Match Documentation** (required for all new projects and new portion of the expansion)*
	o ***Site Control** (only required for project-based and sponsor-based housing projects)*
	o ***Environmental Review** (required for new and relevant new portion of the expansion)*
	o ***Documentation of Financial Feasibility** (required for all new project with capital costs)*
	o ***Zoning Documentation** (required for all new project with capital costs)*
	o ***Restrictive Covenant** (required for all new project with capital costs)*
	o ***Other** (for documents of the resolution of any other I/Cs)*
6	**Adjustments**
	• If required to adjust project information to resolve I/Cs, select "**Yes**" on the **Adjustment** screen and briefly list changes in the text box (bullet points are okay).
	• Select the appropriate project information screen links in the left menu. Adjust information in open text boxes and in columns under the header **Adjustment**. Remember to click on "**Save**" once a change has been made on any screen.
7	**Project Milestones – Only for New Projects**
	• On the **Project Milestones** screen, review all data entered and update if needed. Reminder: the number of days entered relates to the days that it will take to reach each relevant milestone. If a milestone does not apply to the project type, leave blank or enter 0.
8	**Submit the C1.9a Post Award Step**
	• Review the **Summary Submission** screen and click on submit
9	**Email your assigned local HUD CPD Representative** to let them know C1.9a has been submitted and is ready for their attention in *e-snaps*. Additionally, it is recommended that you download a copy of C1.9a by "Exporting to PDF" on the **Submission Summary** screen for future reference.

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

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***e-snaps*: CoC Program Applications and Grants Management System**

https://www.hudexchange.inField Office/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--grant-applicants.

FY 2019 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/

FY 2019 *e-snaps* Project Applicant Profile Instructional Guide (PDF)

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

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***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

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

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

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

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

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

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

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Webinar: CoC Program Environmental Review

https://www.hudexchange.info/trainings/courses/environmental-reviews-for-continuum-of-care-grantees/

CoC Program Environmental Review Flow Chart

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

CoC Program Limited Scope Environmental Review

https://www.hudexchange.info/resource/3800/limited-scope-environmental-review-coc/

AAQ for "Is an environmental review required for each new participant"

https://www.hudexchange.info/faqs/1480/is-an-environmental-review-required-for-each-new-participant/