

# *e-snaps Instructional Guide*

## **Renewal Project Application**



**2013, Version 1**

# Renewal Project Application

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# Renewal Project Application

## Introduction

Welcome to the Renewal Project Application Instructional Guide. This instructional guide covers important information about accessing and completing the Project Application for renewal projects.

The entity submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which will in turn submit the entire funding application to HUD on or before February 3, 2014 at 7:59:59 p.m. eastern time, the application deadline.

Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

The *Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014 Continuum of Care Competition* combines the FY 2013 and FY 2014 CoC Program Competition so that the CoC Application score for FY 2013 will apply for both funding years. While the CoC Application will cover both FY 2013 and FY 2014, Project Applicants will apply as normal for FY 2013 funds. All Project Applicants are strongly encouraged to read the FY 2013 - FY 2014 CoC Program Competition NOFA in full.

### Objectives

By the end of this instructional guide, you will be able to do the following:

- Access *e-snaps*
- Register for the FY 2013 Renewal Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the "Submissions" screen
- Complete and submit the Renewal Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to the Project Application in *e-snaps*

## Overview of the Project Application Process

FY 2013 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

Each Project Applicant must complete their Project Applicant Profile and submit their Project Application(s) to the applicable CoC in *e-snaps* by the local deadline established by the CoC. The CoCs will do the following:

(1) Review and either rank or reject properly submitted Project Applications received; and



# Renewal Project Application

(2) Submit all approved and ranked Project Applications as part of the CoC Consolidated Application to HUD.

## Overview of this Instructional Guide

The organization of material in this instructional guide corresponds with the different parts of the Project Application process, and the instructional steps follow the progression of screens in *e-snaps*.

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords in order to log in to the online *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications; the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this instructional guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.
- **Accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2013 Renewal Project Application funding opportunity, creating a FY 2013 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2013 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Next Steps.** This section discusses what occurs after the Project Applicant submits the Renewal Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either rank or reject Project Applications. If changes need to be made to the Project Application, the Collaborative Applicant will amend the project back to the Project Applicant. Notification for amending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing it will submit the CoC Consolidated Application to HUD on or before the deadline, February 3, 2014 at 7:59:59 p.m. eastern time.

# Renewal Project Application

## ***Highlights in e-snaps in 2013***

This section highlights several items in *e-snaps* this year.

- **The "Project Application" and "CoC Consolidated Application."**
  - The Project Application includes the information submitted on the SF-424 forms as well as the application submitted by renewal and/or new Project Applicants for funding consideration.
  - The CoC Consolidated Application consists of three parts--the CoC Application, the Project Priority Listings, and Project Applications.
- **No Importing of Data.** When the CoC Program Competition opens and Project Applicants are able to begin the Project Application, you will **not** be able to import data from previous years' Project Application(s). All information will need to be re-entered, except for some information that pre-populates from the Project Applicant Profile.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

*e-snaps* users with access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. *e-snaps* users must ensure they are working in the correct Applicant account.

- **Uploading Attachments.** The Applicant Profile information will stay in *e-snaps* throughout the year. However, once the CoC Program Competition opens and modifications to the Applicant Profile (for Collaborative Applicants and Projects Applicants) are implemented, Project Applicants will be required to upload their attachments again. For example, a current and accurate HUD 2880 must be uploaded during the FY 2013 CoC Program Competition.
- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Program Competition application.
- **Unified Funding Agency (UFA).** During the CoC Program Competition, Project Applicants may see references to the "Unified Funding Agency." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs.

# Renewal Project Application

## Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the Notice of Funding Availability (NOFA) for the FY 2013 and 2014 CoC Program Competition.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. A callout bubble points to the 'Log in here' link in the top navigation bar. Another callout bubble points to the 'Create Profile' button in the left sidebar, with the text 'If new to e-snaps, create a user profile here'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text, including a welcome message, instructions for authorized users, information for new users, and details about the information collection requirements. A 'CoC Registration' section is also visible, mentioning OMB Approval No. 2506-0182 (exp. 04/30/2012) and a public reporting burden of 0.50 hours per response.

**Front Office Portal**

**Welcome to e-snaps**

Username:  
[Input Field]  
Password:  
[Input Field]  
[Login](#)

[Forgot your password?](#)

Locale:  
English - United States

[Browse Funding Opportunities](#)

[Create Profile](#)

**Log in here**

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

Welcome to **e-snaps**! **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

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

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions.

**CoC Registration:** OMB Approval No. 2506-0182 (exp. 04/30/2012)

Public reporting burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

### NOTE:

*Each e-snaps user must have his or her unique log-in credentials. Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*



# Renewal Project Application

## Existing Users

Step	Description
1.	Direct your Internet browser to <a href="http://www.hud.gov/esnaps">www.hud.gov/esnaps</a> .
2.	On the left menu bar, enter your username and password. You will then enter the <i>e-snaps</i> system and arrive at the "Welcome" screen.
3.	If you forgot your password, select the "Forgot your password?" under the "Login" button.

## New e-snaps Users

Step	Description
1.	Create an <i>e-snaps</i> username and password by selecting the "Create Profile" link.
2.	Log in as instructed under Existing Users above.



For a refresher on how to proceed through the *e-snaps* system, the "Introduction to *e-snaps* Features and Functions" instructional guide is available on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

## Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*. However, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.



For information on how to add and delete users, refer to the "Adding and Deleting Users" resource on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.



# Renewal Project Application

## Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. For the Project Applicant Profile to be complete, the Project Applicant needs to ensure the data entered in the profile screens is accurate and must select the “Complete” button on the “Submission Summary” screen.

This section in the Renewal Project Application instructional guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.



*Organizations must complete the Project Applicant Profile for the CoC Program Competition. To meet this requirement, the "Complete" button must be selected within the time period of the competition (i.e., between the opening and closing date of the competition).*

*Therefore, when you log in for the first time after the CoC Program Competition period opens, even if there is a statement "This e.Form has been marked as complete," you must put the forms in edit-mode (select the "Edit" button on the "Submission Summary" screen) and select the "Complete" button again.*

*The Project Applicant Profile instructional guide has more information on this requirement.*

<https://www.onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

- **Accessing the Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **Selecting the "Complete" button after the Competition opening date.** See the informational box near the top of this page.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit a ticket to the OneCPD Ask A Question, at: <https://www.onecpd.info/ask-a-question/my-question/>, under the *e-snaps* Reporting System (the header for which is featured on Step 2 of the AAQ page).

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*. Review the

# Renewal Project Application

Project Applicant Profile on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. An organization will establish itself as a Project Applicant in *e-snaps* one time only.



*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have both a Collaborative Applicant Profile and a Project Applicant Profile. Contact the OneCPD Ask-A-Question if you need assistance:*  
<https://www.onecpd.info/ask-a-question/>



*For detailed instructions, see the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at:*  
<https://www.onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>

# Renewal Project Application

## Accessing the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Projects
- Submissions

# Renewal Project Application

## Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2013 Renewal Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2013 CoC Program Competition.

**Front Office**

twebster

Applicant: Test Organization (WA-YYY)

Logout Help

Front Office Portal

Profile

My Account

Change Password

Workspace


Funding Opportunity Registrations

Projects

Submissions

**Funding Opportunity Registrations**

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
		CoC Full Annual Performance Report	0	Jul 19, 2010	Jun 20, 2015
		Project Application	0	Nov 9, 2012	Oct 18, 2014
		Project Application	3	Nov 9, 2012	Oct 18, 2014
		tion and Application	1	Jun 24, 2010	Oct 26, 2014
		New Project Application FY2013	1	Sep 1, 2013	Sep 30, 2014
		Renewal Project Application FY2013	2	Aug 1, 2013	Aug 31, 2014
		UFA Costs Project Application FY2013	2	Oct 26, 2011	Oct 31, 2014

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "Renewal Project Application FY 2013."
4.	The "Funding Opportunity Details" screen appears.

# Renewal Project Application

The screenshot shows the 'Front Office' web application interface. On the left is a sidebar menu with options: 'twebster' (user profile), 'Front Office Portal', 'Profile', 'My Account' (with a 'Change Password' link), 'Workspace', 'Applicants', 'Funding Opportunity Registrations' (highlighted), and 'Projects'. The main content area at the top has an 'Applicant:' dropdown menu set to 'Tester 1 (VA-XXX)'. Below this, the 'Funding Opportunity Details' section displays: 'Funding Opportunity Name: Renewal Project Application FY2013', 'Start Date: Aug 1, 2013', and 'End Date: Sep 1, 2014'. The 'Funding Opportunity Registration' section contains the question 'Are you sure you wish to register Tester 1 (VA-XXX)?' with two buttons: 'Yes' and 'Cancel'.

- | Step | Description  |
|------|--|
| 1.   | When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization. |
| 2.   | The screen will then indicate that the Project Applicant has been registered.  |
| 3.   | Select the "Back" button to return to the "Funding Opportunity Registrations" screen.  |



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.*



*Please ensure you are working under the correct Applicant.*

# Renewal Project Application

## Creating the Project Application Project

Project Applicants must create a project for the Renewal Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the "Projects" screen to complete the Application screens. [That step will occur on the "Submissions" screen.]

Once the Applicant "creates" the project, it will appear on this screen and the term "Renewal Project Application" will appear under the "Funding Opportunity Name" column.


Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal Project Application" from the "Funding Opportunity Name FY 2013" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.



*Remember, there is no import feature this year.*

*Project Applicants will not be able to import data from applications that were submitted in the previous CoC Program Competition. All information for the FY 2013 Project Application must be entered, however some information pre-populates from the Project Applicant Profile.*

# Renewal Project Application

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none"><li>Enter the project name that is being renewed that will appear in the grant award letter.</li></ul>
3.	Select "Save & Back" to return to the "Projects" screen.
4.	The project name is listed in the menu. <ul style="list-style-type: none"><li>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</li></ul>



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.*

*Please ensure you are working under the correct Project Applicant.*



# Renewal Project Application

## Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Renewal Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the Renewal Project Application screens through the "Submissions" screen.

**Front Office** Logout Help

twebster

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicant

Funding Opportunity Registration

Projects

**Submissions**

Contact Us

Applicant: Tester 1 (VA-XXX)

[Hide Filters] [Clear Filters]

**Submissions Filters**

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

**Submissions**

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
<b>Renewal Application Sample</b> 083466	<b>Renewal Project Application FY2013</b> Renewal Project Application FY2013	Aug 1, 2013	Aug 31, 2014	Primary Applicant	1	
<b>TW Planning Test 2</b> 083357	<b>CoC Planning Project Application FY2013</b> CoC Planning Project Application FY2013	Nov 9, 2012	Oct 18, 2014	Primary Applicant	1	
<b>UFA Cost Test Project</b> 083297	<b>UFA Costs Project Application FY2013</b> UFA Costs Project Application FY2013	Oct 26, 2011	Oct 31, 2014	Primary Applicant	1	

1

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Grantium

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the Project Application project you established. <ul style="list-style-type: none"> <li>Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).</li> <li>Option: Select "Clear Filters" on the top left of the "Submissions Filters" box.</li> </ul>

# Renewal Project Application

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Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."

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4. Continue with the instructions in the next section for completing the Renewal Project Application.
- 



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.*

*Please ensure you are working under the correct Applicant.*

# Renewal Project Application

## FY 2013 Project Application

This section identifies the steps for completing the Renewal Project Application screens in e-snaps.

**NOTE:**

*Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must correct it in the Project Applicant Profile. Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*

*Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# Renewal Project Application

## Accessing the Renewal Project Application

Access the Renewal Project Application through the "Submissions" screen.

**Front Office** Logout Help

tw Webster

Front Office Portal

Profile

My Account

Change Password

Workspace

Select "Submissions"

Applicant: Tester 1 (VA-XXX)

[Hide Filters] [Clear Filters]

**Submissions Filters**

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

**Submissions**

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Renewal Application Sample 083466	Renewal Project Application FY2013 Renewal Project Application FY2013	Aug 1, 2013	Aug 31, 2014	Primary Applicant	1	
TW Planning Test 2 083357	CoC Planning Project Application FY2013 CoC Planning Project Application FY2013	Nov 9, 2012	Oct 18, 2014	Primary Applicant	1	
UFA Cost Test Project 083297	UFA Costs Project Application FY2013 UFA Costs Project Application FY2013	Oct 26, 2011	Oct 31, 2014	Primary Applicant	1	

1

Page Generation Time: 0.729s

Grantium

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "Renewal Project Application FY 2013."
4.	The "Before Starting" screen appears.

# Renewal Project Application

## Before Starting the Renewal Project Application

Before you begin the FY 2013 Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

The "Before Starting the Project Application" screen also contains the links to resources needed to complete the Project Application at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/> and [OneCPD Ask A Question](#).

**e.snaps** Logout

**twbster**

**Applicant Name:**  
Tester 1  
**Applicant Number:**  
VA-XXX  
**Project Name:**  
Renewal Application Sample  
**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

**Before Starting**  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
9B. Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Before Starting the Project Application**

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember

- Additional training resources can be found at on the OneCPD Resource Exchange at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the [OneCPD Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2013 CoC NOFA.
- To ensure that applications are considered for funding, all sections of the FY 2013 CoC Program NOFA and the FY 2013 General Section NOFA, including the General Section Technical Correction, should be read carefully, and all requirements and criteria met.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2012 Project Application will not be imported into the FY 2013 Project Application, therefore applicants will be required to enter information into all required fields.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduction.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to the CoC Program interim rule (24 CFR part 578) and application requirements set forth in the FY 2013 CoC Program NOFA.

Back Next

Page Generation Time: 6.843s Grantium

Step	Description
1.	Select "Next."

**NOTE:** When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.

# Renewal Project Application

## 1A. Application Type



Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.



The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2013 Project Application.


Step	Description
1.	Verify the information in field 1, "Type of Application" Confirm that you have entered registered for the correct funding opportunity, "Renewal Project Application." Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
2.	Leave fields 4, 5a, 6 and 7 blank.
3.	Enter the expiring grant number in field 5b, "Federal Award Identifier." <ul style="list-style-type: none"><li>Be sure to enter the correct expiring grant number that was on the Grant Inventory Worksheet (GIW) approved by HUD. The number should consist of either 11 or 15 characters.</li></ul>
4.	Select "Save and Next" to proceed to next screen.

# Renewal Project Application

## 1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2013 Project Application.



**twebster**

**Applicant Name:**  
Tester 1  
**Applicant Number:**  
VA-XXX  
**Project Name:**  
Renewal Application Sample  
**Project Number:**  
083466

Renewal Project  
Application FY2013

Renewal Project  
Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
**1B. Legal Applicant**  
1C. Application Details  
1D. Congressional  
District(s)  
1E. Compliance  
1F. Declaration  
9B. Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**1B. Legal Applicant**

Instructions: [show]


Verify the data is accurate

**8. Applicant**  
**a. Legal Name:** TCW Test  
**Employer Identification Number (EIN/TIN):** 23-4567891  
**c. Organizational DUNS:** 123456789 **PLUS 4**  
**d. Address**  
**Street 1:** 123 Main St  
**Street 2:**  
**City:** Fairfax  
**County:**  
**State:** Virginia  
**Country:** United States  
**Zip / Postal Code:** 22031  
**e. Organizational Unit (optional)**  
**Department Name:**  
**Division Name:**  
**f. Name and contact information of person to be contacted on matters involving this application**  
**Prefix:** Dr.  
**First Name:** Meredith  
**Middle Name:**  
**Last Name:** Smith  
**Suffix:** -- select --  
**Title:** CEO  
**Organizational Affiliation:** TCW Test  
**Telephone Number:** (703) 555-1414  
**Extension:**  
**Fax Number:** (703) 555-1515  
**Email:** msmith@test.org

Back

Next

Page Generation Time: 3.0s





# Renewal Project Application

Step	Description
1.	Verify that all the information on this screen is complete and accurate.
2.	Select "Next" at the bottom of the screen to move to the next screen.

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# Renewal Project Application

## 1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Application Details" screen for **Part 1: SF-424** of the FY 2013 Project Application.

**1C. Application Details**

Instructions: [show]

9. Type of Applicant: M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)

If "Other" please specify:

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program  
CFDA Number: 14.267

12. Funding Opportunity Number: FR-5700-N-31B  
Title: Continuum of Care Homeless Assistance Comp

13. Competition Identification Number:  
Title:

Back Next

Step	Description
1.	Verify that the information populated in fields 9, 10, 11 and 12 is correct. <ul style="list-style-type: none"><li>Field 9 pre-populates from the Project Applicant Profile.</li><li>Fields 10, 11, and 12 pre-populate and cannot be edited.</li></ul>
2.	Leave field 13 blank.
3.	Select "Save and Next" at the bottom of the screen to save your information and move to the next screen.

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# Renewal Project Application

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2013 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

**1D. Congressional District(s)**

**Instructions:** [show]

**\* 14. Area(s) affected by the project (State(s) only):**  
(for multiple selections hold CTRL key)

Available Items:

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California

Move correct state from left column to the right column

**15. Descriptive Title of Applicant's Project:** Renewal Application Sample

**16. Congressional District(s):**

**a. Applicant:**  
(for multiple selections hold CTRL key)

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005

Selected Items:

- VA-003

Step	Description
------	-------------

- |    |   |
|----|---|
| 1. | In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. <ul style="list-style-type: none"><li>Highlight one State, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.</li></ul>  |
| 2. | Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated. To make changes to this field, return to the "Projects" screen to edit the name; select the "Back to Submissions List" link on the left menu bar. <ul style="list-style-type: none"><li>From the left-menu bar, select "Projects."</li><li>On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass icon to the left of the project name.</li></ul> |

# Renewal Project Application

- On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.
  - When you re-enter the Renewal Project Application and proceed back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.
3. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
- Applicants cannot modify the populated data on this screen. However, applicants may modify the Applicant Profile to correct any errors identified.

The screenshot displays the "Renewal Project Application" form. On the left, a sidebar contains links for "Export to PDF", "Get PDF Viewer", and "Back to Submissions List". The main form area is divided into sections:


- \* b. Project:** (for multiple selections hold CTRL key)
  - Available Items:** A list box containing AK-000, AL-001, AL-002, AL-003, AL-004, and AL-005. A callout bubble points to this list with the text "Enter start and end dates here".
  - Selected Items:** A list box currently empty. A callout bubble points to it with the text "Move correct Congressional Districts from left hand box".
  - Navigation buttons: >>, >, <, <<.
- 17. Proposed Project**
  - \* a. Start Date:** A date picker field.
  - \* b. End Date:** A date picker field.
- 18. Estimated Funding (\$)**
  - a. Federal:** Input field
  - b. Applicant:** Input field
  - c. State:** Input field
  - d. Local:** Input field
  - e. Other:** Input field
  - f. Program Income:** Input field
  - g. Total:** Input field

At the bottom of the form are buttons for "Save", "Save & Back", "Save & Next", "Back", "Next", and "Check Spelling". The footer of the page shows "Page Generation Time: 1.211s" and the "Grantium" logo.

- | Step | Description   |
|------|---|
| 4.   | Select in field 16b the congressional district(s) in which the project operates in the "Projects" field. <ul style="list-style-type: none"> <li>• Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>• Using the single arrow key, move your selection from the left box to the right box.</li> </ul> |
| 5.   | Under field 17 "Proposed Project," enter the project's operating start and end dates in the   |

# Renewal Project Application

---

appropriate fields using the calendar  icon function. As a renewal Project Application, the start and end dates must mirror the start and end dates of the current grant agreement with only the year changing (e.g., current grant period may be 02/01/2012 to 01/31/2013; therefore the proposed project's operating start and end dates for this year's project application will be 02/01/2013 to 01/31/2014).

---

6. "Estimated Funding" cannot be edited.
  7. Select "Save and Next" at the bottom of the screen to save your information and move to the next screen.
- 

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

---

# Renewal Project Application

## 1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2013 Project Application, as well as reviewing information populated from the "Applicant Profile."

**1E. Compliance**

Instructions: [show]

\* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review: [calendar icon]

\* 20. Is the Applicant delinquent on any Federal debt? -- select --


If "YES," provide an explanation: [text area]

Select the appropriate answer

Select date if applicable

Select "Yes" or "No"

Save Save & Back Save & Next Back Next Check Spelling

Step	Description
1.	<p>In the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.</p> <ul style="list-style-type: none"><li>If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar  icon function.</li><li>If the State or U.S. Territory does not require review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."</li><li>If "Program is not covered by E.O. 12372" is selected, you will not be able to access the project application.</li></ul>
2.	<p>Select "Yes" or "No" to indicate whether the Applicant is delinquent on any Federal debt.</p> <ul style="list-style-type: none"><li>If "Yes," an explanation must be entered in the field provided.</li></ul>
3.	<p>Select "Save and Next" at the bottom of the screen to save your information and move to the next screen.</p>

# Renewal Project Application



To access the lists of those states that have chosen to participate in the intergovernmental review process visit [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)



# Renewal Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2013 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

**eForms** Logout

**twebster**

**Applicant Name:**  
Tester 1

**Applicant Number:**  
VA-XXX

**Project Name:**  
Renewal Application Sample

**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

**1F. Declaration**

9B. Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**1F. Declaration**

**Instructions:** [show]

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\* I AGREE:** ☐ **Select**

**21. Authorized Representative**

**Prefix:** Dr.

**First Name:** Laura

**Middle Name:**

**Last Name:** Janes

**Suffix:** -- select --

**Title:** President

**Telephone Number:** (555) 456-5555  
(Format: 123-456-7890)

**Fax Number:** (555) 678-1234  
(Format: 123-456-7890)

**Email:** ljanes@test.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 12/04/2013

Save Save & Back Save & Next

Back Next

Check Spelling

Page Generation Time: 3.051s

Grantium

Step	Description
1.	Verify that the all project information is complete and accurate.
2.	Select the box stating that you agree with the statement about certifying information in the

# Renewal Project Application

---

SF-424 section of the FY 2013 Renewal Project Application.

---

3. Select "Save & Next" at the bottom of the screen to save your information and move to the next screen.
- 

**NOTE:**

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

---


# Renewal Project Application

## 2A. Project Subrecipients



Remember, applicants must complete Part 1: SF-424 before the rest of the application will appear.

The screen lists all of the Project Applicant's subrecipients as applicable. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2013 Project Application.

Step	Description
1.	To begin adding subrecipient organization(s) to this list, select the "Add" icon  to add a subrecipient.
2.	The "Project Subrecipients" screen will appear.

### NOTE:

Data from the FY 2012 Project Application will not populate this screen. Returning Project Applicants must re-enter the information for all subrecipients.

# Renewal Project Application

## 2A. Subrecipients (continued)

**2A. Project Subrecipients Detail**

Instructions: [show]

\* a. Organization Name:

\* b. Organization Type:

If "Other" specify:

\* c. Employer or Tax Identification Number:

\* d. Organization's DUNS:

Not a valid DUNS number

e. Physical Address

\* Street 1:

Street 2:

\* City:

\* State:

\* Zip Code:

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	<p>Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.</p> <ul style="list-style-type: none"> <li>Nonprofit subrecipients (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.</li> <li>If "Other" is selected, you must provide an explanation in the "If 'Other' specify" field. If you do not, the "Submission Summary" screen will show this screen as incomplete.</li> </ul> <p>If the information entered is for an individual, select "Other" and provide an explanation.</p>
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, State, and zip code.

# Renewal Project Application

## 2A. Subrecipients (continued)

Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

7L. Match/Leverage

7J. Summary Budget

**\* f. Congressional District(s):**  
(for multiple selections hold CTRL key)

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005

>>

>

<

<<

Selected Items:

Selection from left box moves here

**\* g. Is the subrecipient a Faith-Based Organization?** -- select --

**\* h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** -- select --

**\* i. Expected Sub-Award Amount:**

Step	Description
6.	<p>Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located.</p> <ul style="list-style-type: none"> <li>Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>Using the single arrow key, move your selection from the left box to the right box.</li> </ul>
7.	Select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8.	Select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9.	<p>Enter the total amount of funds that the Project Applicant expects to award to this subrecipient.</p> <ul style="list-style-type: none"> <li>The amount must be in whole dollars (i.e. no decimals)</li> <li>This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.</li> </ul>

# Renewal Project Application

## 2A. Subrecipients (continued)

**j. Contact Person**

\* Prefix: -- select --

\* First Name:

Middle Name:

\* Last Name:

Suffix: -- select --

\* Title:

\* E-mail Address:

\* Confirm E-mail Address:

\* Phone Number:

Extension:

Fax Number:

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Callout 1: Select "Save & Back to List" when finished adding subrecipients

Callout 2: Select "Save & Add Another" to add more subrecipients

Step	Description
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number, starting with the area code.
16.	<ul style="list-style-type: none"> <li>To list add another subrecipient, select "Save &amp; Add Another" and repeat steps 1 – 15.</li> <li>Repeat these steps for each subrecipient you need to add.</li> <li>When you are finished, select "Save &amp; Back to List" to return to the "2A. Project Subrecipients" screen.</li> </ul>
17.	After you return to the "2A. Project Subrecipients" screen and it is complete, select "Next" to continue to the next screen.

# Renewal Project Application

**NOTE:** *Someone whose contact information is entered in e-snaps on the “Project Subrecipient” screen does not automatically have access to e-snaps.*

*Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization’s application, may enter information in the Project Applicant Profile and all Project Applications associated with this **Project** Applicant Profile.*

***Under no circumstances should a subrecipient complete the project application on the Project Applicant's behalf.***

*Refer to the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.*



# Renewal Project Application

## 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Projects" screens in **Part 3: Project Information** of the FY 2013 Project Applicants - Renewal Application, as well as completing all mandatory fields marked with an asterisk (\*) on the "Project Detail" screen of the application. The fields on the screens for the remaining forms will vary based on the component selected on this screen.

**eForms** Logout

**3A. Project Detail**

**Instructions:** [show]

**1. Expiring Grant Number:** 12345678998  
(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

**\* 2a. CoC Number and Name:** VA-502 - Roanoke City & County/Salem CoC

**\* 2b. CoC Applicant Name:** -- select --

**3. Project Name:** Renewal Application Sample

**\* 4. Project Status:** Standard

**\* 5. Component Type:** PH

**\* 6. Is Energy Star used at one or more of the proposed properties?** -- select --

**\* 7. Does this project use one or more properties that have been conveyed through the Title V process?** -- select --

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling


Callout: Will show Renewal Application as selected on Application Type Screen

### NOTE:

You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your Renewal Project Application will be submitted. If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.

Only if your CoC did not register for the FY 2013 CoC Competition or you are not located in any CoC geographic area, select "No CoC." You should contact CoCs next to your location to determine if the geographic area in which you reside have been claimed and/or the State CoC if there is a Balance of State.

# Renewal Project Application

Step	Description
1.	Verify that the "Expiring Grant Number" field populated with information from the "Federal Award Identifier" field on the "Applicant Type" screen.
2.	Select your "CoC Number and Name" from the dropdown menu.
3.	Select your "CoC Applicant Name" from the dropdown menu.
4.	<p>Verify the name of your project populated with the project name listed on your "Projects" screen.</p> <p>If the project name is incorrect:</p> <ul style="list-style-type: none"> <li>• Select the "Save" button.</li> <li>• Select "Back to Submissions List" on the left menu bar.</li> <li>• Select "Projects" on the left menu bar.</li> <li>• Select the "View" icon  to the left of your project to open the "Project Details" screen.</li> </ul> <p>In the "Project Name" field, type in the correct name of the project, and select the "Save" button. Return to the Renewal Application using the "Submissions" link and follow the steps as instructed in Step 5, below.</p>
5.	<p>Select your "Project Status" from the dropdown menu.</p> <p>Note: The selection of "Appeal" should only be used by the Project Applicant if it believes that it was not allowed to participate in a fair and open process and rejected by the CoC. In this case, the Project Applicant may appeal the rejection directly to HUD by selecting "Appeal" and submitting a Solo Application prior to the application deadline.</p>
6.	<p>Select the correct "Component Type" from the dropdown menu.</p> <p>Note: The component type determines what questions appear on other forms throughout the Project Application.</p>
7.	Select "Yes" or "No" to indicate if the project uses Energy Star.
8.	Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.
9.	Select "Save & Next" to move to the next screen.

# Renewal Project Application

## **3B. Project Description**

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2013 Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term you are requesting. Visibility of the project description questions will be based on the applicable component type.

The questions that appear on this screen depend on the selection of the component type on screen 3A: Project Detail and, when applicable, whether rental assistance is provided as indicated on screen 3B: Project Description.

The following pages identify the different versions of screen 3B: Project Description.

**NOTE:**

*When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text. To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.*

# Renewal Project Application

## HMIS and SH Projects

The screenshot shows the 'eForms' application interface. On the left is a sidebar with a user profile for 'twebster' and a list of application steps. The main content area is titled '3B. Project Description' and contains three numbered instructions. Instruction 1 is a text entry field. Instruction 2 is a dropdown menu. Instruction 3 is a dropdown menu. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

**Applicant Information:**  
Applicant Name: Tester 1  
Applicant Number: VA-XXX  
Project Name: Renewal Application Sample  
Project Number: 083466

**Navigation:**  
Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
3A. Subrecipients

**3B. Project Description**

Instructions: [show]

\* 1. Provide a description that addresses the entire scope of the proposed project.

\* 2. Does your project participate in a CoC Coordinated Assessment System? -- select --

\* 3. Does your project have a specific population focus? -- select --

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"><li>Applicants must not exceed the maximum character limit.</li></ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System.
3	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"><li>If "No," select "Save &amp; Next" to proceed to the next screen.</li><li>If "Yes," one new question will appear.<ul style="list-style-type: none"><li>Select all of the boxes that apply.</li><li>If you select "Other," provide a description of the specific type of population in the text box provided.</li><li>Select "Save &amp; Next" to proceed to the next screen.</li></ul></li></ul>

# Renewal Project Application

## PH Projects, With Rental Assistance and Without Rental Assistance

The following screen image identifies a PH project with rental assistance, as indicated in question 7a.

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with a user profile for 'twebster' and a navigation menu. The main content area is titled '3B. Project Description' and contains several questions. Question 1 is a text input field. Questions 2, 3, 5, and 6 are dropdown menus. Question 7a is a dropdown menu with 'TRA' selected. Question 7b is a text input field. Question 7c is a dropdown menu with 'No' selected. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

**Applicant Name:**  
Tester 1  
**Applicant Number:**  
VA-XXX  
**Project Name:**  
Renewal Application Sample  
**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
**3B. Description**  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
4C. HMIS Participation  
Part 5 - Participants and Outreach Information  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard

**3B. Project Description**

Instructions: [show]

\* 1. Provide a description that addresses the entire scope of the proposed project.  
text

\* 2. Does your project participate in a CoC Coordinated Assessment System? -- select --

\* 3. Does your project have a specific population focus? -- select --

\* 5. Does the project follow a "Housing First" model? -- select --

\* 6. Does the PH project provide PSH or RRH? -- select --

\* 7a. If applicable, indicate the type of rental assistance: TRA

\* 7b. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.

\* 7c. For SHP projects renewing under the CoC Program for the first time, is the project budget being revised to rental assistance from leasing? (This change must have been listed on the final HUD-approved GTW. See 24 CFR 578.49(b)(8)) No

Save Save & Back Save & Next  
Back Next  
Check Spelling

# Renewal Project Application

The following screen image identifies a PH project without rental assistance, as indicated in question 7a.

**3B. Project Description**

**Instructions:** [show]

**\* 1. Provide a description that addresses the entire scope of the proposed project.**

text

**\* 2. Does your project participate in a CoC Coordinated Assessment System?** -- select --

**\* 3. Does your project have a specific population focus?** -- select --

**\* 5. Does the project follow a "Housing First" model?** -- select --

**\* 6. Does the PH project provide PSH or RRH?** -- select --

**\* 7a. If applicable, indicate the type of rental assistance:** N/A

Save Save & Back Save & Next

Back Next

Check Spelling

The following instructions apply to screen 3B. Project Description for PH projects with and without rental assistance.

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> <li>Applicants must not exceed the maximum character limit.</li> </ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System.
3	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"> <li>If "Yes," select "Save" and one new question will appear. <ul style="list-style-type: none"> <li>Select all of the boxes that apply.</li> <li>If you select "Other," provide a description of the specific type of population in the text box provided.</li> </ul> </li> </ul>
4.	Select "Yes" or "No" to indicate if your project will follow a "Housing First" model.

# Renewal Project Application

- 
5. Select "Yes" or "No" to indicate if your project will provide PSH or RRH.
- 
6. Select "N/A," "PRA," "SRA," or "TRA" to indicate the type of rental assistance.
- If "N/A," select "Save and Next" to proceed to the next screen.
  - If "PRA," "SRA," or "TRA," select the "Save" button. Three new questions will appear.
    - Select the maximum length of rental assistance from the dropdown menu.
    - PSH is prepopulated with "unlimited assistance"
    - RRH will have the option of: up to 3 months, up to 12 months, up to 18 months, or up to 24 months.
    - Describe the method used to make a determination for the type, amount, and duration of rental assistance.
    - Select "Yes" or "No" if this is a SHP Project Applicant that is renewing for the first-time under the CoC program to indicate if the project budget was approved during the CoC Registration process to transition from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)). Select "Save & Next" to proceed to the next screen.
-

# Renewal Project Application

## TH Projects, With and Without Rental Assistance

The following screen image identifies a TH project with rental assistance, as indicated in question 6a.

The screenshot shows the 'e.Forms' application interface. On the left is a sidebar with a user profile for 'twebster' and a navigation menu. The main content area is titled '3B. Project Description' and contains several questions. Question 1 is a text input field. Questions 2, 3, 4, 5, and 6a are dropdown menus. Question 6b is a text input field. Question 6c is a dropdown menu. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

**Applicant Name:** Tester 1  
**Applicant Number:** VA-XXX  
**Project Name:** Renewal Application Sample  
**Project Number:** 083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
**3B. Description**  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
4C. HMIS Participation  
Part 5 - Participants and Outreach Information  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request

**3B. Project Description**

**Instructions:** [show]

**\* 1. Provide a description that addresses the entire scope of the proposed project.**

text

**\* 2. Does your project participate in a CoC Coordinated Assessment System?** -- select --

**\* 3. Does your project have a specific population focus?** -- select --

**\* 4. Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)? Please note that no project is permitted to serve this population unless the CoC has requested and is approved to do so.** -- select --

**\* 5. Indicate the maximum length of assistance:** -- select --

**\* 6a. If applicable, indicate the type of rental assistance:** TRA

**\* 6b. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.**

**\* 6c. For SHP projects renewing under the CoC Program for the first time, is the project budget being revised to rental assistance from leasing? (This change must have been listed on the final HUD-approved GTW. See 24 CFR 578.49(b)(8))** No

Save Save & Back Save & Next

Back Next

Check Spelling



# Renewal Project Application

The following screen image identifies a TH project without rental assistance, as indicated in question 6a.

**eForms** Logout

**twebster**

**Applicant Name:**  
Tester 1  
**Applicant Number:**  
VA-XXX  
**Project Name:**  
Renewal Application Sample  
**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
**3B. Description**  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
4C. HMIS Participation  
Part 5 - Participants and Outreach Information

**3B. Project Description**

**Instructions:** [show]

**\* 1. Provide a description that addresses the entire scope of the proposed project.**

text

**\* 2. Does your project participate in a CoC Coordinated Assessment System?** -- select --

**\* 3. Does your project have a specific population focus?** -- select --

**\* 4. Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)? Please note that no project is permitted to serve this population unless the CoC has requested and is approved to do so.** -- select --

**\* 5. Indicate the maximum length of assistance:** -- select --

**\* 6a. If applicable, indicate the type of rental assistance:** N/A

Save Save & Back Save & Next Back Next Check Spelling

The following instructions apply to screen 3B. Project Description for TH projects with and without rental assistance.

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> <li>Applicants must not exceed the maximum character limit.</li> </ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System.
3.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"> <li>If "Yes," one new question will appear. <ul style="list-style-type: none"> <li>Select all of the boxes that apply.</li> <li>If you select "Other," provide a description of the specific type of population in</li> </ul> </li> </ul>

# Renewal Project Application

---

the text box provided

---

4. Select "Yes" or "No" to indicate if the project plans on serving Youth under Category 3. The CoC must request and be approved by HUD in order for a Project Applicant to serve youth under Category 3. Check with your CoC to find out if it will request the use of funds for Category 3. See the FY 2013 - FY 2014 CoC Program Competition NOFA for additional requirements.
  5. Identify the maximum number of months participants are allowed to be housed on the project site(s).
  6. Select "N/A," "PRA," "SRA," or "TRA" to indicate the type of rental assistance.
    - If "N/A," select "Save and Next" to proceed to the next screen.
    - If "PRA," "SRA," or "TRA," select the "Save" button. Three new questions will appear.
      - Select the maximum length of rental assistance from the dropdown menu.
      - Describe the method used to make a determination for the type, amount, and duration of rental assistance.
      - Select "Yes" or "No" if this is a SHP Project Applicant that is renewing for the first-time under the CoC program to indicate if the project budget was approved during the CoC Registration process to transition from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)) Select "Save and Next" to proceed to the next screen.
-

# Renewal Project Application

## SSO Projects

The following steps provide instruction on completing the fields for the “SSO Projects” screen.

The screenshot shows the eForms application interface. On the left is a sidebar with the user's name 'twebster' and a list of application sections: 'Before Starting', 'Part 1 - SF-424' (with sub-items 1A through 1F), 'Part 2 - Recipient and Subrecipient Information' (with sub-item 2A), 'Part 3 - Project Information' (with sub-items 3A and 3B), and 'Part 4 - Housing, Community and HMIC'. The main content area is titled '3B. Project Description'. It contains instructions and four numbered steps: 1. A text box for a detailed project description. 2. A dropdown menu for 'Does your project participate in a CoC Coordinated Assessment System?'. 3. A dropdown menu for 'Does your project have a specific population focus?'. 4. A dropdown menu for 'Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)?'. Below these steps are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"><li>Applicants must not exceed the maximum character limit.</li></ul>
2.	Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System.
3.	Select "Yes" or "No" to indicate if your project has a specific population focus. <ul style="list-style-type: none"><li>If "No," select "Save &amp; Next" to proceed to the next screen.</li><li>If "Yes," one new question will appear.<ul style="list-style-type: none"><li>Select all of the boxes that apply.</li><li>If you select "Other," please provide a description of the specific type of population in the text box provided.</li></ul></li></ul>

## Renewal Project Application

4. Select "Yes" or "No" to indicate if you plan on serving Youth under Category 3.  
The CoC must request and be approved by HUD in order for a Project Applicant to serve youth under Category 3. Check with your CoC to find out if it will request the use of funds for Category 3. See the FY 2013 - FY 2014 CoC Program Competition NOFA for additional requirements.
5. Select "Save & Next" to proceed to the next screen.

# Renewal Project Application

## 4A. Supportive Services for Participants

The information entered into the "Supportive Services for Participants" screen for **Part 4: Housing, Services, and HMIS** of the FY 2013 Project Application should capture the capacity of the project to efficiently provide supportive services to program participants. The information provided must be accurate and complete.

**e.Forms**

**Tester1**

**Applicant Name:**  
Housing Organization

**Applicant Number:**  
929292929

**Project Name:**  
Renewal Project 1

**Project Number:**  
083469

**Renewal Project Application FY2013**

**4A. Supportive Services for Participants**

**Instructions:** [show]

**\* 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?** -- select --

**\* 1b. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?** No

**\* 1c. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing.**

**Callouts:**

- Select "Yes," "No," or "Not applicable"
- If you selected "No," provide reason for non-compliance

Step	Description
1.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act. <ul style="list-style-type: none"><li>Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li></ul>
2.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the project has a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. <ul style="list-style-type: none"><li>Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li></ul>
3.	If you answered "No" to questions 1a and/or 1b on this screen, you will be required to describe the manner in which you will take into account the educational needs of children when youth and/or families are placed in housing.

# Renewal Project Application

## 4A. Supportive Services for Participants (continued)

Renewal Project Application FY2013

Before Starting

Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

**4A. Services**

4B. Housing Type

4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

7I. Match/Leverage

7J. Summary Budget

Part 8 - Attachment(s) & Certification

8A. Attachment(s)

8B. Certification

Part 9 - Submission Summary

9B. Summary

View Applicant Profile

**\* 2. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided.**  
Click 'Save' to update.

Supportive Services	Provider	Access	Frequency
Assessment of Service Needs	-- select --	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --	-- select --
Case Management	-- select --	-- select --	-- select --
Child Care	-- select --	-- select --	-- select --
Education Services	-- select --	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --	-- select --
Food	-- select --	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --	-- select --
Legal Services	-- select --	-- select --	-- select --
Life Skills Training	-- select --	-- select --	-- select --
Mental Health Services	-- select --	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --	-- select --
Outreach Services	-- select --	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --	-- select --
Transportation	-- select --	-- select --	-- select --
Utility Deposits	-- select --	-- select --	-- select --

Please enter all values for at least one line item.

**\* 3. How accessible are most community amenities to project participants?**

Most Community Amenities	Access
Schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks or recreation facilities.	-- select --

Please select a value for Most Community Amenities.

Save

Save & Back

Save & Next

Back

Next

Step	Description
4.	In the table provided, using the dropdown next to each service type, indicate who will provide the service, how the service will be accessed, and frequency of service that will be provided to project participants.
5.	Using the dropdown, indicate how accessible most community amenities are to program participants.
6.	Select "Save & Next" to proceed to the next screen.

**NOTE:** You must enter at least one type of service in the "Supportive Services Provided" table.

# Renewal Project Application

## 4B. Housing Type and Location

The list in the "Housing Type and Location" screen **Part 4: Housing, Services, and HMIS** summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

**4B. Housing Type and Location**

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units:   
 Total Beds:   
 Total Dedicated CH Beds:   
 Total Non-Dedicated CH Beds:

Select "Add"

View	Housing Type	Units	Beds	CH Beds	Non-CH Beds
This list contains no items					

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

### Step Description

- To begin adding information to this list, add a housing site by selecting the "Add" icon .

# Renewal Project Application

## 4B. Housing Type and Location (continued)

On this screen, you will enter information about an individual housing site.

**eForms** Logout

**twbster**

**Applicant Name:**  
Tester 1

**Applicant Number:**  
VA-XXX

**Project Name:**  
Renewal Application Sample

**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
Part 4 - Housing, Services, and HMIS  
4A. Services  
**4B. Housing Type**  
4C. HMIS Participation  
Part 5 - Participant Outreach Information  
5A. Household  
5B. Subpopulation  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information

**4B. Housing Type and Location Detail**

**Instructions:** [show]

\* 1. Housing Type: -- select --

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

\* a. Units:

\* b. Beds:

\* c. How many of the total beds entered in "b. Beds" are dedicated to the chronically homeless?

\* d. How many of the total beds entered in "b. Beds" are not dedicated to the chronically homeless but will still be used to assist the chronically homeless?

3. Address:

\* Street 1:

Street 2:

\* City:

\* State: -- select --

\* ZIP Code:

\* 4. Select the geographic area(s) associated with the address:  
(for multiple selections hold CTRL Key)

Available Items:

- 519179 Stafford County
- 519081 Greenville County
- 519041 Chesterfield County
- 510024 ALEXANDRIA
- Essex County
- York County

Selected Items:

Save Save & Add Another Save & Back to List Back to List Check Spelling

Select from dropdown menu

Move item from left column



Select "Save & Back to List" when finished adding housing types housing

Select "Save and Add Another" to add another housing

Step	Description
1.	<p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none"> <li>Barracks</li> <li>Dormitory, shared or private rooms</li> </ul>



# Renewal Project Application

- 
- Shared housing
  - Single Room Occupancy (SRO) units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes.
- 
2. Enter the number of units, beds; dedicated beds designated for the chronically homeless and non-dedicated beds to be used to assist the homeless in the respective fields. If there are no dedicated chronically homeless beds that will be used to assist the chronically homeless, enter '0.'
- When you enter the estimated number of beds that are not currently dedicated for the chronically homeless, understand that these beds will be used to assist the chronically homeless when turnover occurs. These beds can be used by all eligible persons, but chronically homeless will have priority.
- 
3. Enter the physical address for this proposed project. For scattered-site housing, enter the address where the majority of beds are located, or where most beds are located as of the date you submit the application.
- 
4. Select the geographic area(s) in which the project is located.
- Highlight one geographic area, or hold the CTRL Key to make more than one selection.
  - Using the single arrow, move your selection from the left box to the right box.
- 
5. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 4.
- 
6. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "Housing Type and Location" screen.
- 
7. On the "Housing Type and Location" screen, review the information you entered for each housing type.
- To edit the information on the "Housing Type and Scale": screen, select the "View" icon  to the left of the housing type. Make any necessary changes, and select "Save & Back to List."
  - To delete the information on the "Type and Scale of Housing" screen, select the red "Delete" icon  to the left of the housing type.
-

# Renewal Project Application

## 4C. HMIS Participation

The “HMIS Participation” screen for **Part 4: Housing, Services, and HMIS** summarizes the extent of the project’s Homeless Management Information System (HMIS) participation. Depending upon how you answer the question shown below, certain additional fields will appear.

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the “Homeless Management Information Systems (HMIS) Participation” screen of the application, as well as how to complete the questions that appear after you select “Yes,” “No,” or “Not Applicable” to question 1.

The screenshot displays the '4C. HMIS Participation' screen in the eForms application. On the left sidebar, the user is logged in as 'twebster' and the applicant information is shown: 'Applicant Name: Tester 1', 'Applicant Number: VA-XXX', 'Project Name: Renewal Application Sample', and 'Project Number: 083466'. The main content area contains a question: '1. Does this project provide client level data to HMIS at least annually?'. A dropdown menu is positioned to the right of the question, currently showing '-- select --'. Below the question are five buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'. Two callout boxes are present: one pointing to the 'Save' button with the text 'Select "Save" to view additional questions', and another pointing to the dropdown menu with the text 'Select from dropdown'.

Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the project provides client level data to HMIS at least annually.

# Renewal Project Application

## 4C. HMIS Participation ("Yes" to question 1)

Logout

**twebster**  
Applicant Name:  
Tester 1  
Applicant Number:  
VA-XXX  
Project Name:  
Renewal Application Sample  
Project Number:  
083466  
Renewal Project Application FY2013  
Renewal Project Application FY2013  
Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
**4C. HMIS Participation**  
Part 5 - Participants and Outreach Information  
5A. Households  
5B. Subpopulations  
5C. Outreach

### 4C. HMIS Participation

**Instructions:** [show]

**\* 1. Does this project provide client level data to HMIS at least annually?** Yes ▾

**\* 2a. Indicate the number of clients served from 1/1/2012 - 12/31/2012**

**\* 2b. Of the clients served from 1/1/2012 - 12/31/2012, indicate the number reported in the HMIS**

**\* 3. Indicate in the grid below the percentage of HMIS client records with 'null or missing values' or 'unknown values.' Please add a value for each cell below. If there are no values report for a cell, please enter "0".**

Data Quality	Null or Missing Values (%)	Don't Know or Refused (%)
Name	<input type="text"/>	<input type="text"/>
Social Security Number	<input type="text"/>	<input type="text"/>
Ethnicity	<input type="text"/>	<input type="text"/>
Race	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>
Veteran Status	<input type="text"/>	<input type="text"/>
Disabling Condition	<input type="text"/>	<input type="text"/>
Residence Prior to Prog. Entry	<input type="text"/>	<input type="text"/>
Zip Code of Last Permanent Address	<input type="text"/>	<input type="text"/>

Enter value or -0- in each field

Save Save & Back Save & Next  
Back Next  
Check Spelling

- | Step | Description  |
|------|--|
| 1.   | If you answered "Yes," to Question 1," you will see additional questions. Proceed to step 2 for guidance. <ul style="list-style-type: none"> <li>If you answered "No" to Question 1, proceed to the next page for guidance.</li> </ul> |
| 2.   | In 2a, enter the total number of participants served by the project in calendar year 2012 (1/1/2012 - 12/31/2012).   |
| 3.   | In 2b, enter the total number of project participants reported in the CoC's HMIS for calendar year 2012 (1/1/2012 - 12/31/2012).   |
| 4.   | In the chart provided, for those project participant records that were reported in the HMIS,   |

# Renewal Project Application

---

indicate the percentage of values that were missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused"), for each data element.

- If there were no unknown values, enter a "0" value in any field within the chart.

- 
5. Select "Save & Next" to proceed to the next screen.
-

# Renewal Project Application

## 4C. HMIS Participation ("No" to question 1)

The screenshot shows the eForms application interface. On the left is a sidebar with the user's name 'twebster' and a list of application sections: 'Applicant Name: Tester 1', 'Applicant Number: VA-XXX', 'Project Name: Renewal Application Sample', 'Project Number: 083466', 'Renewal Project Application FY2013', 'Renewal Project Application FY2013', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', '1E. Compliance', '1F. Declaration', 'Part 2 - Recipient and Subrecipient Information', '2A. Subrecipients', 'Part 3 - Project Information', '3A. Project Detail'. The main content area is titled '4C. HMIS Participation'. It contains instructions and two questions. Question 1 asks if the project provides client level data to HMIS at least annually, with a dropdown menu set to 'No'. Question 2a asks for the reason for non-participation in HMIS, with a list of available items: 'Federal law prohibits', 'State law prohibits', 'New project not yet operational', and 'Other'. A callout box indicates that reasons should be moved from the left box to the right box. Question 2b asks for an explanation of the other reasons for nonparticipation and applicable Federal/State laws. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

**4C. HMIS Participation**

**Instructions:** [show]

**\* 1. Does this project provide client level data to HMIS at least annually?** No

**\* 2a. Indicate the reason for non-participation in the HMIS.**  
Click on the "Save" button below to enter additional information.

**Available Items:**

- Federal law prohibits
- State law prohibits
- New project not yet operational
- Other

**Selected Item:**

Move reason from left hand box to right hand box

**2b. For Federal/State prohibition, cite applicable law. For "Other", provide explanation.**

Save Save & Back Save & Next Back Next Check Spelling

- | Step | Description  |
|------|--|
| 1.   | If you answered "No," to Question 1, you will see additional questions. Proceed to step 2 for guidance. <ul style="list-style-type: none"><li>If you answered "Yes" to Question 1, return to the previous page for guidance.</li></ul>   |
| 2.   | In 2a., select the reason or reasons why the project does not provide client level data in HMIS at least annually. Highlight the reason, or hold the CTRL Key to make more than one selection. Using the single arrow, move your selection from the left box to the right box. |
| 3.   | In 2b., provide an explanation of the other reasons for nonparticipation, and cite the applicable Federal/State laws that prohibit participation.  |
| 4.   | Select "Save & Next" to proceed to the next screen.  |

# Renewal Project Application

## ***Preface to Part 5: Participant Screens***

The upcoming pages contain instructions for the two “Project Participants” screens—one for “Households” and the other for “Subpopulations.”

Before continuing to the instructions, please review the following notes, which provide information regarding gathering and entering data for these two populations.

- 
- NOTE:** (1) *The data gathered on these “Project Participant” screens consist of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*
- 
- NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled automatically.*
- 
- NOTE:** (3) *The “Households” column on screen 5A is automatically populated with Total Number of Households..*
- 
- NOTE:** (4) *The “Characteristics” column on both screens is automatically populated with standard reporting categories determined by HUD..*
- 
- NOTE:** (5) *For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*
- 
- NOTE:** (6) *Additional characteristics have been added to this screen for the FY 2013 competition.*
- 

- See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection on page 61.

# Renewal Project Application

## 5A. Project Participants - Households

The following steps provide instructions on completing the "Project Participants – Households" screen for **Part 5: Participants and Outreach Information** to indicate the total number of households and number of persons by demographic served at maximum program capacity at a single point in time by household type.

**eForms** Logout

**5A. Project Participants - Households**

Instructions: [show]

**Households**

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Characteristics**

	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Disabled Adults over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-disabled Adults over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disabled Adults ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-disabled Adults ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accompanied Disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accompanied Non-disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccompanied Disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unaccompanied Non-disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Number of Adults over age 24</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Number of Adults ages 18-24</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Number of Children under age 18</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Persons</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click Save to automatically calculate totals

At least one person in the Households Grid must be served.

Select "Save" to calculate totals

Select "Save & Next" to proceed

Buttons: Save, Save & Back, Save & Next, Back, Next

Step	Description
1.	Under the "Households" section, enter the total number of households for each household type.

## Renewal Project Application

2. 

---

Select "Save" and the system will calculate the total for the "Total Number of Households" field.
3. 

---

Under the "Characteristics" section, enter the number of persons by household type for each demographic row.
4. 

---

Select "Save" and the system will calculate the remaining four fields in the columns and totals for each demographic based on the values you entered.
5. 

---

Select "Save & Next" at the bottom of the screen once all information is complete on this screen.



# Renewal Project Application

## 5B. Project Participants - Subpopulations

The following steps provide instructions on completing the "Project Participants – Subpopulations" screen for **Part 5: Participants and Outreach Information** to indicate the number of persons served at maximum program capacity at a single point in time, as well as the characteristics/status, according to their respective household types.

For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart on for screen 5B.

**eForms** Logout

**testerLM**

Applicant Name:  
Project Applicant A  
Applicant Number:  
151010002  
Project Name:  
Renewal project 100  
Project Number:  
683172

Renewal Project  
Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District  
(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and  
Subrecipient  
Information  
2A. Subrecipients  
Part 3 - Project  
Information  
3A. Project Detail  
3B. Description  
Part 4 - Housing,  
Services, and HMIS  
4A. Services  
4B. Housing Type  
4C. HMIS Participation  
Part 5 - Participants  
and Outreach  
Information  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance  
Measures  
6B. Additional  
Performance Measures  
Part 7 - Budget  
Information  
7A. Funding Request  
7B. Match/Leaves  
7C. Summary Budget  
Part 8 - Attachment(s)  
& Certification  
8A. Attachment(s)  
8B. Certification  
Part 9 - Submission  
Summary  
9B. Summary

View Applicant Profile  
Export to PDF  
Get PDF Viewer  
Back to Submissions List

**5B. Project Participants - Subpopulations**

Instructions: [show]

**Persons in Households with at Least One Adult and One Child**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Disabled Adults over age 24										
Non-disabled Adults over age 24										
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24										
Disabled Children under age 18										
Non-disabled Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

**Persons in Households without Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Disabled Adults over age 24										
Non-disabled Adults over age 24										
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

**Persons in Households with Only Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Disabled Children under age 18										
Accompanied Non-disabled Children under age 18										
Unaccompanied Disabled Children under age 18										
Unaccompanied Non-disabled Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

Click Save to automatically calculate totals

The total number of participants entered in the row above labeled "Accompanied Disabled Children under age 18" does not correspond to the number entered for Accompanied Disabled Children under age 18 in the column labeled "Persons in Households with only Children" on formlet 5A.

Save Save & Back Save & Next Back Next

Select "Save" to calculate totals

Select "Save & Next" to proceed

Page Generation Time: 1.837s **Grants.gov**

# Renewal Project Application

Step	Description
1.	For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics for each person in the project on any given day.
2.	Select "Save" and the system will calculate all totals based on the values you entered for each subpopulation.
3.	Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

**NOTE:**

*Information should only be entered into certain fields. Please refer to the following guidance:*

- *Chronically Homeless includes disabled adults in households with or without children.*
- *Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the "Chronically Homeless Veterans" column.*

# Renewal Project Application

## ***Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations***

This section of the instructional guide provides some guidelines to clarify the way in which the fields on 5A. Project Participants – Households and 5B. Project Participants - Subpopulations work together. The example applies to the Household Type: Households with at least one adult and one child, which is the first column on screen 5A and the first chart at the top of screen 5B.

These guidelines also apply to the other two Household Types—Adult Households without children and Households with Only Children.

**Household Type:**  
HHs with at least 1 adult and 1 child

**5A. Project Participants - Households**

Instructions: [show]

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				
Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Disabled Adults over age 24				
Non-disabled Adults over age 24				
Disabled Adults ages 18-24				
Non-disabled Adults ages 18-24				
Accompanied Disabled Children under age 18				
Accompanied Non-disabled Children under age 18				
Unaccompanied Disabled Children under age 18				
Unaccompanied Non-disabled Children under age 18				
Total Number of Adults over age 24				
Total Number of Adults ages 18-24				
Total Number of Children				

Click Save to automatically calculate totals

**At least one person in the Households Grid must be served.**

Save Save & Back Save & Next Back Next

**"Total Persons" for this Household Type**

# Renewal Project Application

The “Total Persons” field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B. While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-CH veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually-diagnosed, fitting into more than one subpopulation. Therefore, an HIV positive and chronic substance abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

However, the total number of persons for each subpopulation (e.g., non-CH veterans, chronic substance abuse, etc.) on screen 5B cannot exceed the total number entered in the “Total Persons” column on screen 5A.

**Example:**  
Household Type:  
HHs with at least 1 adult and 1 child

Instructions: [show]

**Persons in Households with at Least One Adult and One Child**

	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Age 24										
18-24										
ages 18-24										
under age 18										
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Persons in Households without Children**

	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Age 24										
18-24										
ages 18-24										
under age 18										
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Callout Boxes:**

- These columns are mutually exclusive.
- The total of these 3 columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type
- The sum of these 10 columns may exceed the “Total Persons” field on 5A because a person can be placed in one of the first 3 columns AND one or more of the next 7 columns
- The total in each of these 7 individual columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type

71. Match/Leverage  
72. Summary Budget  
Part 8: Attachment(s) & Certification  
8A. Attachment(s)  
8B. Certification  
Part 9: Submission

# Renewal Project Application

## 5C. Outreach for Participants

The following steps provide instructions on completing the "Outreach to Participants" screen for **Part 5: Participants and Outreach Information** to indicate the places from which project participants are coming.

**5C. Outreach for Participants**

**Instructions:** [show]

**1. Enter the percentage of project participants that will be coming from each of the following locations.**

\*

Directly from the street or other locations not meant for human habitation.

Directly from emergency shelters.

Directly from safe havens.

From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.

Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing (TH and SSO projects only)

Homeless persons as defined under other federal statutes (TH and SSO only and HUD approval REQUIRED)

Persons fleeing domestic violence.

0% **Total of above percentages**

**2. If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements**

**AND/OR**

**If "Persons at imminent risk..." is greater than 0 percent, identify the project as either an SSO or TH project and verify that persons served will be within 14 days of losing their housing and becoming literally homeless.**

Select "Save" to calculate totals

Save Save & Back Save & Next

Back Next

Check Spelling

Select "Save & Next" to proceed

Step	Description
1.	Enter the percentage of project participants from each of the following locations/situations: <ul style="list-style-type: none"><li>Directly from the street or other locations not meant for human habitation</li><li>Directly from emergency shelters</li></ul>

# Renewal Project Application

- 
- Directly from safe havens
  - From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens
  - Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing - (only applicable to TH or SSO projects)
  - Homeless persons as defined under other federal statutes - (TH and SSO projects and HUD approval)
  - Persons fleeing domestic violence
- 

2. Select "Save" and the system will calculate the total based on the values you entered.
  3. If the calculated total percentage is less than 100 percent, in the text box provided describe where the other persons (not identified) are coming from and how these persons meet the HUD homeless definition.
  4. If "Persons at imminent risk..." is greater than 0 percent, identify the project as either an SSO or TH project and verify that persons served will be within 14 days of losing their housing and becoming literally homeless. This field is required if the total percentage calculated above is less than 100 percent or if a number greater than 0 was entered in the "Persons at imminent risk of losing their nighttime residence" field. If required, applicants must explain where the unaccounted for participants will come from and/or must affirm that persons at imminent risk meet the aforementioned eligibility criteria.
  5. Select "Save & Next" at the bottom of the screen once all information is complete on this screen.
-

# Renewal Project Application

## ***Part 6: Performance Measures***

Project Applicants are required to submit quantitative/numerical goals as a basis for measuring project housing performance during the operating year in the screens for **Part 6: Performance Measures**. The questions related to performance measures are applicable to all projects except HMIS-dedicated projects.

Because the measures and instructions that apply to each project type are slightly different across the different programs, there is a **separate instructional guide on performance measures** that may be found on the *CoC Program Competition Resources webpage on the OneCPD Resource Exchange* at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

Next, this instructional guide will discuss the Budget screens for FY 2013.

# Renewal Project Application

## ***Part 7: Budget Information***

In *e-snaps*, the budget screens that appear for **Part 7: Budget Information** in the left menu bar of the Project Application are determined by the answers provided on the “Funding Request” screen.

- The budgets you are required to complete must correlate to the budget line items indicated on the final HUD-approved GIW. You will select the relevant budgets on the “Funding Request” screen. Once you make these selections, your left-hand menu bar will re-populate and will list only those budget screens that you are required to complete.
- For CoC project budgets that are being reduced through the CoC’s Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.

Because there are numerous budget screens and instructions on how to complete these screens, there is a **separate instructional guide on budgets** that may be found on the *CoC Program Competition Resources webpage on the OneCPD Resource Exchange* at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

Next, this instructional guide will discuss Attachments for FY 2013.



# Renewal Project Application

## 8A. Attachments

Depending on the Applicant, the "Attachment" screen has five potential items:

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of subrecipient's nonprofit status is required.
- **CoC Reject Letter.** Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.
  - If your project has not been rejected, this attachment does not pertain to you.
  - If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. Please visit the *CoC Program Competition Resources webpage on the OneCPD Resource Exchange* at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. You will find a resource for Project Applicants that are submitting an Appeal.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
- **Commitment Letter.** This option will appear only for those projects that are converting from Leasing to Rental Assistance and approved by HUD during the GIW final approval process. Applicable Project Applicants must attach a commitment letter from the State, instrumentality of local government, or PHA that will administer the rental assistance. See the FY 2013 - FY 2014 CoC Program Competition NOFA for more additional information.
- **Consolidated Plan Certification.** Projects that are applying for CoC funds from a geographic area that is not claimed by a CoC and that has selected "No CoC" on Form 3A, must upload the HUD-2991, Certification of Consistency with the Consolidated Plan signed by the authorized official from the local or regional government.

# Renewal Project Application

## 8A. Attachments (continued)

**eForms** Logout

**twebster**

**Applicant Name:** Tester 1  
**Applicant Number:** VA-XXX  
**Project Name:** Renewal Application Sample  
**Project Number:** 083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type

**8A. Attachment(s)**

**Instructions:** [show]

Select a link

Document Type	Required?	Download	Document Description	Date Attached
<a href="#">1) Subrecipient Nonprofit Documentation</a>	No	--		No Attachment
<a href="#">2) Other Attachment</a>	No	--		No Attachment
<a href="#">3) Other Attachment</a>	No	--		No Attachment

Back Next

Step	Description
1.	Select the document name under Document Type. The "Attachment Details" screen appears.

# Renewal Project Application


## 8A. Attachments (continued)

The following instructions explain how to upload an attachment in *e-snaps*; the steps are the same for each attachment link on the screen.

Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer. <ul style="list-style-type: none"><li>The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt.</li></ul>
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

### NOTE:

#### ***To delete an uploaded attachment.***

- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.



For instructions on how to zip a file that may be too large to upload, refer to the How to Zip a File document in the General Resources section of the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

# Renewal Project Application

## 8B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFA. The Project Applicant should carefully review all of the items carefully.

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Certification" screen of the application.

[Back to Submissions List](#)

**C. Explanation.**  
Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

**Name of Authorized Certifying Official**

**Date:**

**Title:**

**Applicant Organization:**

**PHA Number (For PHA Applicants Only):**

**\* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).**

☐

Step	Description
1.	Review sections A, B, and C provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided.
2.	Verify the name of the Project Applicant organization's Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization's Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select "Save & Next" to proceed to the next screen.

# Renewal Project Application

## 9B. Submission Summary

Once the required information has been entered and the required attachments have been uploaded, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete
- "No Input Required" if there is no input required
- "Please Complete" if more information is needed

*e-snaps* users can go back to any screen by selecting the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after any changes.

**NOTE:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to proceed to the next step in the e-snaps system. In the context of this instructional guide, the Project Applicant may proceed to the next steps in the Project Application process. HUD, however, may require that you submit the item prior to the awarding of program funds.*

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant. Notification is recommended to provide a heads-up to the Collaborative Applicant that the application is ready for their review and ranking.

# Renewal Project Application

## 9B. Submission Summary (continued)

The following image shows the Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

**9B. Submission Summary**

Page	Last Updated
1A. Application Type	12/04/2013
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	12/04/2013
1E. Compliance	12/04/2013
1F. Declaration	12/04/2013
2A. Subrecipients	No Input Required
3A. Project Detail	12/04/2013
3B. Description	12/04/2013
4A. Services	12/04/2013
4B. Housing Type	12/04/2013
4C. HMIS Participation	12/04/2013
5A. Households	12/04/2013
5B. Subpopulations	No Input Required
5C. Outreach	12/04/2013
6A. Standard	12/04/2013
6B. Additional Performance Measures	No Input Required
7A. Funding Request	Please Complete
7I. Match/Leverage	No Input Required
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	12/04/2013

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (Inactive "Submit" button)

- | Step | Description   |
|------|---|
| 1.   | For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar. |
| 2.   | Complete the screen, saving the information on each screen.   |
| 3.   | When you have an active "Submit" button, continue to the next section.  |

# Renewal Project Application

## Submitting the Project Application

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

**eForms** Logout

**tw Webster**

**Applicant Name:**  
Tester 1

**Applicant Number:**  
VA-XXX

**Project Name:**  
Renewal Application Sample

**Project Number:**  
083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424

1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail  
3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services  
4B. Housing Type  
4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households  
5B. Subpopulations  
5C. Outreach

Part 6 - Performance Measures

6A. Standard  
6B. Additional Performance Measures

Part 7 - Budget

**9B. Submission Summary**

Page	Last Updated
1A. Application Type	12/04/2013
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	12/04/2013
1E. Compliance	12/04/2013
1F. Declaration	12/04/2013
2A. Subrecipients	No Input Required
3A. Project Detail	12/04/2013
3B. Description	12/04/2013
4A. Services	12/04/2013
4B. Housing Type	12/04/2013
4C. HMIS Participation	12/04/2013
5A. Households	12/04/2013
5B. Subpopulations	No Input Required
5C. Outreach	12/04/2013
6A. Standard	12/04/2013
6B. Additional Performance Measures	No Input Required
7A. Funding Request	12/04/2013
7E. Long-term Rental Assistance	12/04/2013
7I. Match/Leverage	12/04/2013
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	12/04/2013

Back Next

Export to PDF

Get PDF Viewer

Submit

### Step Description

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.

# Renewal Project Application

2. 

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Select the "Submit" button.
3. 

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The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."
4. 

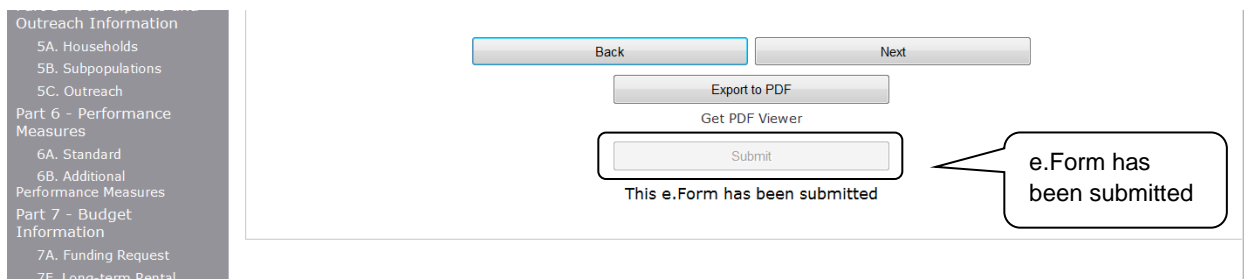
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Notify the Collaborative Applicant that you have submitted your Project Application.



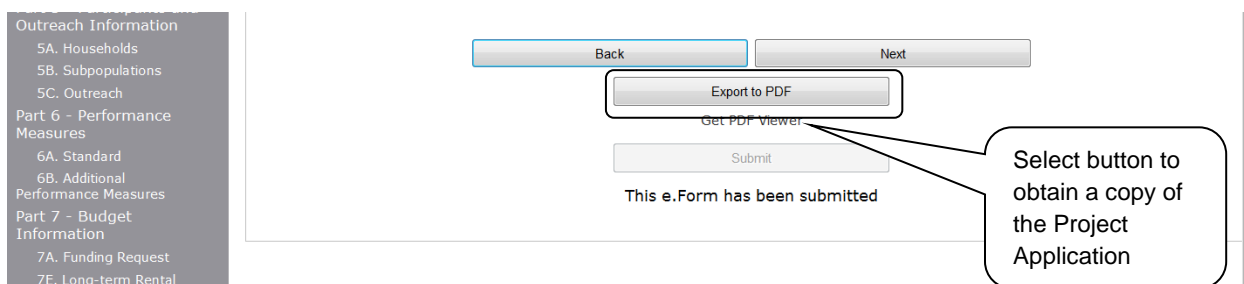
# Renewal Project Application

The following image shows the completed Project Application "Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The screen is marked "This e.Form has been submitted."



## Exporting to PDF

Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



Step	Description
1.	Select the "Export to PDF" button.
2.	On the "Configure PDF Export" screen, select the screen(s) you would like included.
3.	Select "Export to PDF."

# Renewal Project Application

## Trouble-shooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your screen at this time. The "Submit" button will appear gray if information is missing on any of the required Project Application screens or in the Applicant Profile.

The following image shows the Renewal Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

**eForms** Logot

**9B. Submission Summary**

Page	Last Updated
1A. Application Type	12/04/2013
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	12/04/2013
1E. Compliance	12/04/2013
1F. Declaration	12/04/2013
2A. Subrecipients	No Input Required
3A. Project Detail	12/04/2013
3B. Description	12/04/2013
4A. Services	12/04/2013
4B. Housing Type	12/04/2013
4C. HMIS Participation	12/04/2013
5A. Households	12/04/2013
5B. Subpopulations	No Input Required
5C. Outreach	12/04/2013
6A. Standard	12/04/2013
6B. Additional Performance Measures	No Input Required
7A. Funding Request	Please Complete
7I. Match/Leverage	No Input Required
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	12/04/2013

Back Next

Export to PDF

Get PDF Viewer

Submit

Inactive "Submit" button

**Applicant Name:** Tester 1  
**Applicant Number:** VA-XXX  
**Project Name:** Renewal Application Sample  
**Project Number:** 083466

Renewal Project Application FY2013

Renewal Project Application FY2013

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
4C. HMIS Participation  
Part 5 - Participants and Outreach Information  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures

Step Description



# Renewal Project Application

1. Review your Submission Summary screen to determine which Project Application screen needs to be completed.
2. Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.
3. Return to the Submission Summary screen to select the "Submit" button.

**What the “Last Updated” column tells you.** A date identifies a screen with complete information for all required fields. It is the most recent date on which the completed screen was saved.

- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” identifies the screen that are not required for completion by all projects. You are strongly encouraged to double-check these screens to ensure that all appropriate project information is completed.

**What the “Notes” section at the bottom of the screen tells you.** Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable screen and error(s).


**NOTE:**

*If you are still unable to submit the Renewal Project Application after following these instructions, please submit a question to the OneCPD Ask A Question, at: <https://www.onecpd.info/ask-a-question/my-question/> under the e-snaps Reporting System. In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screen image whenever possible.*

# Renewal Project Application

## ***Updating the Applicant Profile***

If an Applicant needs to edit the Project Applicant Profile in order to correct information that has pre-populated in the Application, the Applicant must do the following:

Step	Description
1.	Select "Back to Submissions List."
2.	Select "Applicants" in the left menu bar.
3.	Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4.	Select the "Open Folder" icon  to the left of the Applicant Name.
5.	Select "Submission Summary" on the left menu bar.
6.	Select the "Edit" button.
7.	Navigate to the applicable screen(s), make the edits, and select "Save."
8.	Select "Submission Summary" on the left menu bar and select the "Complete" button.
9.	Selects "Back to Applicants List" on the left menu bar.
10.	Select "Submissions" on the left menu bar.
11.	Select the orange folder to enter the CoC Application. The change should have pulled forward.

**NOTE:** *The "View Applicant Profile" link in the left menu bar is intended only to view the Project Applicant Profile and not to make any updates.*


# Renewal Project Application

## ***Amending Project Applications***

If changes need to be made to the Project Applications, the Collaborative Applicant will amend the project back to the Project Applicant. This process is similar to last year's competition. Project Applicants may need to amend the Project Application if they find an error or if the Collaborative Applicant requests that a change to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Step	Who	Description
1.	Either one	<p>If a submitted Project Application needs to be amended, contact needs to be made between the Project Applicant and the Collaborative Applicant outside of <i>e-snaps</i> (via email or phone).</p> <ul style="list-style-type: none"><li>• If a Project Applicant determines that an amendment is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "amend," or release, the Project Application back to the Applicant.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.</li></ul>
2.	Collaborative Applicant	<p>The Collaborative Applicant will notify the Project Applicant outside of <i>e-snaps</i> (via email or phone) that the Project Application has been sent back for amendment.</p>

# Renewal Project Application

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- |       |                         |   |
|-------|-------------------------|---|
| 3.    | Project Applicant       | <p>After the Project Application has been sent back for amendment, the only person who will be able to select the “Submit” button to open the Project Application for editing is the person who originally submitted the Project Application.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none"><li>• Log in to <i>e-snaps</i>.</li><li>• Select “Submissions” on the left menu bar.</li><li>• Find the Project Application that was sent back to the applicant.</li></ul> <p>Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.</p> <p>The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.</p> <p><b>Note:</b> For more guidance, see "Accessing the Amended Project Application" section in this instructional guide.</p> <ul style="list-style-type: none"><li>• Select the “Open Folder” icon  to the left of the project with no submission date.</li><li>• Make the required change(s), saving each form as it is revised.</li><li>• Select the “Submit” button.</li><li>• Notify the Collaborative Applicant that the Project Application has been re-submitted.</li></ul> |
| <hr/> |                         |   |
| 4.    | Collaborative Applicant | <p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.</p>  |
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# Renewal Project Application

## Next Steps

Congratulations on submitting your Renewal Project Application!

At this point, your project application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2a and 2b. *e-snaps* does not provide notification to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the CoC Consolidated Application package to HUD. Please make sure you keep in contact with the organization in case any amendments need to be made (see instructions at the end of the previous section entitled Submitting the Project Application).

For additional resources, such as the New Project Application instructional guide, go to the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.