What to Know about the Renewal Project Application "Submission Without Changes" Option

The way in which a Project Applicant completes the Renewal Project Application depends largely on whether the Project Applicant imported data from a prior year's application.

The "Submission without Changes" functionality within the application enables applicants to complete just a few screens that require new information and then submit the application with the rest of the information the same. The screens that can be submitted without changes are not editable when you first start the application. To make them editable, you need to actively indicate on the "Submission without Changes" screen that you want to "Make Changes."

There are key factors in using this option.

- You must import data to use this option.

- To import data, a Renewal Project Application must import from another Renewal Project Application. The screens and fields need to match up. The New Project Application that you would have used the first time you applied for a project has too many differences to make the import possible.

- HUD offers the option to "submit without changes" because it assumes that most of the application information stays the same from year-to-year.

  o This situation applies only if you had no "issues and conditions" when you processed the FY 2019 and/or FY 2020 grants and if you have had no grant agreement amendments to either grant.

The FY 2021 application does not import from FY 2020.

- Typically, you would import the prior year's application, but the FY 2021 Renewal Project Application can import only from an FY 2019 Renewal Project Application. There are no FY 2020 Project Applications in *e-snaps*. The FY 2020 grants were awarded through a non-competitive award process.

- If the FY 2019 grant was awarded as a new project, you will not be able to import data from it because you can only import from a Renewal Project Application, not a New Project Application.

Some Project Applicants should not use the "submit without changes" option.

The "submission without changes" process does not apply to you in the following situations. You must make changes:

- The renewing project had Issues or Conditions addressed in the FY 2019 and/or FY 2020 post-award process, and those updates need to be included in this year's application.

- You processed a grant agreement amendment for your FY 2019 or FY 2020 grant that needs to be reflected in the FY 2021 Renewal Project Application.

Some Applications will default to "Make Changes."

You may navigate to the "Submission without Changes" screen, and the field at the top of the screen will already be set to "Make Changes." All screens in Parts 2 – 8 will be editable.
This happens in the following situations:

- You did not import the available FY 2019 data when you created the FY 2021 project on the Projects screen.

- Your project is renewing for the first time so there is no data to import. (Remember, the Renewal Project Application must import from a prior Renewal Project Application. You would have originally used the New Project Application.)

- You imported an application with the following budgets:

  o Leasing

  o Operating

  o Rental Assistance that uses "HUD Paid Rents." These are also called Actual Rents, which are rents that are set by the applicant. They are used in lieu of FMRs.

Everyone must update some of the screens.

No matter whether you imported, these screens must always be completed:

- Recipient Performance

- Consolidation and Expansion

- 3A. Project Detail

- 6D. Sources of Match

- All of Part 7: Attachments and Certifications

- All of Part 8: Submission Summary

There are several steps to complete if you meet the requirements for using "Submission without Changes."

- On the Projects screen when you create the Renewal Project Application for your project, **import data from the FY 2019 Project Application**.

- **Complete Part 1: SF-424**

    o Much of the data for Part 1 is pre-populated from the Project Applicant Profile.

        ▪ If the pre-populated information is incorrect, you need to navigate back to the Applicant Profile and update the information. Review Update the Applicant Profile in Edit-Mode.

        ▪ If the corrections do not carry through to the application, review Common Issues Encountered in e-snaps.

    o NOTE: Until you complete Part 1: SF-424, you will NOT see the actual "Submission without Changes" screen.

- **Read the "Information About Submission without Changes" screen.** It appears under Part 1: SF-424 before the remainder of the application screens.

- **Complete the screens that are editable and require information.**

    o As mentioned before, everyone must update the following: Recipient Performance, Consolidation and Expansion, 3A. Project Detail, 6D. Sources of Match, All of Part 7: Attachments and Certifications, and All of Part 8: Submission Summary.

- **Determine which screens, if any, need changes.** Review the data on all screens for accuracy.

- **On the "Submission without Changes" screen:**

    o **If no changes are needed:**

        ▪ Answer Question 1 to indicate whether the funds are being reduced due to reallocation.

        ▪ Continue to another screen or go directly to the "8B. Submission Summary" screen.

    o **If changes are needed:**

        ▪ Answer Question 1 to indicate whether the funds are being reduced due to reallocation.

        ▪ Select "Make Changes" to indicate you want to update some screens that are currently not editable.

        ▪ Enter a response in the appropriate field to describe the changes you are making.

        ▪ Select the specific screens you want to open for editing.
        NOTE: Once you select a check box for a screen and select the "Save" button, the check box cannot be unselected. If you select a screen to edit by mistake and then select "Save," simply navigate to that screen to re-save the data.

- After you select specific screens to open for editing, navigate to those screens to edit the data on these screens. On each screen, select "Save" before navigating to another screen.

When all updates have been completed, navigate to the "8B. Submission Summary" screen to review the status of all screens in the application.