Process for Completing FY 2018 Renewal Project Application Screens

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

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. The only editable screens are the following:
  - 3C (Dedicated Plus for PH-PSH)
  - 6D (Sources of Match)
  - 7A (Attachments)
  - 7B (Certification)

- After reviewing the data on the Read Only screens and completing 3C (if applicable), 6D, 7A, and 7B, Project Applicants will navigate to Part 8: "Submission Without Changes" and indicate whether they want to submit the application without changes or make changes prior to submitting the application.
  - 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):

- 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.

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                          ┌─────────────────────────┐
                          │    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)       │         │ (All screens are editable)│
        └──────────────────────┘         └──────────────────────────┘
                 ↓                                    ↓
```

Navigate to Part 8: Submission Without Changes screen	Navigate to Part 8: Submission Without Changes screen
Screen requires active selection for submitting without changes or making changes	*Screen defaults to "Make Changes" and a check box is next to all screens.*

Submit Without Changes	Make Changes
No screens are editable. Submit application.	*Select the check box next to each screen that needs editing.*
	Screens are not editable until selected.