Basic Overview for Completing the
FY 2019 Renewal Project Application Screens

The Renewal Project Application screens function the same for project applicants who import data in the FY 2019 CoC Program Competition as they did in the FY 2017 and FY 2018 CoC Program Competitions.

Project applicants who import data into the Renewal Project Application will be unable to edit most of the application screens until they navigate to the "Submission Without Changes" screen and select "Make Changes." The "Submission Without Changes" screen is listed in the left menu bar of the Renewal Project Application in Part 8, directly above the "Submission Summary" screen.

All Project Applicants must first complete Part 1: SF-424. Much of the data for Part 1 is pre-populated from the Project Applicant Profile. (If the pre-populated information is incorrect, the Project Applicant must navigate back to the Applicant Profile and update the information. The corrections should carry through to the application.)

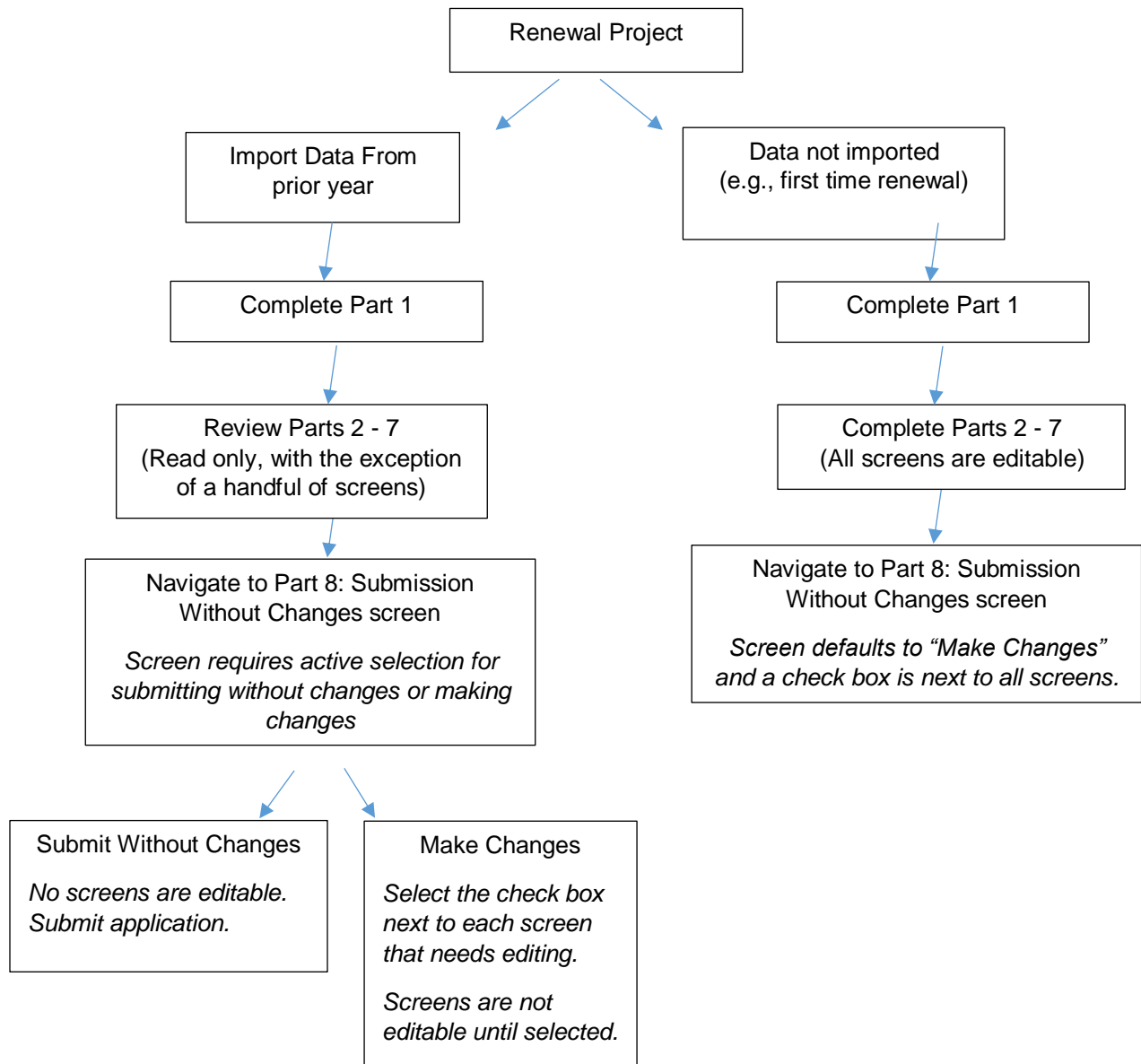Once Part 1 is completed, Parts 2-8 will appear.

If data was imported:

- Most of the screens are in "Read Only" mode.

- After reviewing the data on the Read Only screens and completing the editable screens, Project Applicants will navigate to Part 8: "Submission Without Changes" and indicate whether they want to 1) submit the application without additional changes or 2) make any changes prior to submitting the application to the screens that they were not able to edit.

  - If Project Applicants do not want to edit any screens, they will continue to the "Submission Summary" screen.

  - If Project Applicants want to edit any screens, they can select the specific screens they want to open for editing. Once a Project Applicant selects a check box for a screen and then selects the "Save" button, the check box cannot be unselected. If a Project Applicant selects a screen to edit by mistakes and then selects "Save," this will not cause any issues. They will simply have to navigate to that screen to re-save the data.

  - After the Project Applicant selects specific screens to open for editing, they should navigate to those screens to update/change the data on these screens. On each screen, the Project Applicant should remember to select "Save" before navigating to another screen. When all updates have been completed, the Project Applicant should navigate back to the "Submission Summary" screen to review the status of all screens in their application.

If data was NOT imported (e.g., the application is a First Time Renewal or organization staff forget to import when creating the project on the Projects screen):

- Project Applicants must complete every screen.

- The Part 8: "Submission Without Changes" screen will automatically be set to "Make Changes" and Project Applicants must enter data on each screen.

The following depicts the options for importing data, updating information, and submitting the application for a renewal project.

```
                          ┌─────────────────────┐
                          │   Renewal Project   │
                          └─────────────────────┘
                              ↙           ↘
  ┌──────────────────────┐              ┌──────────────────────────┐
  │  Import Data From     │             │   Data not imported       │
  │  prior year           │             │   (e.g., first time renewal)│
  └──────────────────────┘              └──────────────────────────┘
             ↓                                      ↓
  ┌──────────────────────┐              ┌──────────────────────────┐
  │  Complete Part 1      │             │   Complete Part 1         │
  └──────────────────────┘              └──────────────────────────┘
             ↓                                      ↓
  ┌──────────────────────┐              ┌──────────────────────────┐
  │  Review Parts 2 - 7   │             │   Complete Parts 2 - 7    │
  │  (Read only, with the │             │   (All screens are editable)│
  │  exception of a       │             └──────────────────────────┘
  │  handful of screens)  │                          ↓
  └──────────────────────┘              ┌──────────────────────────┐
             ↓                          │ Navigate to Part 8: Submission│
  ┌──────────────────────┐             │ Without Changes screen     │
  │ Navigate to Part 8:   │             │                            │
  │ Submission Without     │            │ Screen defaults to "Make   │
  │ Changes screen         │            │ Changes" and a check box is│
  │                        │            │ next to all screens.       │
  │ Screen requires active │            └──────────────────────────┘
  │ selection for          │
  │ submitting without     │
  │ changes or making      │
  │ changes                │
  └──────────────────────┘
        ↙            ↘
```

Renewal Project

Import Data From prior year → **Complete Part 1** → **Review Parts 2 - 7** (Read only, with the exception of a handful of screens) → **Navigate to Part 8: Submission Without Changes screen** *Screen requires active selection for submitting without changes or making changes*

Data not imported (e.g., first time renewal) → **Complete Part 1** → **Complete Parts 2 - 7** (All screens are editable) → **Navigate to Part 8: Submission Without Changes screen** *Screen defaults to "Make Changes" and a check box is next to all screens.*

Submit Without Changes

No screens are editable. Submit application.

Make Changes

Select the check box next to each screen that needs editing.

Screens are not editable until selected.

For more guidance, refer to the following resource:

Renewal Project Application Detailed Instructions and Navigational Guide:
https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/.