FY 2023
Continuum of Care Program NOFO
CoC Planning Project Application

e-snaps Instructional Guide

Version 1

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Introduction

Welcome to the Continuum of Care (CoC) Planning Project Application navigational guide. This guide covers important information about accessing and submitting the project application for CoC Planning funds.

The CoC's designated Collaborative Applicant is the only entity that can apply for the CoC Planning funds. This organization must be the same Collaborative Applicant identified during the CoC Program Registration process.

To submit a project application in *e-snaps*, the Collaborative Applicant must submit the CoC Planning Project Application as a Project Applicant. It is the only way that HUD will be able to process the application in *e-snaps* and award conditional funds. The first section of this guide elaborates on what this means.

Unlike other types of funding, CoC Planning funds are awarded as new funding each year and they are not renewable. If a Collaborative Applicant wants to apply for CoC Planning funds in FY 2023, it must submit a new CoC Planning Project Application not to exceed the CoC Planning amount provided by HUD, per the Notice of Funding Opportunity (NOFO).

CoC Planning Project Application

Objectives

By the end of this module, you will be able to:

- Identify the correct *e-snaps* account to use to submit the Project Application.
- Access *e-snaps.*
- Register for the CoC Planning Project Application funding opportunity.
- Create the Project on the "Projects" screen.
- Access the Project Application on the "Submissions" screen.
- Complete and submit the Project Application to the Collaborative Applicant (it will appear in the Priority Listing when you update the list).
- *Only if needed*, amend the Project Application from the CoC Priority Listing for revision in your Project Applicant *e-snaps* account.

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2023 NOFO information (e.g., detailed instructions), including the FY 2023 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Questions about e-snaps and the CoC Program Competition must be submitted to the appropriate HUD.gov email address, as follows:

- CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC's or Project Applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.

In your email, please provide:

- The specific details regarding the issue you are encountering.
- The steps you have taken up to the point the issue occurs.
- Any error messages.

You may also want to provide a screenshot.

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*.

- **Using the correct *e-snaps* account**. You must understand which *e-snaps* account to use to submit the CoC Planning Project Application. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.
- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password to log in to the online *e-snaps* system. In order to view an organization's Project Applicant Profile, Project Applications, etc., 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 or delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button to proceed to the Project Application process.
- **Accessing the CoC Planning Project Application.** After the Project Applicant Profile is complete, Applicants need to follow a series of steps to access the Project Application forms. The steps discussed in this section include registering the Applicant for the FY 2023 CoC Planning Project Application funding opportunity, creating an FY 2023 CoC Planning project, and accessing the Project Application forms.
- **CoC Planning Project Application.** After accessing the FY 2023 CoC Planning Project Application, Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions for each screen. After all required information is provided, the Applicant will submit the CoC Planning Project Application via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if the information pre-populating in the Project Application is incorrect.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the CoC Planning Project Application after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

Amending Project Application	*If you amend the Project Application back to yourself for revision or correction, you are responsible for ensuring it is resubmitted in e-snaps to the CoC Priority Listing before the CoC Priority Listing is submitted to HUD.* ***If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.***

Collaborative Applicants Applying as Project Applicants

The Collaborative Applicant has two roles during the Competition—one as the Collaborative Applicant submitting the entire Consolidated Application and one as a Project Applicant applying for grant funds.

For each role, the organization MUST have two separate *e-snaps* accounts and needs to complete two separate Applicant Profiles.

Defining *e-snaps* accounts	*Individuals have their own user accounts (user profiles) with a username and password. Individuals have access to different Collaborative Applicant and Project Applicant e-snaps accounts.* *The Collaborative and Project Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.*

As a Collaborative Applicant

The Collaborative Applicant submits the CoC Application and CoC Priority Listing on behalf of the CoC. For this task, you need to be able to log in and see an Applicant Profile that represents the CoC and you as the Collaborative Applicant.

- The Applicant Number should be the CoC Number.
- Every CoC has a CoC Applicant Profile in *e-snaps*. Collaborative Applicant organization staff need to gain access to the existing CoC *e-snaps* account.
- The ONLY time a person would create a new CoC Applicant Profile is if a new CoC receives a CoC Number that has never been used before.

As a Project Applicant

The organization submits a CoC Planning Project Application **as a Project Applicant** using a separate *e-snaps* account. This *e-snaps* account is the one that HUD will use to process the grant agreement, not the account where the CoC Application and CoC Priority Listing reside.

- The Applicant Number should be the organization's Unique Entity Identifier (UEI). Note: The DUNS number has been replaced by the UEI. For more information on the UEI, please go to https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update.
- If a Collaborative Applicant is completely new to *e-snaps* (i.e., if the organization is submitting a Project Application for the first time), the organization must create a Project Applicant in *e-snaps*.
- Collaborative Applicants that submitted Project Applications in the past should NOT create a new Project Applicant Profile; they should use the Project Applicant Profile that they used previously to submit this year's application for CoC Planning funds.

Project Applicant Profile Navigational Guide:

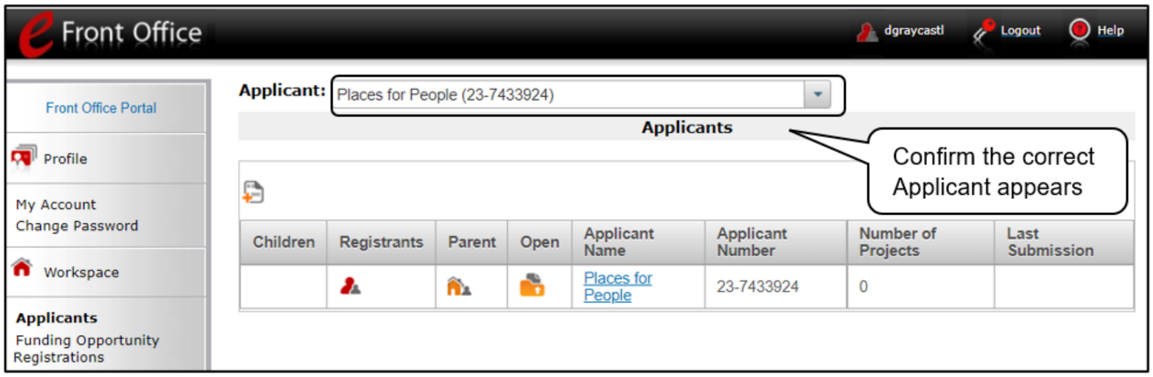
- *https://www.hud.gov/program_offices/comm_planning/coc/competition*

Alternating Roles

Collaborative Applicant organizations must NOT use the CoC's Collaborative Applicant *e-snaps* account to create and submit a Project Application of any kind, including a New, Renewal, Youth Homeless Demonstration Program (YHDP), or Unified Funding Agency (UFA) Costs (if applicable) Project Application.

The Collaborative Applicant will need to switch between the two different *e-snaps* accounts, depending on whether staff are working on a Project Application or the CoC Application and Priority Listing.

When *e-snaps* users log into the system, they need to select "Applicants" in the left menu bar, and then they will see an "Applicant" field at the top of the screen, as shown in the screenshot below. This field identifies the organization's account in which the user is working.


Front Office
dgraycastl
Logout
Help
Front Office Portal
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations

Applicant: Places for People (23-7433924)

Applicants

Confirm the correct Applicant appears

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Places for People	23-7433924	0	

***e-snaps* Help Desk**

If you have issues with identifying the correct Applicant, contact the HUD e-snaps Help Desk at:

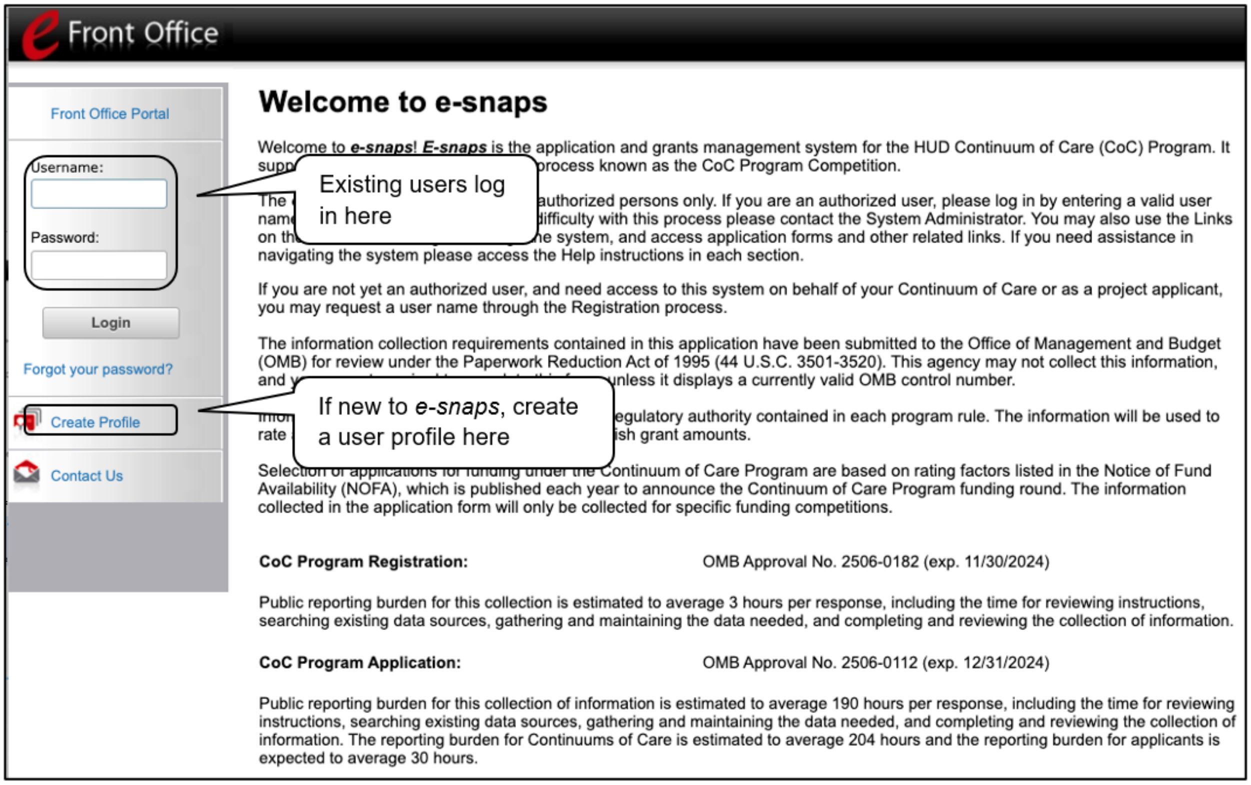
- *e-snaps@hud.gov*

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.

You may also want to provide a screenshot.

Accessing *e-snaps*

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFO for the FY 2023 CoC Program Competition.



Existing users log in here

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

Welcome to e-snaps

Welcome to ***e-snaps***! ***E-snaps*** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supp process known as the CoC Program Competition.

The authorized persons only. If you are an authorized user, please log in by entering a valid user name difficulty with this process please contact the System Administrator. You may also use the Links on th he 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 y unless it displays a currently valid OMB control number.

Infor egulatory authority contained in each program rule. The information will be used to rate ish grant amounts.

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

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 11/30/2024)

Public reporting burden for this collection is estimated to average 3 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.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 12/31/2024)

Public reporting burden for this collection of information is estimated to average 190 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. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

For assistance in navigating e-snaps, please refer to:

- *https://www.hudexchange.info/programs/e-snaps/*

NOTE: *Each e-snaps user must have his or her own login credentials.*

Preferably, each organization will have two people with access to e-snaps: the Authorized Representative and one or more additional staff.

Existing Users

1. Direct your Internet browser to [*https://esnaps.hud.gov/*](https://esnaps.hud.gov/).
2. On the left menu bar, enter the username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3. If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

1. Create an *e-snaps* username and password by selecting the "Create Profile" link.
2. Log in as instructed under Existing Users above.

Give Staff Access to Your Organization's e-snaps Account

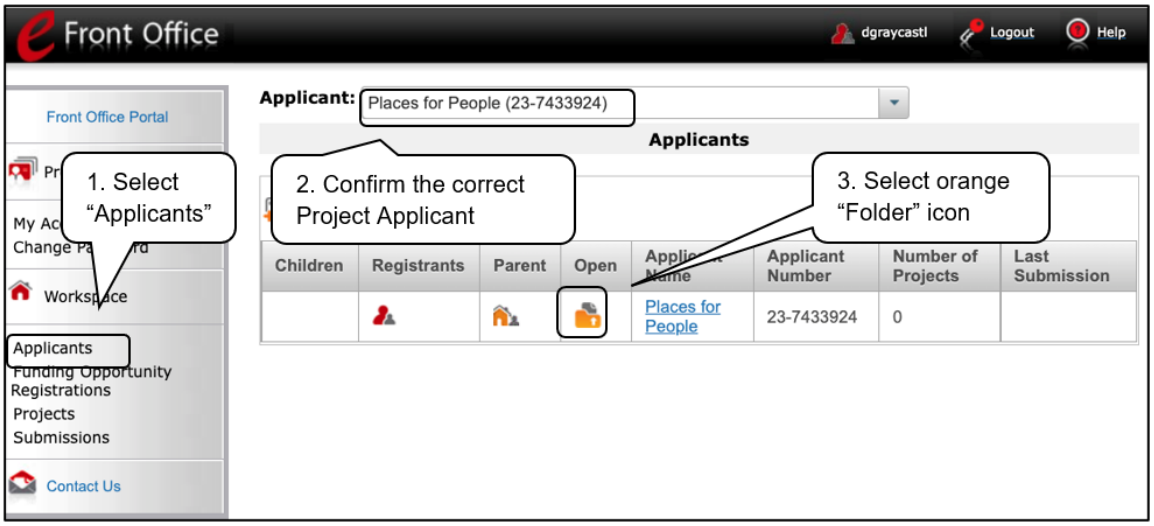
Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) can enter information in the Applicant Profile and Project Applications associated with the organization.

For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource at:

- *https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf*

Project Applicant Profile

Collaborative Applicants applying for CoC Planning costs must complete the Project Applicant Profile before moving forward in the CoC Planning Project Application process. To complete the Project Applicant Profile, the Collaborative Applicant must ensure the data entered in the Project Applicant Profile is accurate and select the “Complete” button on the “Submission Summary” screen.


Front Office
dgraycastl
Logout
Help
Front Office Portal
Pr
My Ac
Change Pa rd
Workspace
Applicants
Funding Opportunity
Registrations
Projects
Submissions
Contact Us

1. Select “Applicants”

2. Confirm the correct Project Applicant

3. Select orange “Folder” icon

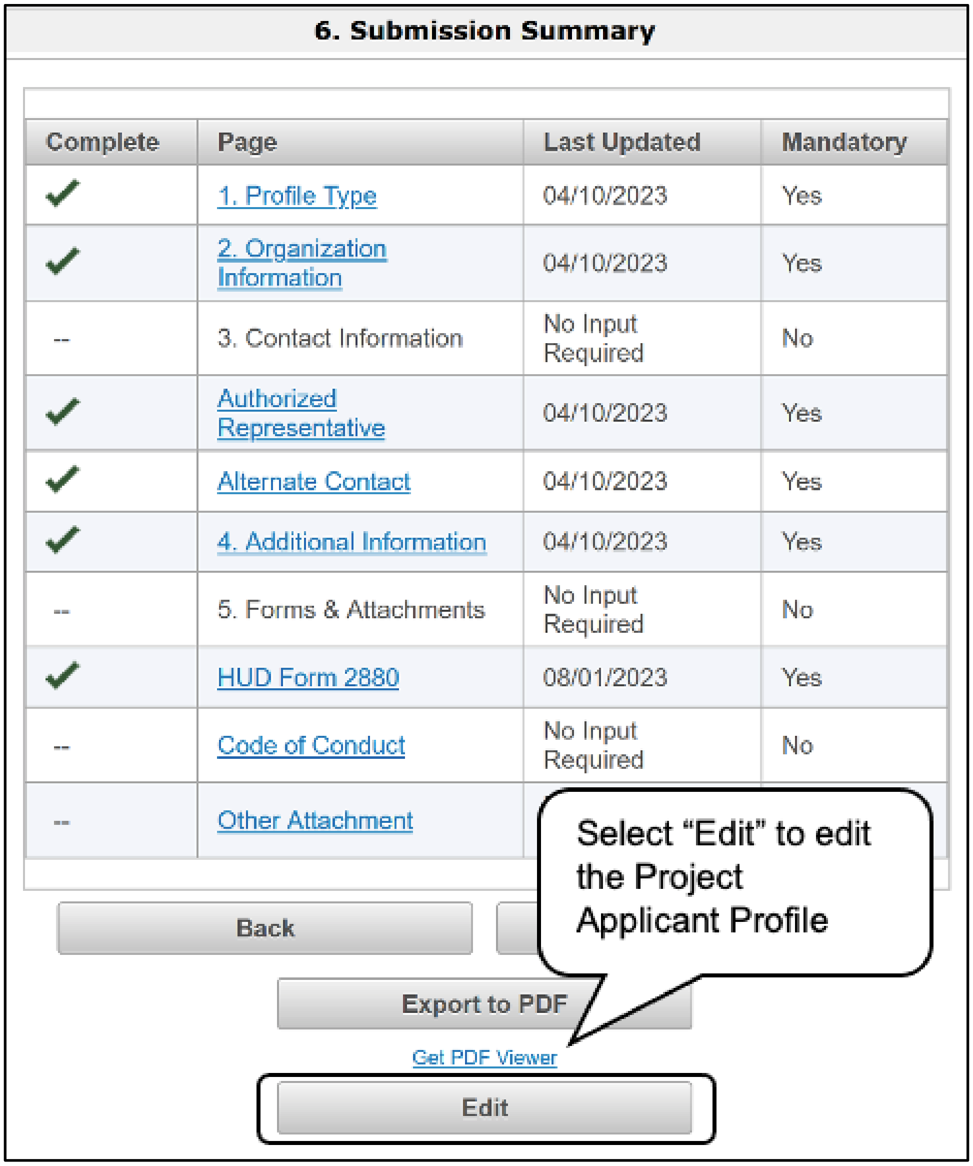
Applicant: Places for People (23-7433924)

Applicants

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Places for People	23-7433924	0	

Steps

1. Select "Applicants" on the left menu bar.
2. Ensure that the correct Applicant is selected in the "Applicants" field at the top-left side of the screen.
    - Remember that you should see both the Collaborative Applicant and Project Applicant in the dropdown menu. Select the correct Project Applicant.
3. Select the orange “folder” icon to the left of the Applicant name on the screen.



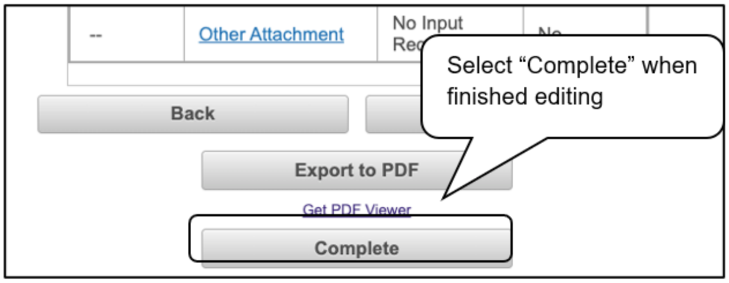
6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	04/10/2023	Yes
✓	2. Organization Information	04/10/2023	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	04/10/2023	Yes
✓	Alternate Contact	04/10/2023	Yes
✓	4. Additional Information	04/10/2023	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	08/01/2023	Yes
--	Code of Conduct	No Input Required	No
--	Other Attachment		

Select “Edit” to edit the Project Applicant Profile

Steps (continued)

4. Go to the “Submission Summary” screen and select the "Edit" button.
    - If you do not see an "Edit" button, but instead a "Complete" button, then you are already in edit mode.
5. Update and save all changes.


--
Other Attachment
No Input Req
No
Back
Export to PDF
Get PDF Viewer
Complete

Select “Complete” when finished editing

6. Go to the “Submission Summary” screen and select the "Complete" button.

For step-by-step instructions, see the Project Applicant Profile Navigational Guide at:

https://www.hud.gov/program_offices/comm_planning/coc/competition

Accessing the CoC Planning Project Application

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

- Funding Opportunity Registration
- Projects
- Accessing the Project Application from the “Submissions” screen

Funding Opportunity Registration

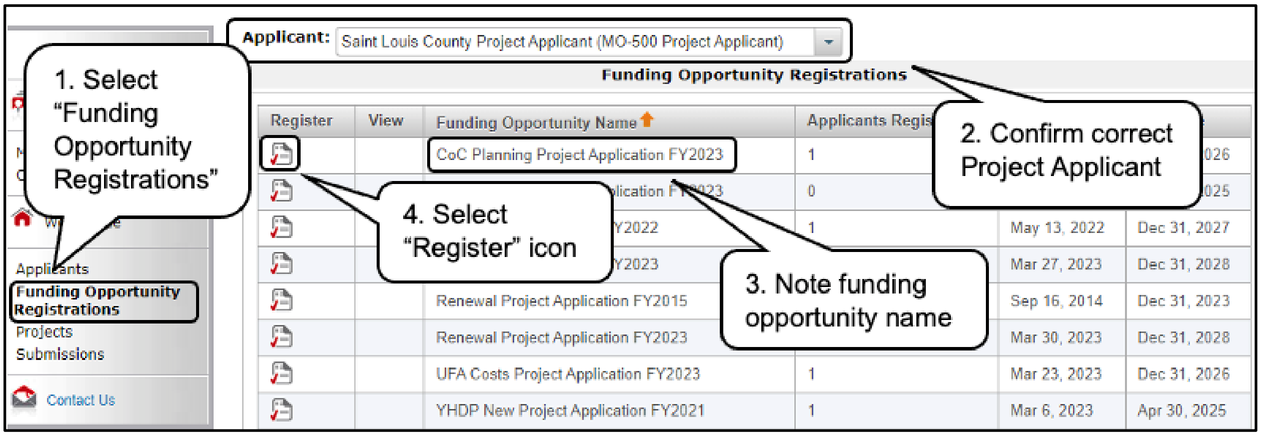
All Collaborative Applicants applying for CoC Planning funds must register the organization for the CoC Planning Project Application funding opportunity. Registering for the funding opportunity enables Applicants to apply for CoC Planning costs during the FY 2023 CoC Program Competition.

Terminology:

"Registering" in this context means "indicating your intent to apply."

"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include CoC Planning, New, Renewal, and UFA Costs.

On this screen, you are indicating your intent to apply for a specific type of grant.



1. Select "Funding Opportunity Registrations"
2. Confirm correct Project Applicant
3. Note funding opportunity name
4. Select "Register" icon
Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us

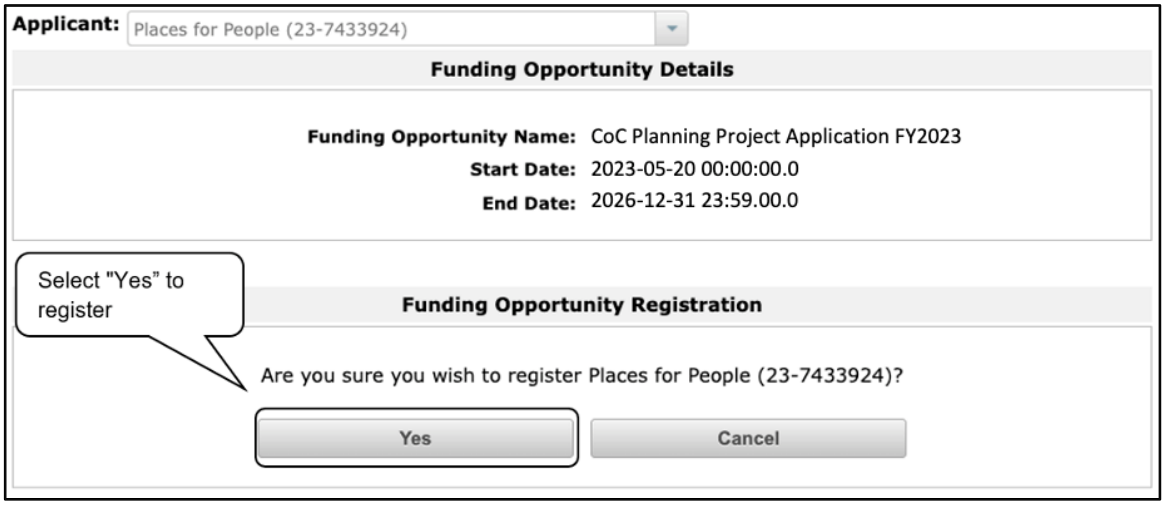
Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applicants Regis		
		CoC Planning Project Application FY2023	1		026
		lication F	0		025
		Y2022	1	May 13, 2022	Dec 31, 2027
		Y2023		Mar 27, 2023	Dec 31, 2028
		Renewal Project Application FY2015		Sep 16, 2014	Dec 31, 2023
		Renewal Project Application FY2023		Mar 30, 2023	Dec 31, 2028
		UFA Costs Project Application FY2023	1	Mar 23, 2023	Dec 31, 2026
		YHDP New Project Application FY2021	1	Mar 6, 2023	Apr 30, 2025

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen appears.
3. Note the funding opportunity name. Ensure you are choosing the correct funding opportunity for this project application: "**CoC Planning Project Application FY2023**." **You must choose this funding opportunity**.
4. Select the "Register" icon next to "CoC Planning Project Application FY2023."
5. The "Funding Opportunity Details" screen will appear.



Applicant: Places for People (23-7433924)

Funding Opportunity Details

Funding Opportunity Name: CoC Planning Project Application FY2023
Start Date: 2023-05-20 00:00:00.0
End Date: 2026-12-31 23:59.00.0

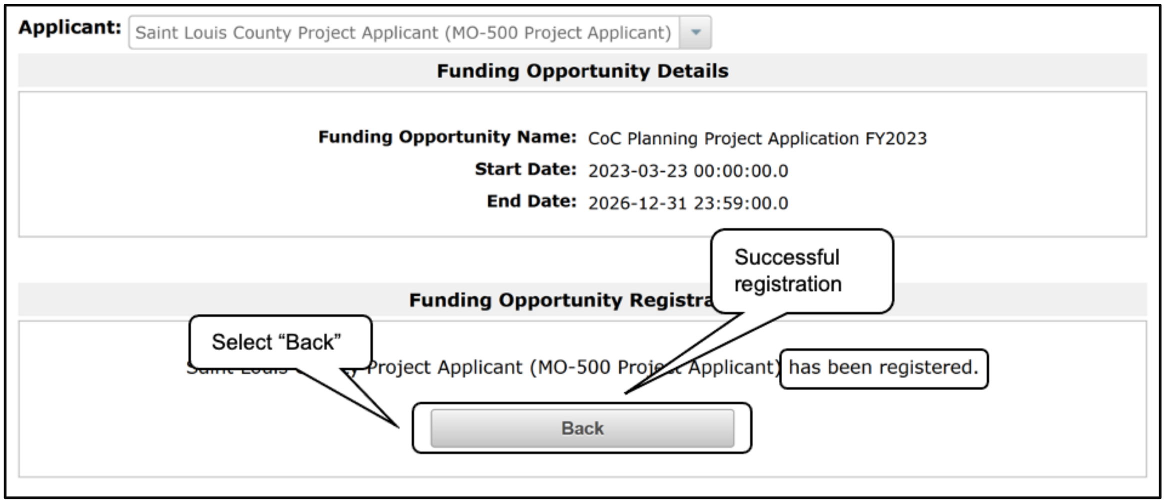
Funding Opportunity Registration

Are you sure you wish to register Places for People (23-7433924)?

Select "Yes" to register

Steps

1. When the question appears asking if you want to register the Project Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.



Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Funding Opportunity Details

Funding Opportunity Name: CoC Planning Project Application FY2023
Start Date: 2023-03-23 00:00:00.0
End Date: 2026-12-31 23:59:00.0

Funding Opportunity Registra

Saint Louis [illegible] Project Applicant (MO-500 Project Applicant) has been registered.

Successful registration

Select “Back”

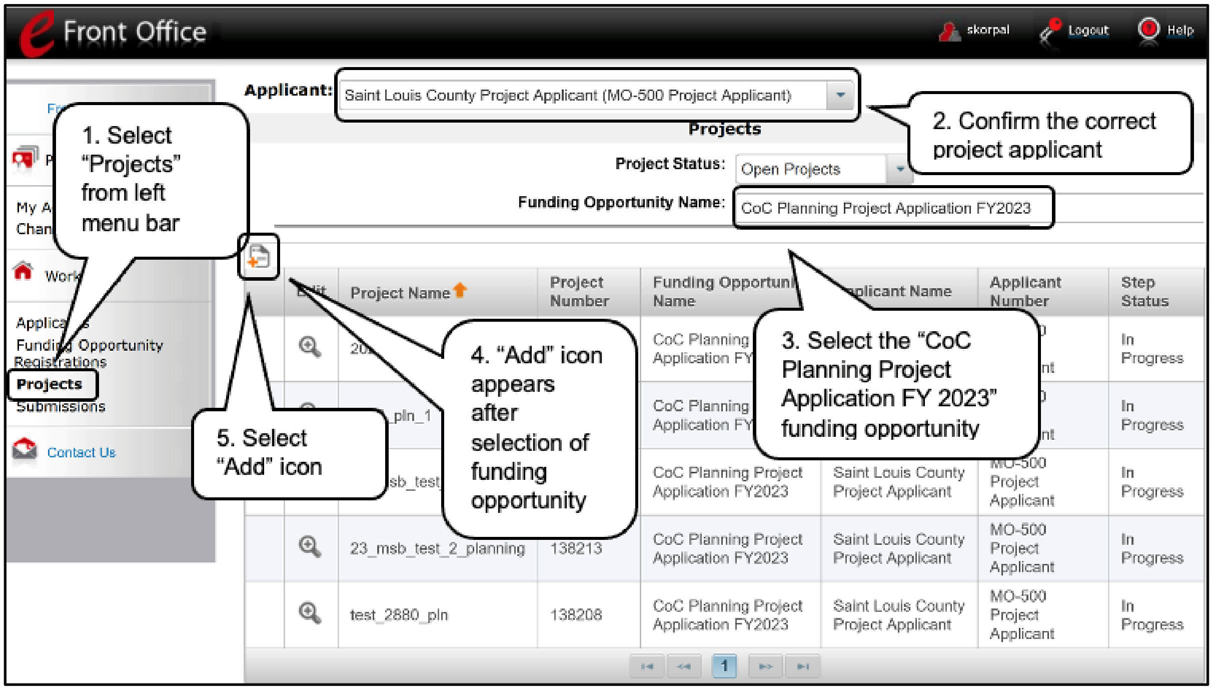
2. The screen will then indicate that the Applicant has been registered.
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.

Creating the CoC Planning Application Project

Collaborative Applicants must create a project for the CoC Planning Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; Collaborative Applicants do NOT enter the project on the “Projects” screen to complete the application and instead access the application from the "Submissions" screen.

After the Collaborative Applicant "creates" the project, it will appear on this screen and "CoC Planning Project Application FY2023" will appear under the "Funding Opportunity Name" column.

Terminology:	*“Creating a Project” means “giving the project application a name.”*



Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Projects

Project Status: Open Projects

Funding Opportunity Name: CoC Planning Project Application FY2023

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
			CoC Planning Application FY			In Progress
	pln_1		CoC Planning Application FY			In Progress
	sb_test		CoC Planning Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
	23_msb_test_2_planning	138213	CoC Planning Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
	test_2880_pln	138208	CoC Planning Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress

1. Select “Projects” from left menu bar

2. Confirm the correct project applicant

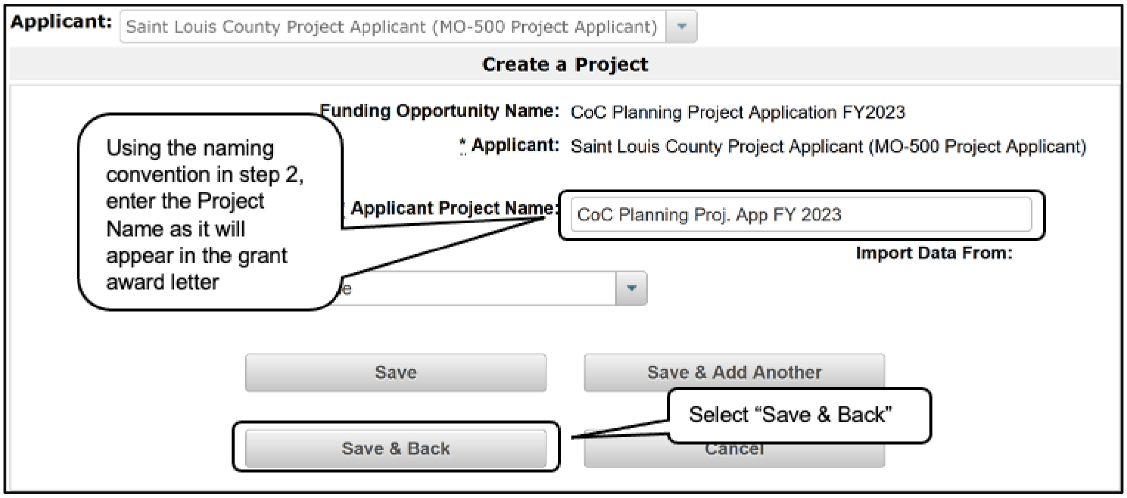
3. Select the “CoC Planning Project Application FY 2023” funding opportunity

4. “Add” icon appears after selection of funding opportunity

5. Select “Add” icon

Steps

1. Select "Projects" on the left menu bar. The "Projects" screen appears.
2. Confirm the correct Project Applicant.
3. Select "**CoC Planning Project Application FY2023**" from the "Funding Opportunity Name" 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.



Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Create a Project

Funding Opportunity Name: CoC Planning Project Application FY2023

*** Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant)

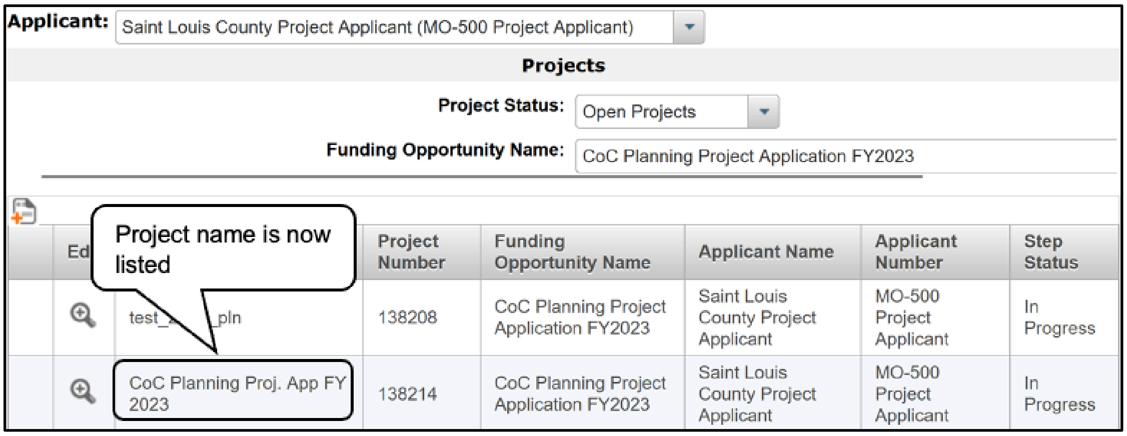
Applicant Project Name: CoC Planning Proj. App FY 2023

Import Data From:

Using the naming convention in step 2, enter the Project Name as it will appear in the grant award letter
Save
Save & Add Another
Save & Back
Cancel
Select “Save & Back”

Steps

1. On the "Create a Project" screen, the Applicant Name will be pre-populated.
2. In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Planning Application FY 2023."
    - For example, a Collaborative Applicant that is applying for CoC Planning funds for the AN-500 CoC should enter: “**AN-500 CoC Planning Application FY 2023**.”
3. Select "Save & Back" to return to the "Projects" screen.



Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Projects

Project Status: Open Projects

Funding Opportunity Name: CoC Planning Project Application FY2023

	Ed	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
		test_ _pln	138208	CoC Planning Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
		CoC Planning Proj. App FY 2023	138214	CoC Planning Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress

4. The project name is now listed in the menu.
5. Select the "View" icon to view project details. It is not necessary to enter any notes on that page.

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

Please ensure you are working in the correct one. Do not use your Collaborative Applicant Profile. You must use your agency's Project Applicant Profile to complete the CoC Planning Project Application.

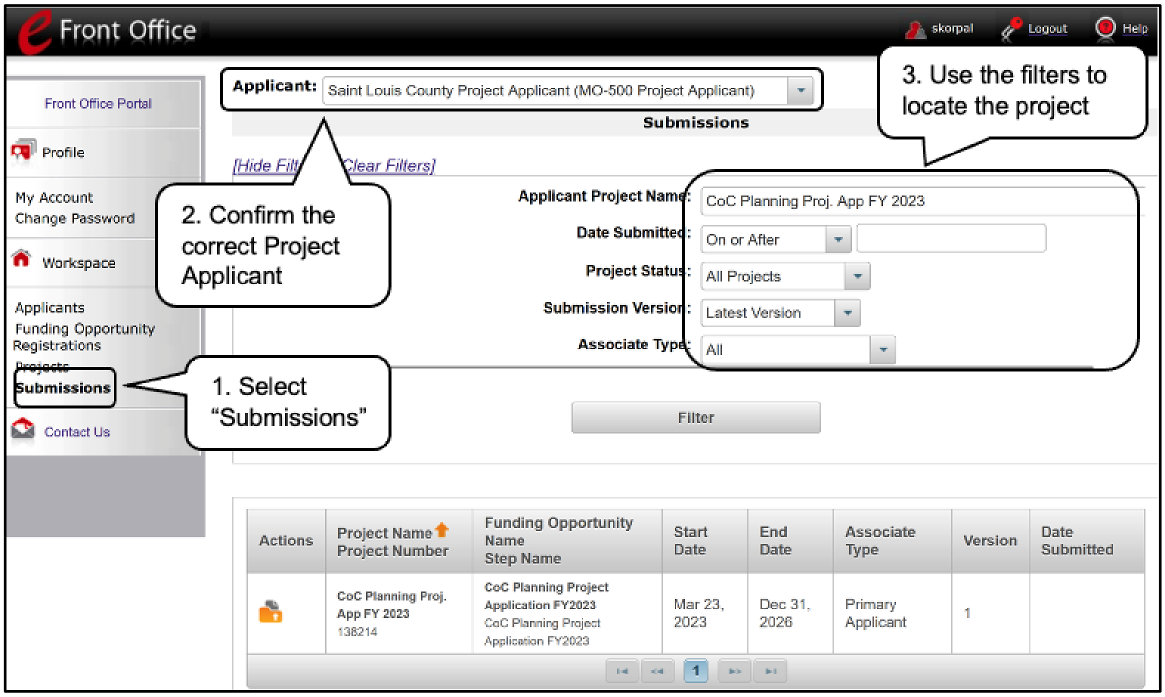
Submissions

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

Terminology:

"Submissions" refers to both submitted Project Applications and those in progress to be submitted.

This screen also includes applications that are created by mistake and are not intended to be submitted. Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.


Front Office
skorpal
Logout
Help
Front Office Portal
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us
Submissions
[Hide Filters]
[Clear Filters]
Filter

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Applicant Project Name: CoC Planning Proj. App FY 2023

Date Submitted: On or After

Project Status: All Projects

Submission Version: Latest Version

Associate Type: All

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	CoC Planning Proj. App FY 2023 138214	CoC Planning Project Application FY2023 CoC Planning Project Application FY2023	Mar 23, 2023	Dec 31, 2026	Primary Applicant	1	

1. Select "Submissions"

2. Confirm the correct Project Applicant

3. Use the filters to locate the project

Steps

1. Select "Submissions" on the left menu bar. The “Submissions” screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application you established.
    - Option: Use the "Submissions Filters." Select your Project's name in the "Applicant Project Name" field. Then select the "Filter" button to single out your project(s).
    - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "**CoC Planning Project Application FY2023**."
4. Continue with the instructions in the next section for completing the Project Application.

CoC Planning Project Application

Completing the Project Application forms in *e-snaps* is a fairly straightforward process. This section identifies the steps for completing the forms.

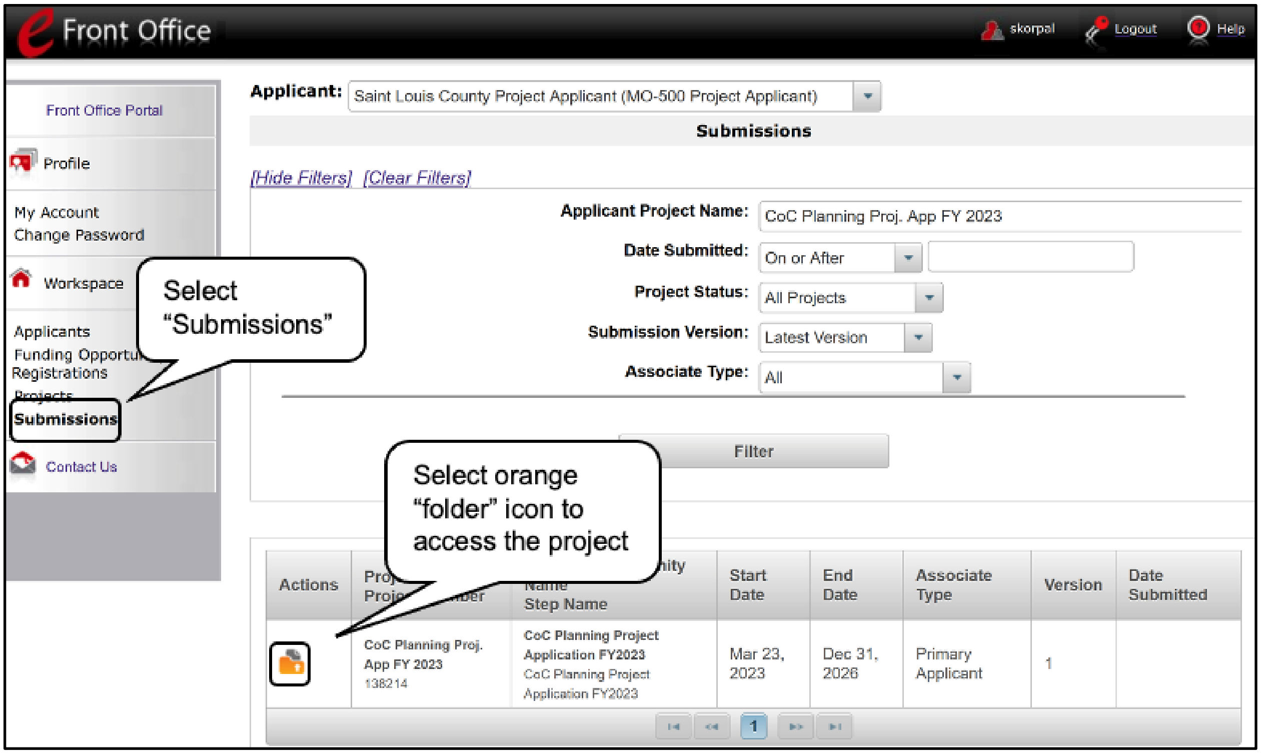
NOTE: *Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward).*

Review the pre-populated data. If it is not correct, you will need to edit the Project Applicant Profile, making sure to select the "Complete" button after editing so that the data can be pulled forward again.

To revise the Project Applicant Profile, see the instructions under the Updating the Applicant Profile section of this guide

Accessing the Project Application

Access the Project Application through the "Submissions" screen.



Front Office
skorpal
Logout
Help
Front Office Portal
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportu
Registrations
Projects
Submissions
Contact Us
Select “Submissions”
Submissions
[Hide Filters] [Clear Filters]
Filter
Select orange “folder” icon to access the project

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Applicant Project Name: CoC Planning Proj. App FY 2023

Date Submitted: On or After

Project Status: All Projects

Submission Version: Latest Version

Associate Type: All

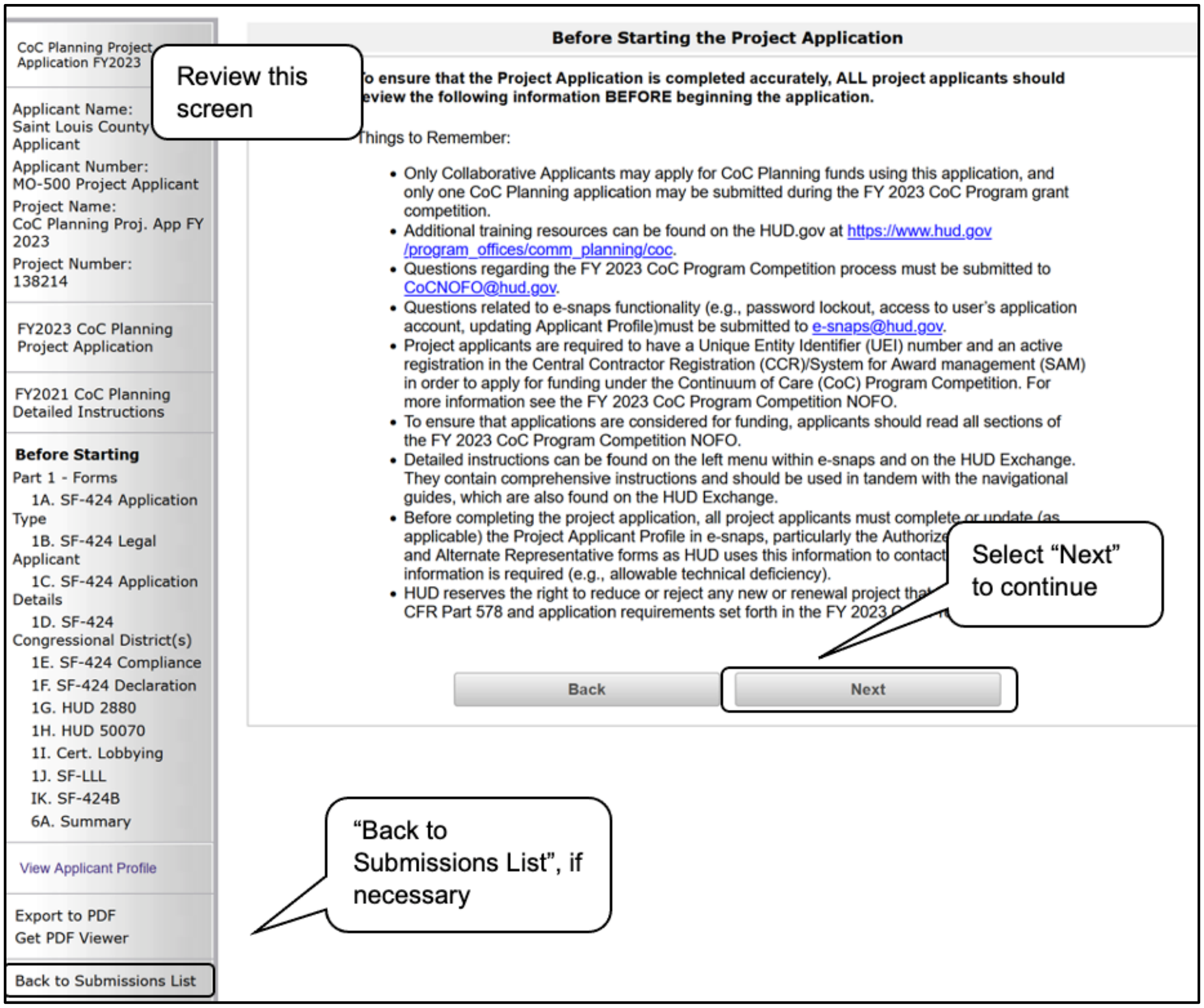
Actions	Proj Proj mber	nity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
📂	CoC Planning Proj. App FY 2023 138214	CoC Planning Project Application FY2023 CoC Planning Project Application FY2023	Mar 23, 2023	Dec 31, 2026	Primary Applicant	1	

Steps

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 "CoC Planning Project Application FY2023."
4. The "Before Starting" screen appears.

Before Starting the Project Application

Before you begin the FY 2023 CoC Planning Project Application, review the following information highlighted on this "Before Starting the Project Application" screen. The "Before Starting the Project Application" screen also contains a quick link to the CoC Program Competition Resources pages at https://www.hudexchange.info/programs/*e-snaps*/ and https://www.hud.gov/program_offices/comm_planning/coc/competition. Questions related to completing the application in *e-snaps* may be directed to e-snaps@hud.gov. Questions about the NOFO itself may be directed to CoCNOFO@hud.gov.



CoC Planning Project Application FY2023

Applicant Name: Saint Louis County Applicant

Applicant Number: MO-500 Project Applicant

Project Name: CoC Planning Proj. App FY 2023

Project Number: 138214

Before Starting the Project Application

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

hings to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2023 CoC Program grant competition.
- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2023 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile)must be submitted to e-snaps@hud.gov.
- Project applicants are required to have a Unique Entity Identifier (UEI) 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 2023 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorize and Alternate Representative forms as HUD uses this information to contact information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project tha CFR Part 578 and application requirements set forth in the FY 2023

FY2023 CoC Planning Project Application
FY2021 CoC Planning Detailed Instructions
Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD 2880
1H. HUD 50070
1I. Cert. Lobbying
1J. SF-LLL
IK. SF-424B
6A. Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List
Back
Next
Review this screen
Select "Next" to continue
"Back to Submissions List", if necessary

Step

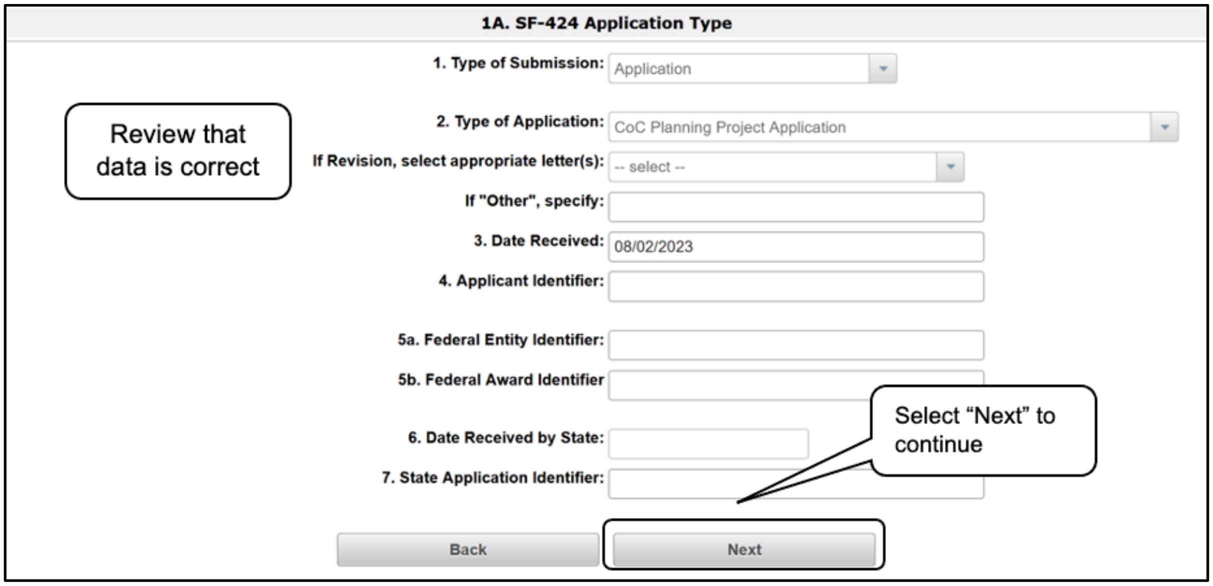
1. Review this screen, then select "Next" to continue.

"Back to Submissions List"	*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.* *This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located on the left menu bar.*

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 instructions on reviewing the fields on the "Application Type" screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application.



1A. SF-424 Application Type

1. Type of Submission: Application
2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s): -- select --

If "Other", specify:

3. Date Received: 08/02/2023
4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:
7. State Application Identifier:

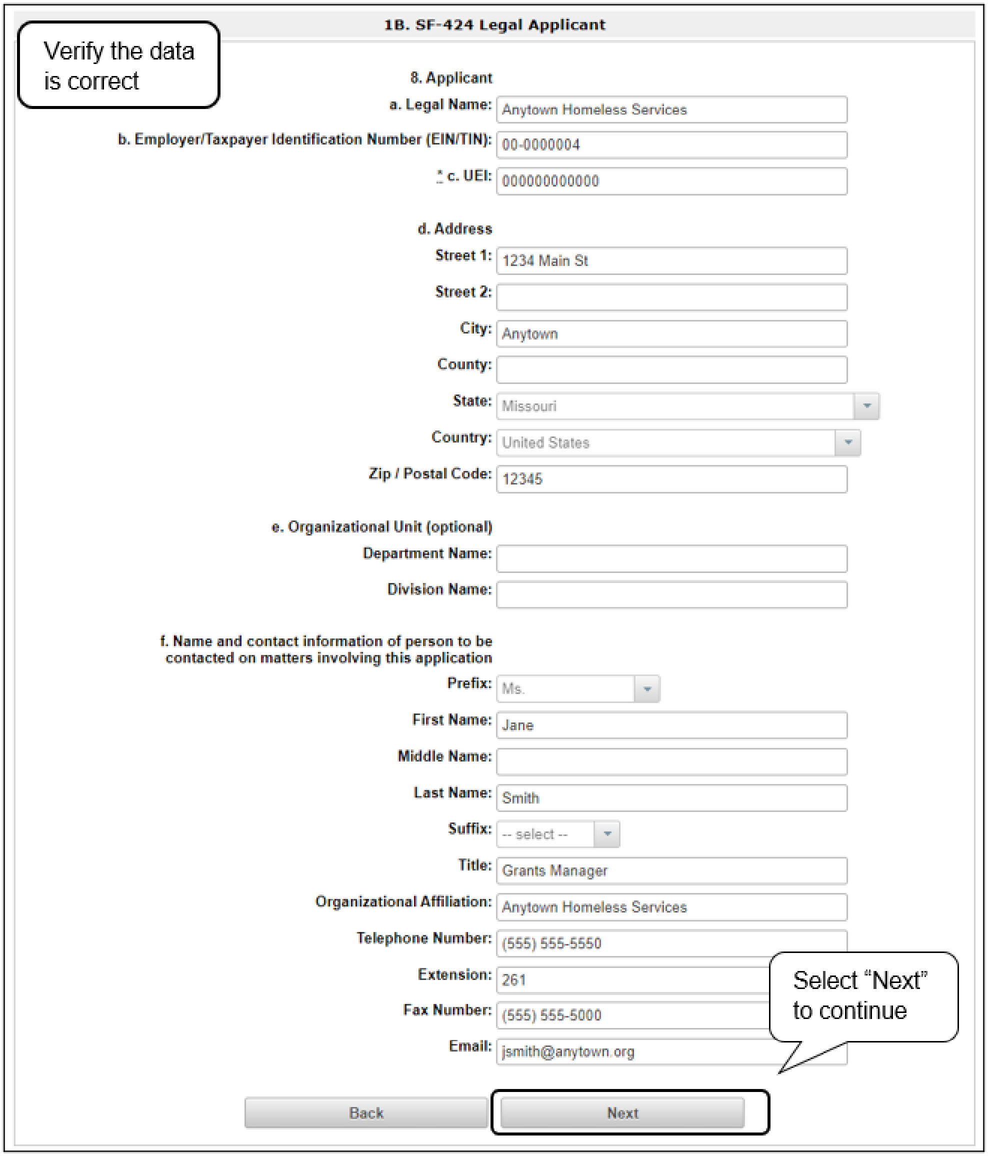
Steps

1. In field 1, verify the "Type of Submission."
2. In field 2, confirm that you have registered for the correct funding opportunity, "CoC Planning Project Application."
3. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
4. Leave fields 4, 5a, 5b, 6, and 7 blank.
5. Select "Next" to continue.

1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the “Legal Applicant” screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Updating the Applicant Profile section of this guide.*



Verify the data is correct

1B. SF-424 Legal Applicant

8. Applicant
a. Legal Name: Anytown Homeless Services
b. Employer/Taxpayer Identification Number (EIN/TIN): 00-0000004
* c. UEI: 000000000000

d. Address
Street 1: 1234 Main St
Street 2:
City: Anytown
County:
State: Missouri
Country: United States
Zip / Postal Code: 12345

e. Organizational Unit (optional)
Department Name:
Division Name:

f. Name and contact information of person to be contacted on matters involving this application
Prefix: Ms.
First Name: Jane
Middle Name:
Last Name: Smith
Suffix: -- select --
Title: Grants Manager
Organizational Affiliation: Anytown Homeless Services
Telephone Number: (555) 555-5550
Extension: 261
Fax Number: (555) 555-5000
Email: jsmith@anytown.org

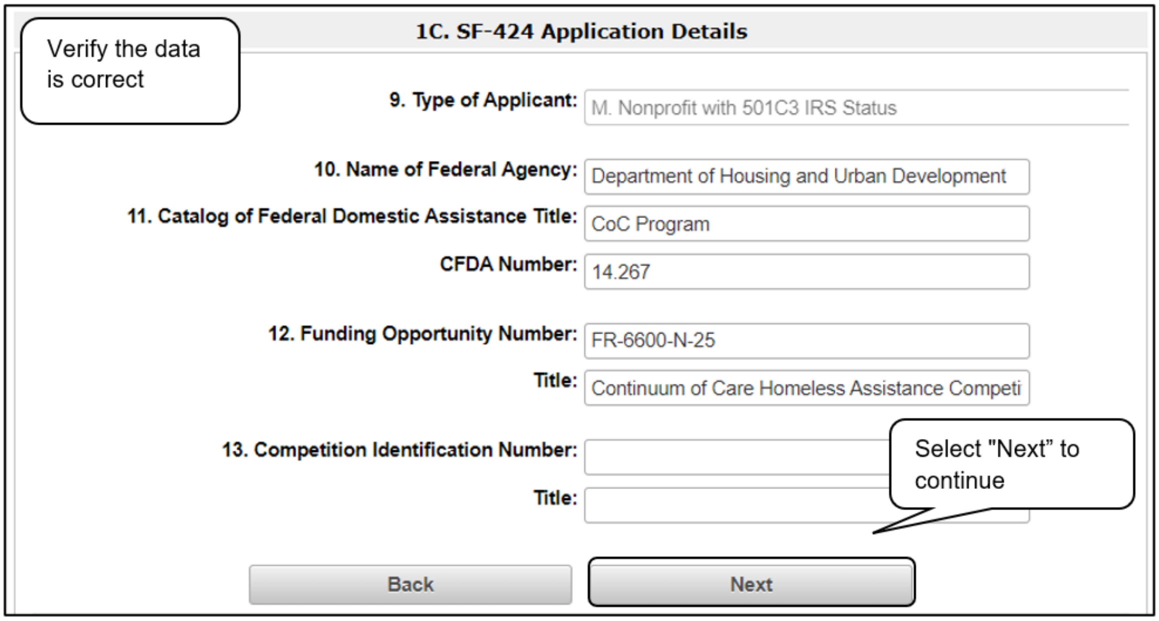
Select “Next” to continue

Steps

1. Verify that all the information on this screen is complete and accurate. The fields are pre-populated and cannot be changed on this screen. To change or correct information, see the Updating the Applicant Profile section of this guide.
2. Select “Next” to continue.

1C. Application Details

The following steps provide instructions on reviewing the fields on the “Application Details” screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application.



1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

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-6600-N-25

Title: Continuum of Care Homeless Assistance Competi

13. Competition Identification Number:

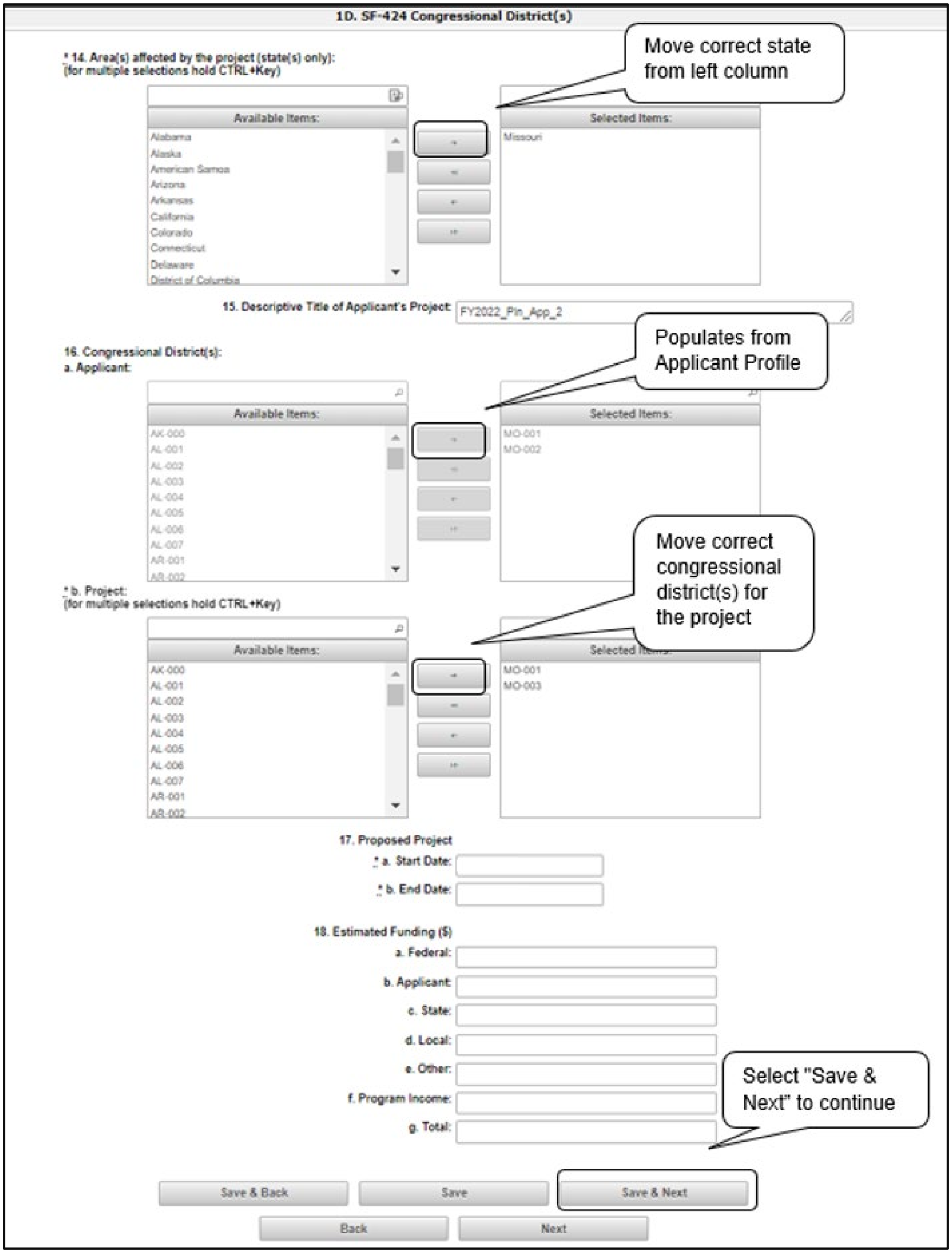
Title:

Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
    - Field 9 pre-populates from the Project Applicant Profile.
    - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select "Next" to continue.

1D. Congressional Districts

The following steps provide instructions on completing the "Congressional Districts" screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application.



1D. SF-424 Congressional District(s)

* 14. Area(s) affected by the project (state(s) only):
(for multiple selections hold CTRL+Key)

Selected Items: Missouri

Move correct state from left column

15. Descriptive Title of Applicant's Project: FY2022_Pln_App_2

Populates from Applicant Profile

16. Congressional District(s):
a. Applicant:

Selected Items: MO-001, MO-002

* b. Project:
(for multiple selections hold CTRL+Key)

Selected Items: MO-001, MO-003

Move correct congressional district(s) for the project

17. Proposed Project
* a. Start Date:
* b. End Date:

18. Estimated Funding ($)
a. Federal:
b. Applicant:
c. State:
d. Local:
e. Other:
f. Program Income:
g. Total:

Select "Save & Next" to continue

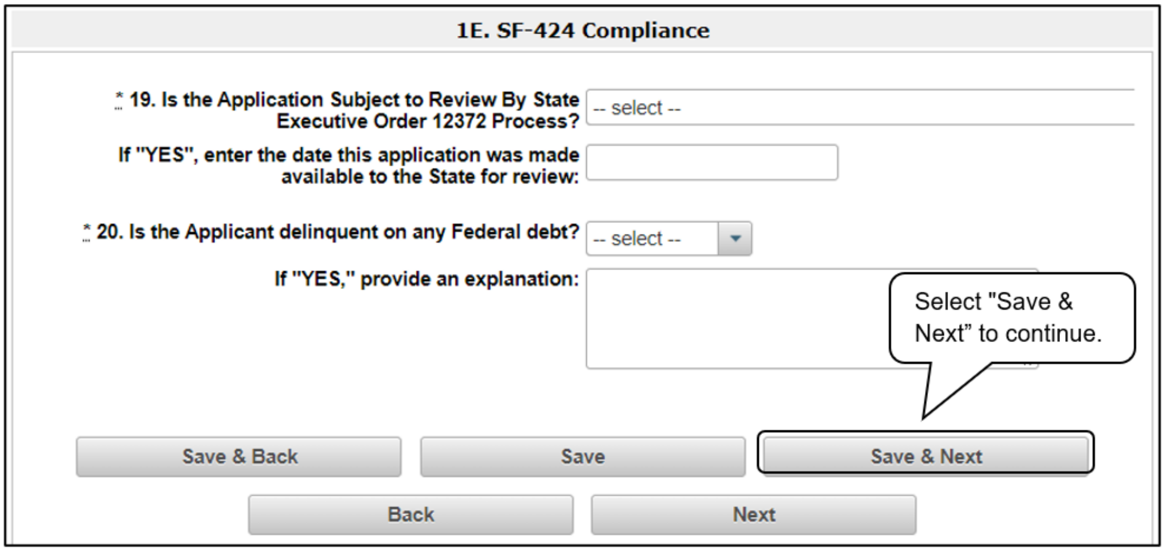
Available Items:
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Selected Items:
Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006
AL-007
AR-001
AR-002
Selected Items:
Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006
AL-007
AR-001
AR-002
Selected Items:
Save & Back
Save
Save & Next
Back
Next

Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
    - Highlight one state, or hold the CTRL key and click multiple states to make more than one state selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated.
    - **NOTE:** To make changes to this field, return to the “Projects” screen to edit the name:
        - From the left menu bar, select "Back to Submissions List."
        - From the left menu bar, click “Projects.”
        - 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.
        - 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 CoC Planning 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.
4. In field 16b, select the congressional district(s) in which the project operates in the "Projects" field. Highlight one district or hold the CTRL key and click multiple districts to make more than one district selection.
    - Using the single arrow key, move your selection from the left box to the right box.
5. Under field 17, "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar 📅 icon function.
6. Field 18, "Estimated Funding," cannot be edited.
7. Select "Save & Next" to continue.

1E. Compliance

The following steps provide instructions on completing the "Compliance" screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application.



1E. SF-424 Compliance

* 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:

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

If "YES," provide an explanation:

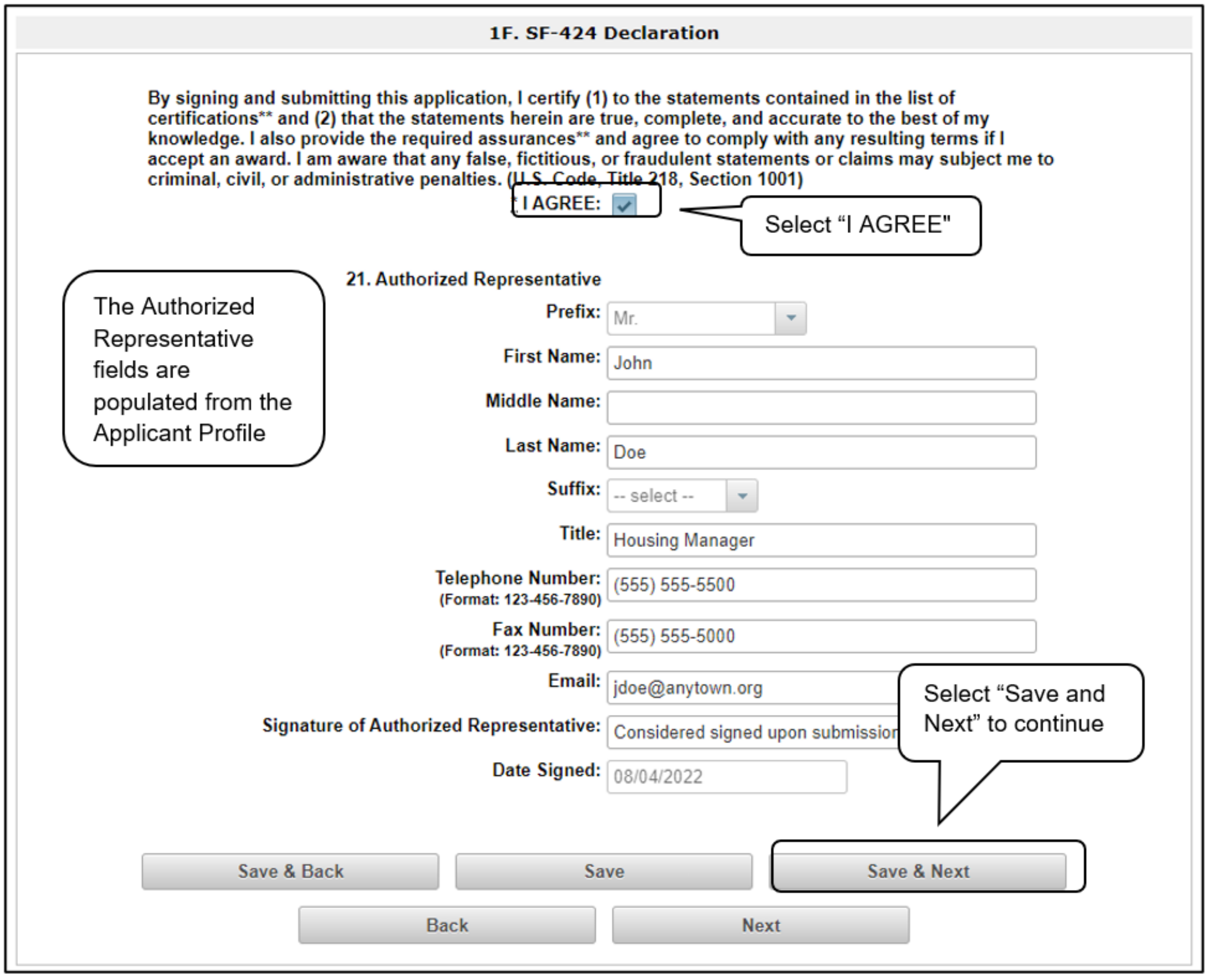
Select "Save & Next" to continue.

Steps

1. In field 19, the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.
    - If the state or U.S. territory requires a review of the Project Application, select" Yes" and enter the date on which the Project Application was made available to the state using the calendar 📅 icon function. Then, continue to field 20 in step 2 below.
    - If the state or U.S. territory does not require a review of the Project Application, select "Program is subject to E.O. 12372 but has not been selected by the State for review." Then, continue to field 20 in step 2 below.
    - If "Program is not covered by E.O. 12372" is selected, you will receive an error message and will not be allowed to continue. Programs must be covered by E.O. 12372 in order to submit for review.
2. In field 20, select "Yes" or "No" from the dropdown menu to indicate whether the Applicant is delinquent on any federal debt.
    - If "No," select "Save & Next."
    - If "Yes," provide an explanation.
3. Select "Save & Next" to continue.

1F. Declaration

The following steps provide instructions on completing the "Declaration" screen for Part 1: SF-424 of the FY 2023 CoC Planning Project Application, as well as reviewing information pre-populated from the "Applicant Profile" and "Projects" screens.



1F. SF-424 Declaration

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 "I AGREE"

The Authorized Representative fields are populated from the Applicant Profile

21. Authorized Representative

Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (555) 555-5500
(Format: 123-456-7890)
Fax Number: (555) 555-5000
(Format: 123-456-7890)
Email: jdoe@anytown.org
Signature of Authorized Representative: Considered signed upon submission
Date Signed: 08/04/2022

Select "Save and Next" to continue

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2023 CoC Planning Project Application.
2. In field 21, verify that the Authorized Representative information is complete and accurate.

   Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.
3. Select "Save & Next" to continue.

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, YHDP, CoC Planning, and UFA Costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (New, Renewal, YHDP, CoC Planning, and UFA Costs).

Refer to the following resource:

- https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf

Form 2880 is divided into three parts; therefore, the referenced resource is organized as follows:

- Form 2880 in the Project Applicant Profile:
  - Part I
  - Part II
  - Part III
- Form 2880 in the Project Applications:
  - Part I
  - Part II
  - Part III

See the Project Applicant Profile Navigational Guide and the How to Complete the HUD Form 2880 resource for assistance with this section.

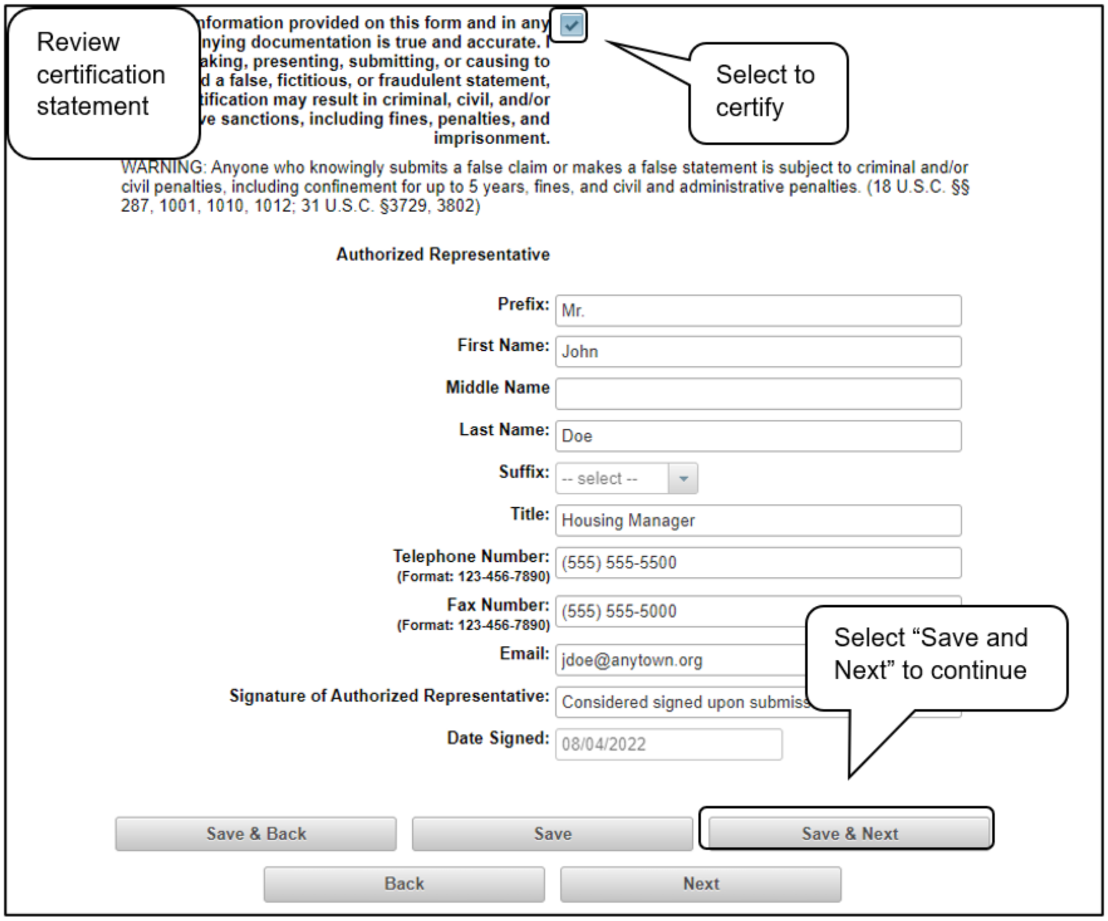
REMINDER:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.

To revise the Project Applicant Profile, see the instructions under the Updating the Applicant Profile section of this guide.

1H. HUD 50070

The HUD Form 50070 is incorporated into the Project Application. Project Applicants will complete and certify this form as a screen in *e-snaps*. The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY 2023 UFA Cost Project Application, as well as reviewing information populated from the "Applicant Profile" screens.



nformation provided on this form and in any ☑
nying documentation is true and accurate. I
aking, presenting, submitting, or causing to
d a false, fictitious, or fraudulent statement,
ification may result in criminal, civil, and/or
e sanctions, including fines, penalties, and
imprisonment.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mr.
First Name: John
Middle Name
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (555) 555-5500
(Format: 123-456-7890)
Fax Number: (555) 555-5000
(Format: 123-456-7890)
Email: jdoe@anytown.org
Signature of Authorized Representative: Considered signed upon submiss
Date Signed: 08/04/2022

Review certification statement

Select to certify

Select “Save and Next” to continue

Steps

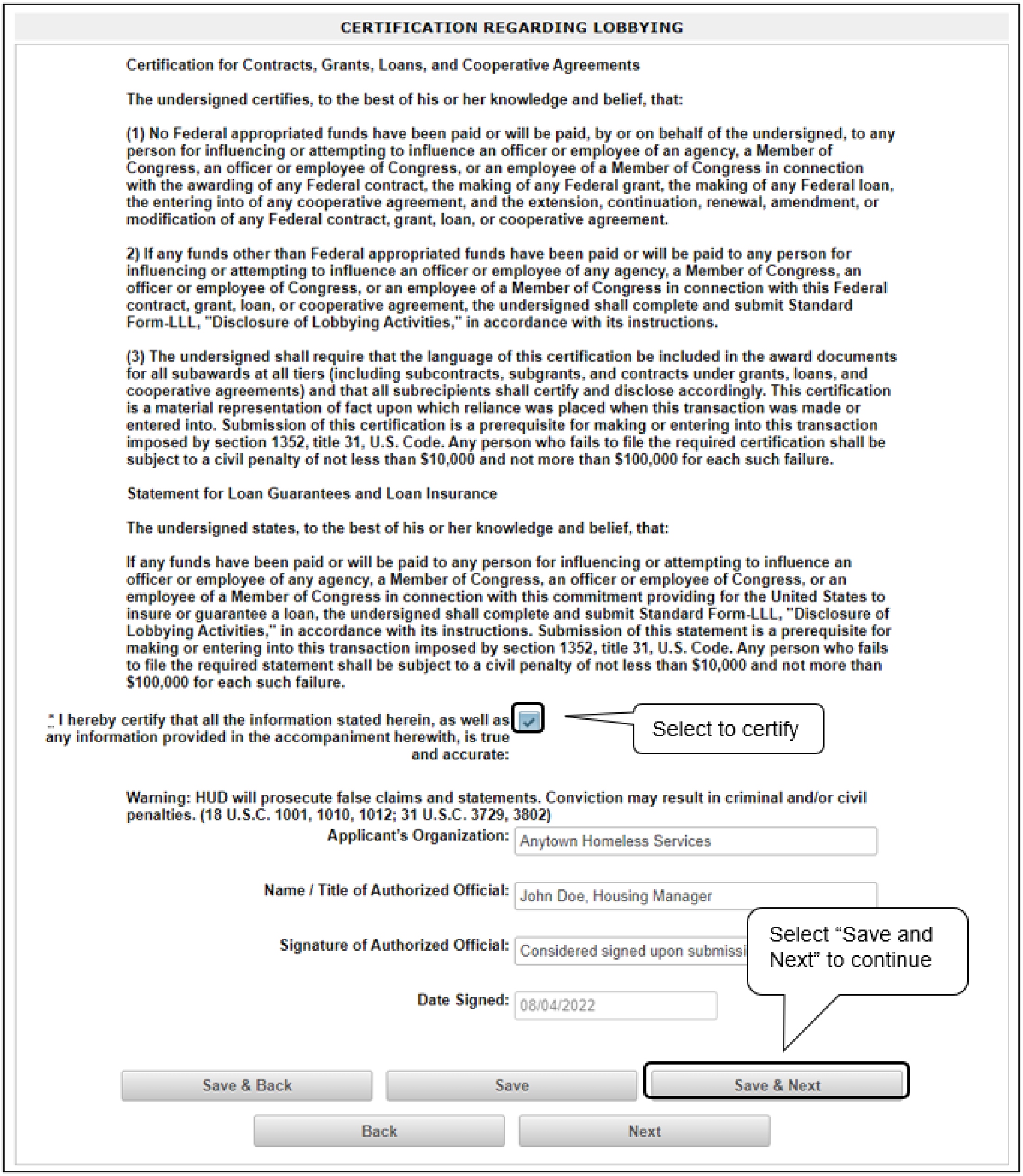
1. Review parts A through G of the Certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2023 CoC Planning Project Application is correct.
3. Verify that the Authorized Representative information is complete and accurate.

   Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.

4. Select “Save & Next” to continue.

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for Part 1: SF-424 of the FY 2023 Project Application.



CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate: ☑

Select to certify

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Anytown Homeless Services

Name / Title of Authorized Official: John Doe, Housing Manager

Signature of Authorized Official: Considered signed upon submissi

Date Signed: 08/04/2022

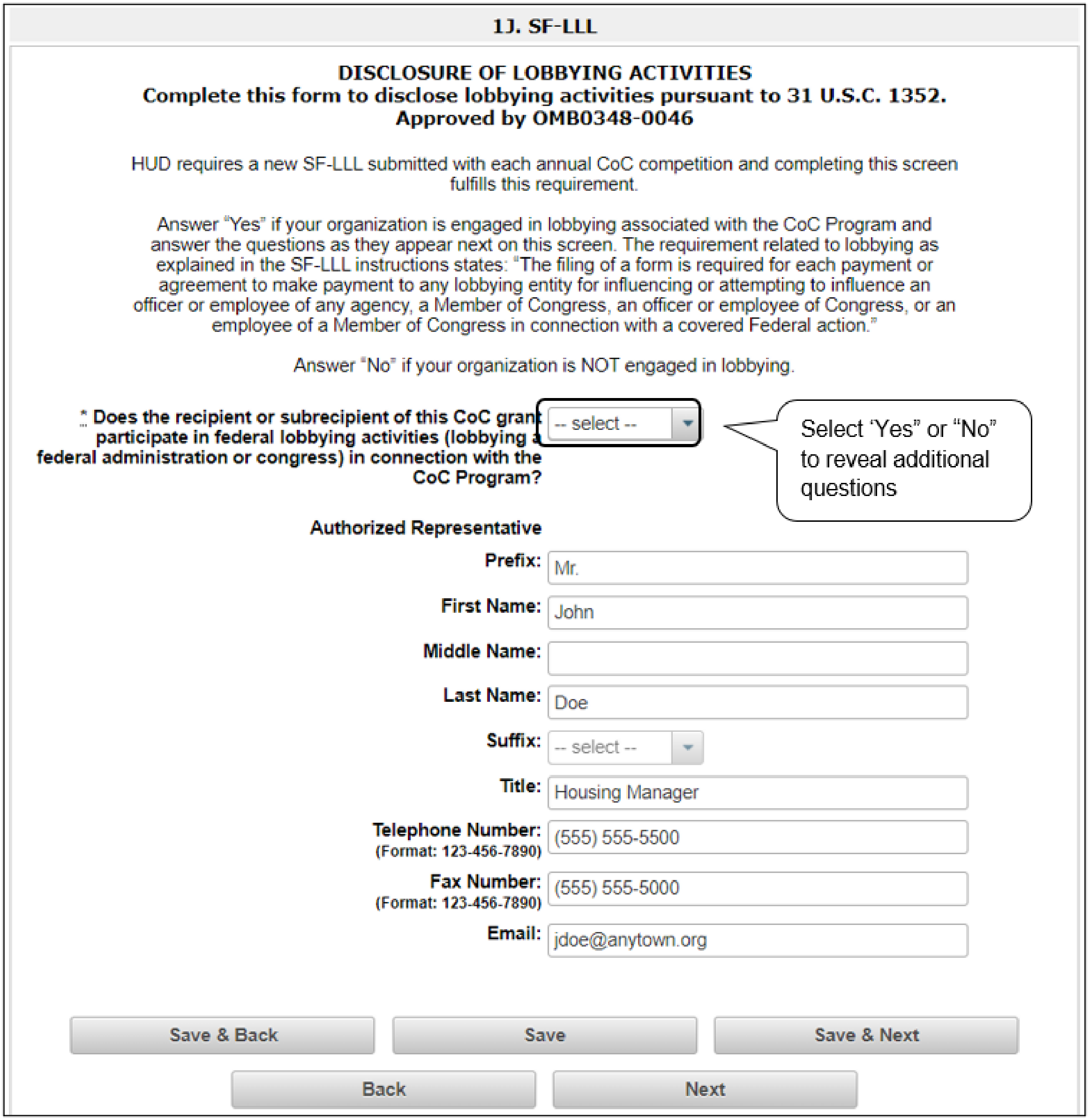
Select "Save and Next" to continue

Steps

1. Review the information on this screen.
2. Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3. Select "Save & Next" to continue.

1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-LLL—Disclosure of Lobbying" screen for Part 1: SF-424 of the FY 2023 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.



1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

*** Does the recipient or subrecipient of this CoC gran participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?** -- select --

Select 'Yes" or "No" to reveal additional questions

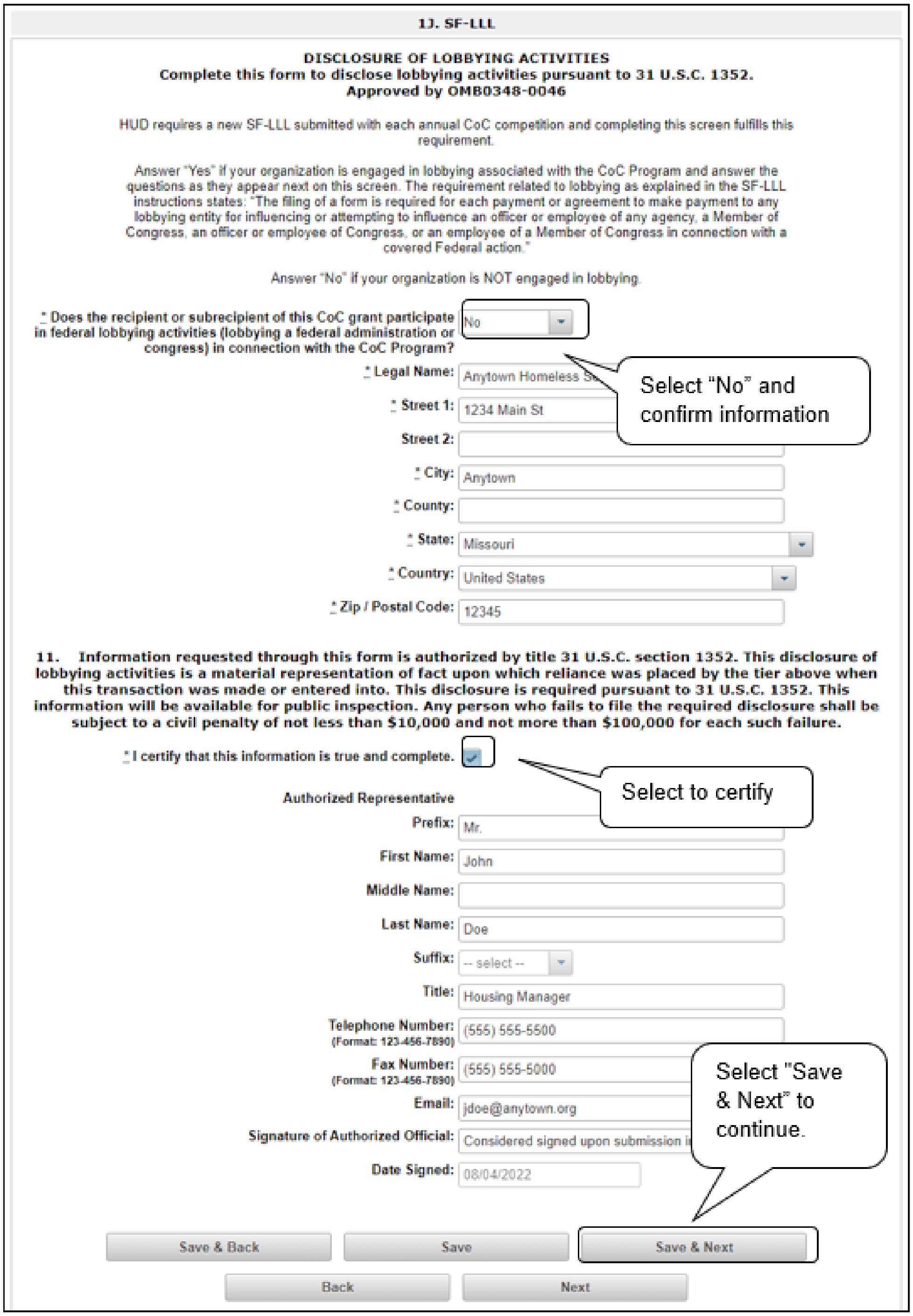
Authorized Representative

Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (Format: 123-456-7890) (555) 555-5500
Fax Number: (Format: 123-456-7890) (555) 555-5000
Email: jdoe@anytown.org

Steps

1. Verify that all the project information is complete and accurate.
2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.
    - Additional questions will appear (see next pages).

If "No" Lobbying Activities



DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

* Legal Name: Anytown Homeless Se
* Street 1: 1234 Main St
Street 2:
* City: Anytown
* County:
* State: Missouri
* Country: United States
* Zip / Postal Code: 12345

Select "No" and confirm information

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* I certify that this information is true and complete. ☑

Select to certify

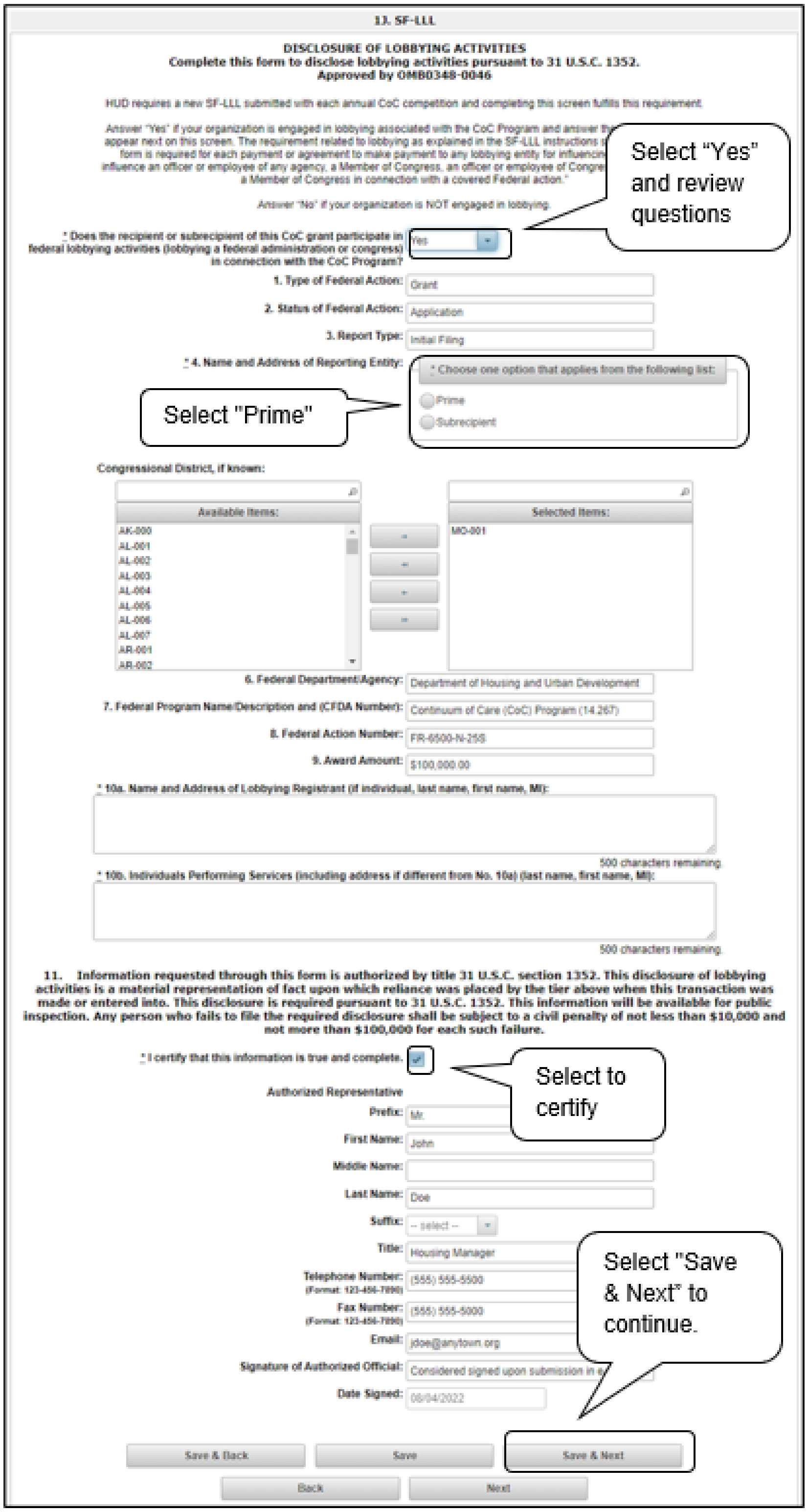
Authorized Representative
Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (Format: 123-456-7890) (555) 555-5500
Fax Number: (Format: 123-456-7890) (555) 555-5000
Email: jdoe@anytown.org
Signature of Authorized Official: Considered signed upon submission i
Date Signed: 08/04/2022

Select "Save & Next" to continue.

Steps

1. If "No" lobbying activities, review the pre-populated data.
2. Under field 11, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3. Select "Save & Next" to continue to the next screen.

If "Yes" Lobbying Activities



13. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer th
appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions i
form is required for each payment or agreement to make payment to any lobbying entity for influencin
influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congre
a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Select "Yes" and review questions

* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Yes

1. Type of Federal Action: Grant
2. Status of Federal Action: Application
3. Report Type: Initial Filing

* 4. Name and Address of Reporting Entity:

* Choose one option that applies from the following list:
○ Prime
○ Subrecipient

Select "Prime"

Congressional District, if known:

Available Items:	Selected Items:
AK-000 AL-001 AL-002 AL-003 AL-004 AL-005 AL-006 AL-007 AR-001 AR-002	MO-001

6. Federal Department/Agency: Department of Housing and Urban Development
7. Federal Program Name/Description and (CFDA Number): Continuum of Care (CoC) Program (14.267)
8. Federal Action Number: FR-6500-N-25S
9. Award Amount: $100,000.00

* 10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):

500 characters remaining.

* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

500 characters remaining.

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* I certify that this information is true and complete. ☑

Select to certify

Authorized Representative
Prefix: Mr.
First Name: John
Middle Name:
Last Name: Doe
Suffix: -- select --
Title: Housing Manager
Telephone Number: (555) 555-5500
(Format: 123-456-7890)
Fax Number: (555) 555-5000
(Format: 123-456-7890)
Email: jdoe@anytown.org
Signature of Authorized Official: Considered signed upon submission in e
Date Signed: 08/04/2022

Select "Save & Next" to continue.

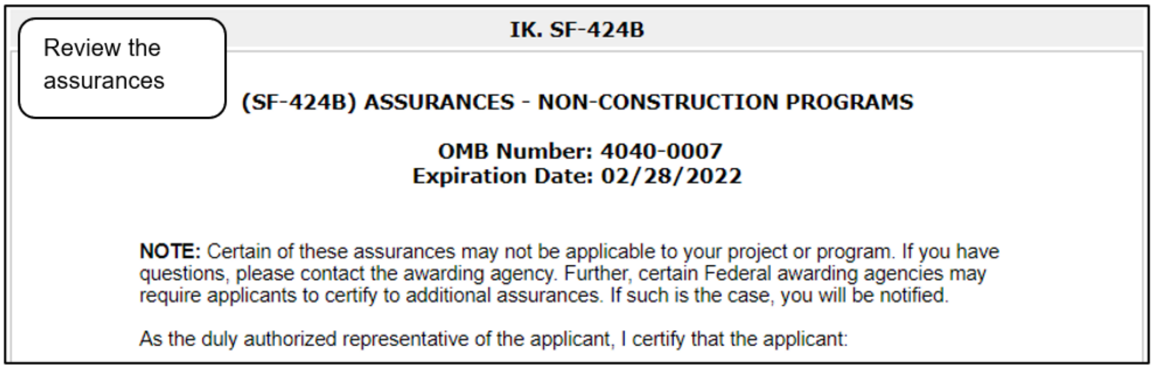
Steps

1. If "Yes" to lobbying activities is selected, review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the Prime.
    - The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3. Confirm the Congressional districts or edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address. If the registrant is an individual, provide their last name, first name, and middle initial.
6. In field 10b, provide the last name, first name, and middle initial of the individuals performing services. Provide their address if it is different from the address in field 10a.
7. After completing the questions, select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the CoC Planning Project Application is correct.
8. Select "Save & Next" to continue.

Prime/ Recipient/ Subrecipient:	*The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the instructional guides.* *The subrecipient NEVER submits the Project Application.*

1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY 2023 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.


Review the assurances

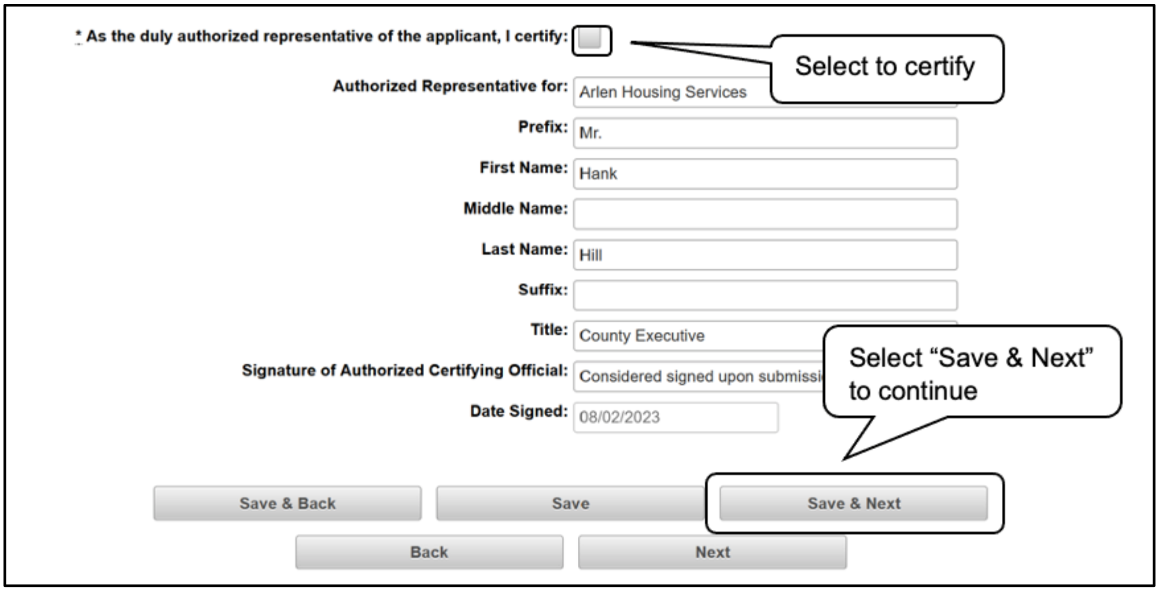
IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


*** As the duly authorized representative of the applicant, I certify:** ☐

Authorized Representative for: Arlen Housing Services

Prefix: Mr.

First Name: Hank

Middle Name:

Last Name: Hill

Suffix:

Title: County Executive

Signature of Authorized Certifying Official: Considered signed upon submissi

Date Signed: 08/02/2023

Select to certify

Select “Save & Next” to continue

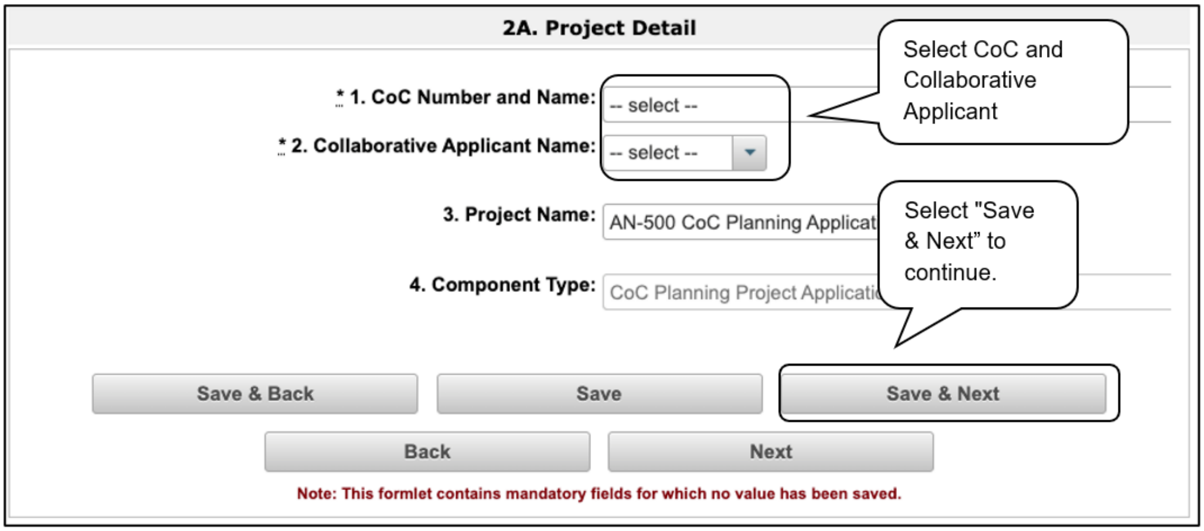
Steps

1. Review the information on this screen.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select “Save & Next” to continue.

2A. Project Detail

The following steps provide instructions on updating fields populated with information from the “Applicant Type" and “Projects” screens in Part 2: Project Information, as well as completing the “Project Detail” screen.

! ***Remember, Project Applicants must complete Part 1: SF-424 before the rest of the application will appear.***



2A. Project Detail

* 1. CoC Number and Name: -- select --

* 2. Collaborative Applicant Name: -- select --

3. Project Name: AN-500 CoC Planning Applicat

4. Component Type: CoC Planning Project Applicati

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

Select CoC and Collaborative Applicant
Select "Save & Next” to continue.
Save & Back
Save
Save & Next
Back
Next

Steps

1. In field 1, select the "CoC Number and Name" from the dropdown menu. The screen will refresh.
2. In field 2, select the "Collaborative Applicant Name" from the dropdown menu.
3. In field 3, ensure that the pre-populated "Project Name" is correct. This name is based on the Project Name you provided when you created the project.
4. In field 4, ensure that the pre-populated "Component Type" is correct.
5. Select "Save & Next" to continue.

NOTE: *You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your CoC Planning Project Application will be submitted.*

If the "CoC Number and Name" is incorrect, your CoC Planning Project Application will not be submitted to HUD.

NOTE: *If you need to change the pre-populated Project Name, you can correct it on the Create a Project screen by following these instructions.*

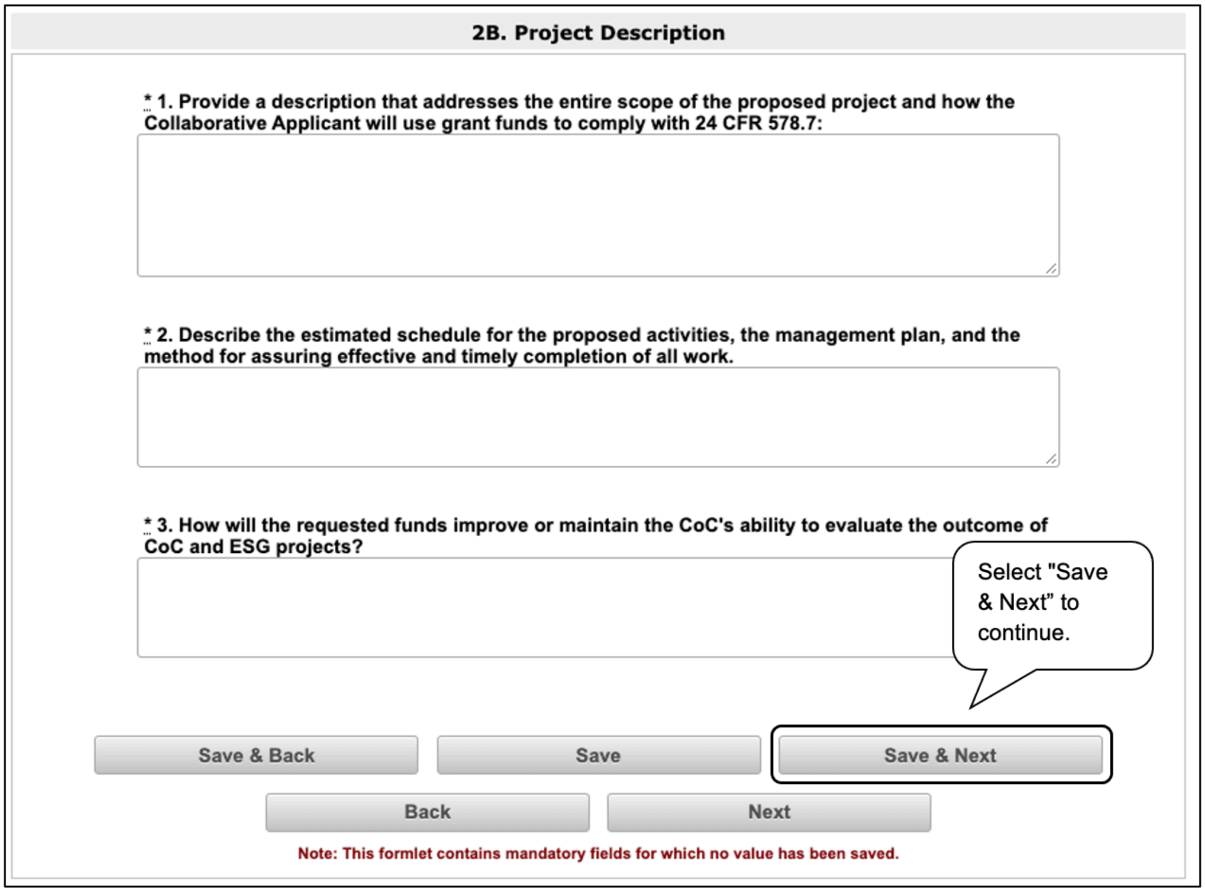
- *Select “Back to Submissions List.”*
- *Select “Projects” in the left menu bar.*
- *Select the "Edit Project" icon to the left of the Project Name.*
- *Edit the "Applicant Project Name" field.*
- *Select the "Save & Back" button.*
- *Select "Submissions" on the left menu bar.*
- *Select the orange "Folder" icon to enter the CoC Planning Project Application for FY 2023. The change should have pulled forward.*

2B. Project Description

The following steps provide instructions on completing the "CoC Planning Project Description" screen.

NOTE: *When copying and pasting text from Microsoft 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 the text into Notepad, which will remove any unnecessary formatting from Microsoft Word.



2B. Project Description

* 1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with 24 CFR 578.7:

* 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

* 3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

Select "Save & Next" to continue.

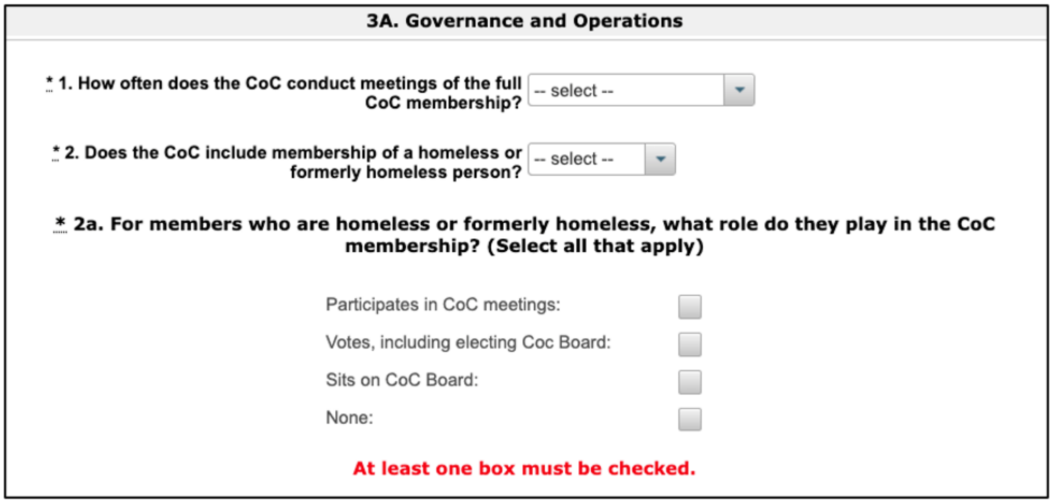
Note: This formlet contains mandatory fields for which no value has been saved.

Steps

1. In field 1, describe the entire scope of the project being requested and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.
2. In field 2, describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
3. In field 3, describe how the requested funds will improve the CoC's ability to evaluate the outcome of CoC and Emergency Solutions Grants (ESG) projects.
4. In field 4, describe how the planning activities will continue beyond the expiration of HUD financial assistance.
5. Select "Save & Next" to continue.

3A. Governance and Operations

The following steps provide instructions on completing the “Governance and Operations” screen for Part 3: CoC Governance and Operations of the FY 2023 CoC Planning Project Application.



3A. Governance and Operations

*** 1. How often does the CoC conduct meetings of the full CoC membership?** -- select --

*** 2. Does the CoC include membership of a homeless or formerly homeless person?** -- select --

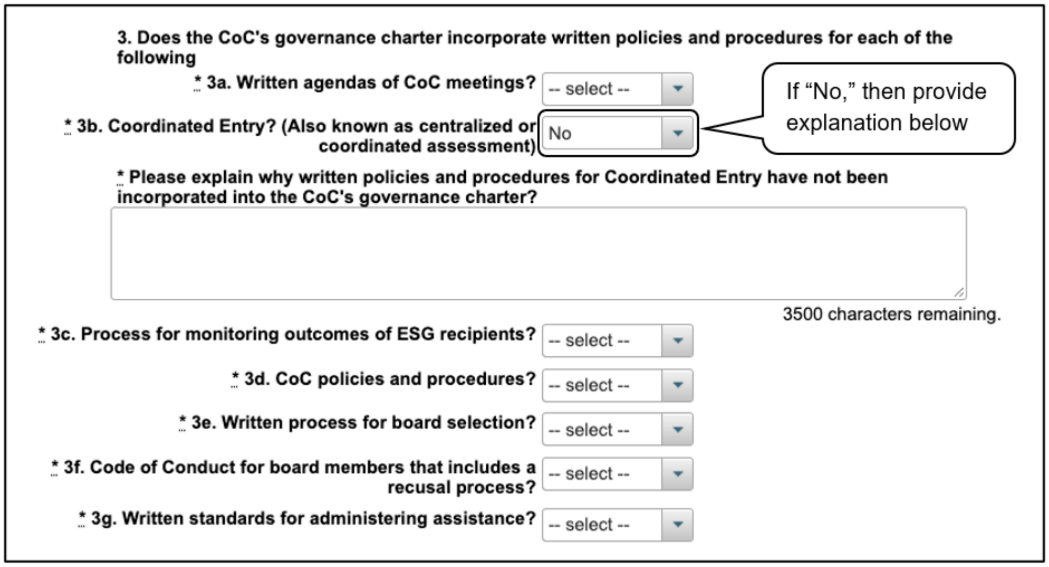
*** 2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)**

Participates in CoC meetings: ☐
Votes, including electing Coc Board: ☐
Sits on CoC Board: ☐
None: ☐

At least one box must be checked.

Steps

1. In field 1, select "Weekly," "Monthly," "Bi-Monthly," "Quarterly," "Semi-Annually," "Annually," or "No regular meetings" from the dropdown menu to indicate the frequency in which the CoC conducts meetings of the full CoC membership.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the CoC includes membership of a homeless or formerly homeless person.
3. In field 2a, select the role(s) members who are homeless or formerly homeless have in the CoC membership. Select "None" if there are no homeless or formerly homeless members of the CoC.



3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

*** 3a. Written agendas of CoC meetings?** -- select --

*** 3b. Coordinated Entry? (Also known as centralized or coordinated assessment)** No

If “No,” then provide explanation below

*** Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter?**

3500 characters remaining.

*** 3c. Process for monitoring outcomes of ESG recipients?** -- select --

*** 3d. CoC policies and procedures?** -- select --

*** 3e. Written process for board selection?** -- select --

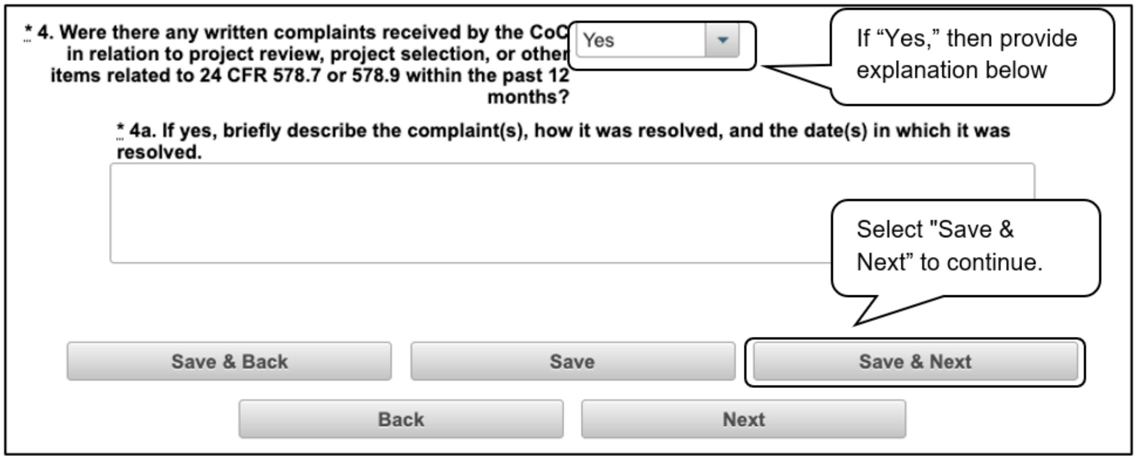
*** 3f. Code of Conduct for board members that includes a recusal process?** -- select --

*** 3g. Written standards for administering assistance?** -- select --

Steps (continued)

4. In fields 3a–3g, select "Yes" or "No" from the dropdown menus to indicate if the CoC's governance charter incorporates written policies and procedures for each of the following:
    - Written agendas of CoC meetings.
    - Coordinated entry (also known as centralized or coordinated assessment).
        - If "No" is selected for field 3b, Coordinated Entry, a text box will appear.

          In the text box, explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter.
    - Process for monitoring outcomes of ESG recipients.
    - CoC policies and procedures.
    - Written process for board selection.
    - Code of conduct for board members that includes a recusal process.
    - Written standards for administering assistance.



* 4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? Yes

* 4a. If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.

If "Yes," then provide explanation below
Select "Save & Next" to continue.
Save & Back
Save
Save & Next
Back
Next

5. In field 4, select "Yes" or "No" from the dropdown menu to indicate if there were any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months.
    - If yes, field 4a will appear.

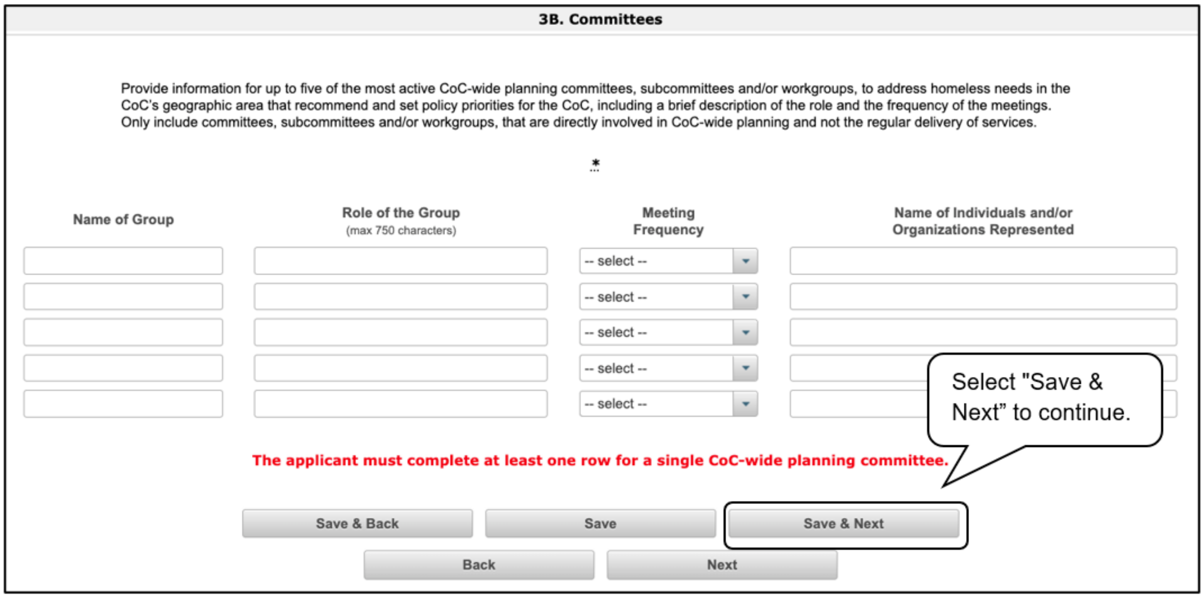
      In field 4a, include a description of the complaint, how it was resolved, and the date(s) on which it was resolved.
6. Select "Save & Next" to continue.

3B. Committees

The following steps provide instructions on completing the “Committees” screen for Part 3: CoC Governance of the FY 2023 CoC Planning Project Application.

NOTE: *When copying and pasting text from Microsoft 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 the text into e-snaps from Notepad, which will remove any unnecessary formatting from Word.



3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC’s geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

*

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
		-- select --	
		-- select --	
		-- select --	
		-- select --	
		-- select --	

The applicant must complete at least one row for a single CoC-wide planning committee.

Select "Save & Next” to continue.

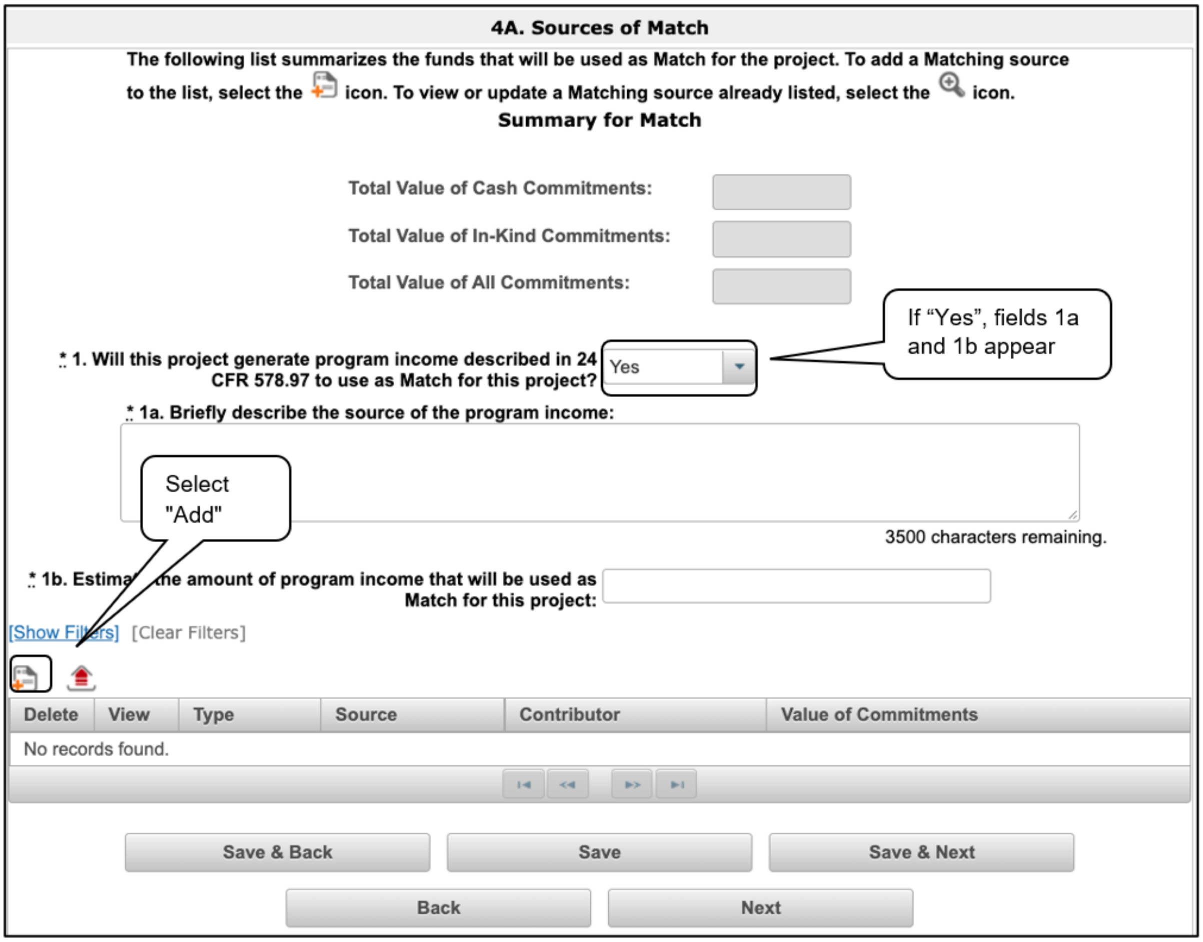
Steps

1. Provide the following information for up to **five** of the most active **CoC-wide** planning committees, subcommittees, and/or workgroups:
    - Name of the committee.
    - Role of the committee.
    - Meeting frequency.
    - Name of individuals and/or organizations.
2. Select "Save & Next" to continue.

NOTE: *The applicant must complete at least one row for a single CoC-wide planning committee.*

4A. Sources of Match

The following steps provide instructions on completing the “Sources of Match” screen for Part 4: Funding Request of the FY 2023 CoC Planning Project Application. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your CoC Planning project.



4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:

Total Value of In-Kind Commitments:

Total Value of All Commitments:

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? Yes

* 1a. Briefly describe the source of the program income:

3500 characters remaining.

* 1b. Estimate the amount of program income that will be used as Match for this project:

If “Yes”, fields 1a and 1b appear

Select "Add"

Delete	View	Type	Source	Contributor	Value of Commitments
No records found.					

Steps

1. In field 1, select "Yes" or "No" to indicate whether the project generates program income that will be used as match.

    - If “Yes,” fields 1a and 1b will appear.

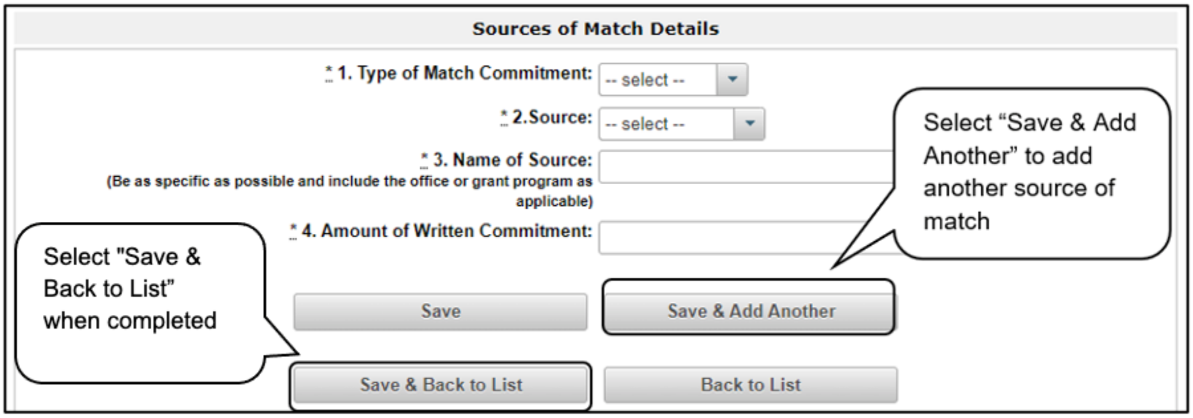
      In field 1a, describe the source of program income.

      In field 1b, estimate the amount of program income that will be used as match for this project.

2. To add information to this list, select the "Add" icon above the “Delete” heading.
3. The "Sources of Match Details" screen will appear.

4A. Sources of Match Details

The following steps provide instructions on completing the “Sources of Match Details” screen. The purpose of the screen is to identify each source of match (in-kind and cash commitments) for your CoC Planning project.



Sources of Match Details

* 1. Type of Match Commitment: -- select --

* 2.Source: -- select --

* 3. Name of Source: (Be as specific as possible and include the office or grant program as applicable)

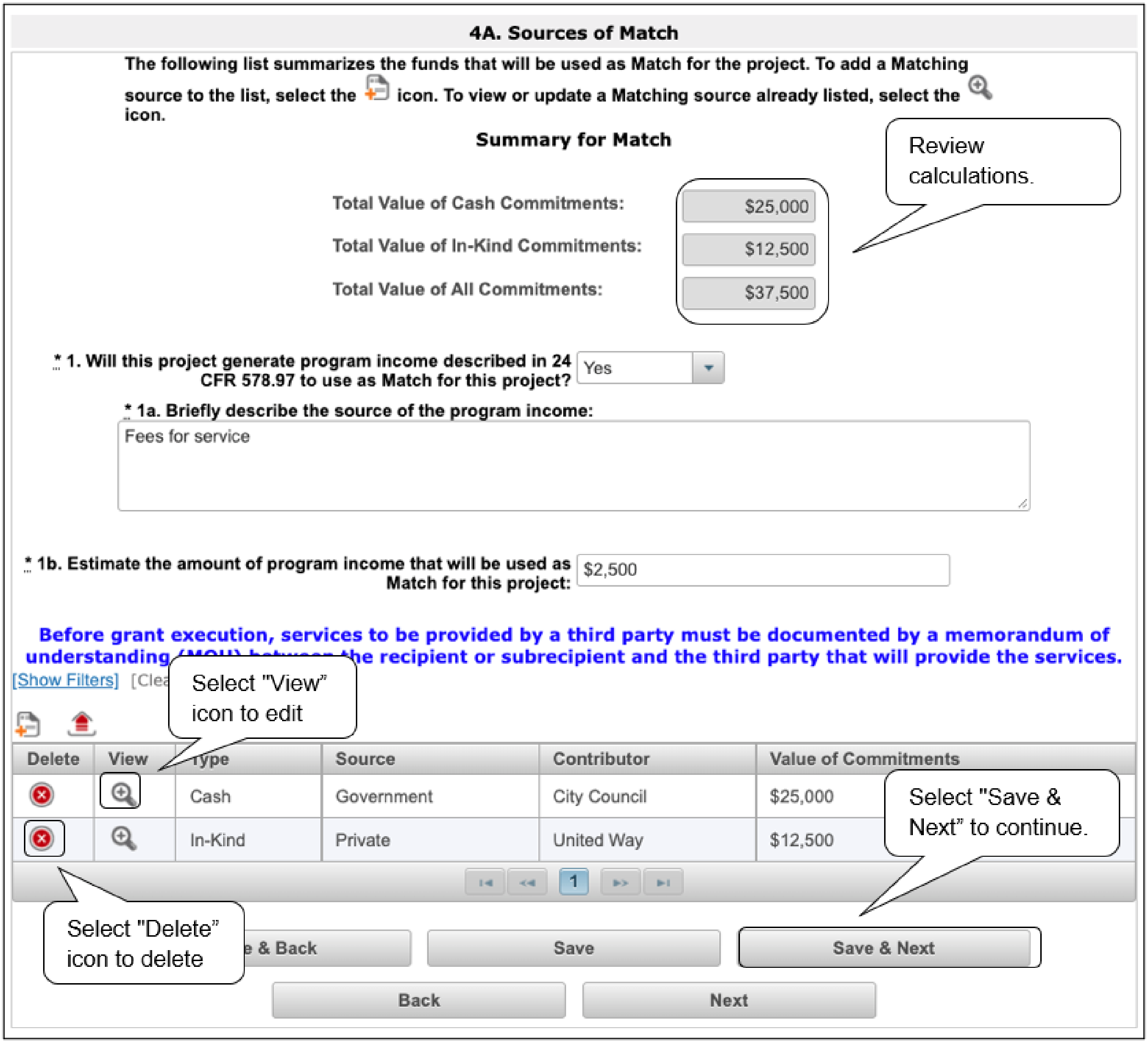
* 4. Amount of Written Commitment:

Select “Save & Add Another” to add another source of match

Select "Save & Back to List” when completed

Steps

1. In field 1, select "Cash" or "In-Kind" from the dropdown menu as the Type of Commitment.
2. In field 2, select "Government" or "Private" from the dropdown menu as the Source.
3. In field 3, enter the name of the source of the commitment in the text box. Be as specific as possible in naming the source and include the name of the office or grant program as applicable.
4. In field 4, enter the total dollar value for the Amount of Written Commitment.
5. To add an additional source of match, select "Save & Add Another."
6. Once you have completed all of the "Details" screens that your project requires, select "Save & Back to List" to return to the "Sources of Match" screen.



4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the 🔍 icon.

Summary for Match

Total Value of Cash Commitments:	$25,000
Total Value of In-Kind Commitments:	$12,500
Total Value of All Commitments:	$37,500

Review calculations.

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? Yes

* 1a. Briefly describe the source of the program income: Fees for service

* 1b. Estimate the amount of program income that will be used as Match for this project: $2,500

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Select "View" icon to edit

Delete	View	Type	Source	Contributor	Value of Commitments
⊗	🔍	Cash	Government	City Council	$25,000
⊗	🔍	In-Kind	Private	United Way	$12,500

Select "Save & Next" to continue.

Select "Delete" icon to delete

Steps (continued)

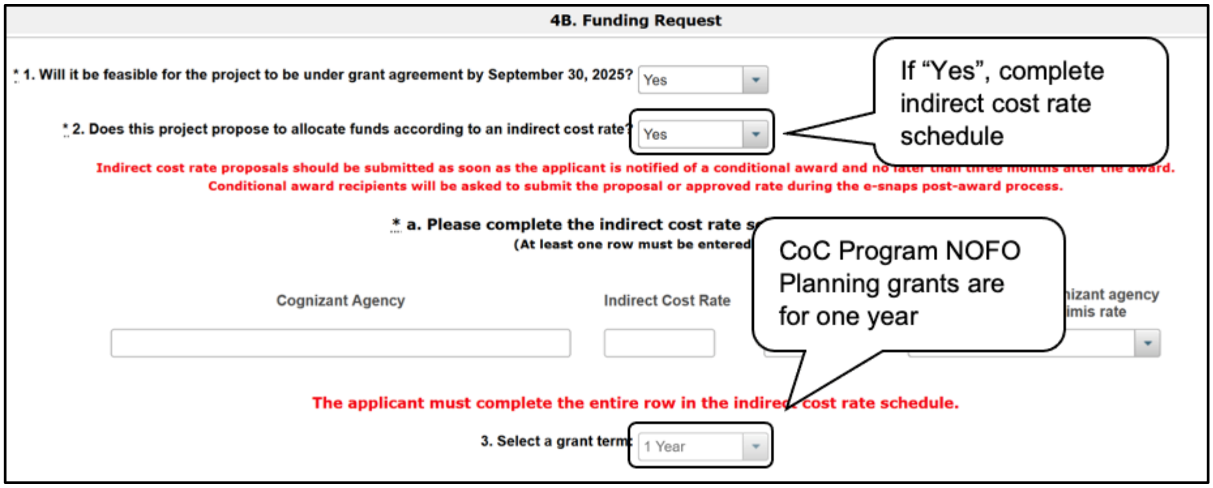
7. On the "Sources of Match" screen, review the list:
    - The "Sources of Match" screen should have been calculated with your total sources of match amounts.
    - Each "Detail" screen you entered will appear as a separate entry.
    - To edit the information you entered, select the "View" icon 🔍 to the left of the entry.
    - To delete an entry from the list, select the red "Delete" icon. ⊗
8. If the list seems to be missing one or more items:
    - Select the "Add" icon.
    - Complete a "Sources of Match Details" screen, as discussed in the previous steps.
9. Select "Next" when you have completed all sources of match to continue.

4B. Funding Request

The following steps provide instructions on completing the “Funding Request” screen for Part 4B: Funding Request of the FY 2023 CoC Planning Project Application.

The purpose of the "Funding Request" screen is to describe the quantity and dollar amount of each type of eligible planning cost you are requesting and to determine the total budget of your CoC Planning Project Application.

In the “Annual Assistance Request (Applicant)” column, you will enter the annual amount for each applicable budget line item.



4B. Funding Request

* 1. Will it be feasible for the project to be under grant agreement by September 30, 2025? Yes

* 2. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award and no later than three months after the award.
Conditional award recipients will be asked to submit the proposal or approved rate during the e-snaps post-award process.

* a. Please complete the indirect cost rate s
(At least one row must be entered

Cognizant Agency	Indirect Cost Rate		nizant agency imis rate

The applicant must complete the entire row in the indirec cost rate schedule.

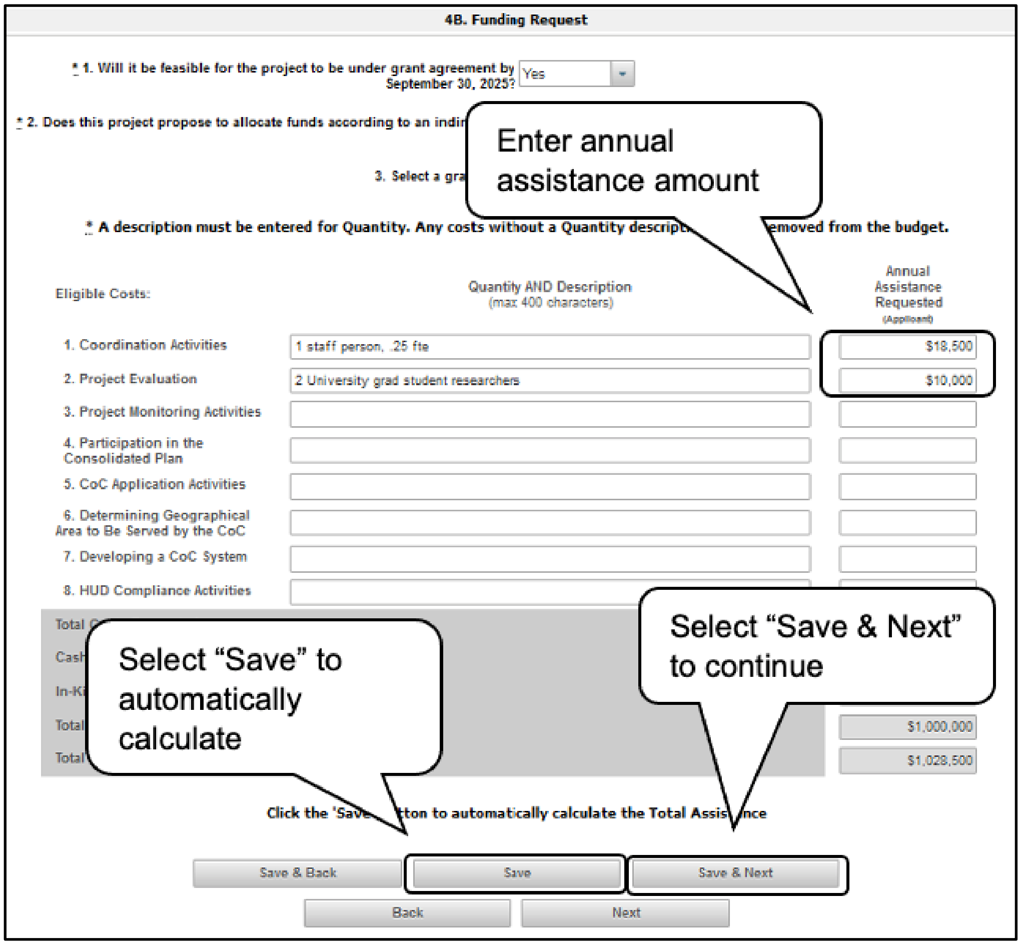
3. Select a grant term: 1 Year

If “Yes”, complete indirect cost rate schedule

CoC Program NOFO Planning grants are for one year

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether it is feasible for the project to be under grant agreement by September 30, 2025.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate.
    - If "Yes," complete the indirect cost rate schedule under field 2; list the cognizant agency, record the indirect cost rate and the direct cost rate, and select whether you plan to use the approved rate or the 10 percent de minimis rate.
3. In field 3, *e-snaps* will pre-populate the grant term as "1 Year." You cannot edit it.



4B. Funding Request

* 1. Will it be feasible for the project to be under grant agreement by September 30, 2025? Yes

* 2. Does this project propose to allocate funds according to an indir

3. Select a gra

* A description must be entered for Quantity. Any costs without a Quantity descript emoved from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	1 staff person, .25 fte	$18,500
2. Project Evaluation	2 University grad student researchers	$10,000
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities		
Total C		
Cash		
In-Ki		
Total		$1,000,000
Total		$1,028,500

Click the 'Save tton to automatically calculate the Total Assis nce

Enter annual assistance amount

Select "Save" to automatically calculate

Select "Save & Next" to continue

Steps (continued)

4. Under field 3, for each of the eight eligible cost categories, enter the following:
    - Under the "Quantity AND Description" column, enter a quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
    - Under the "Annual Assistance Requested (Applicant)" column, enter the dollar request for each year of the grant term.
    - The eight eligible costs categories include the following:
        i. Coordination Activities
        ii. Project Evaluation
        iii. Project Monitoring Activities
        iv. Participation in the Consolidated Plan
        v. CoC Application Activities
        vi. Determining Geographic Area Served by the CoC
        vii. Developing a CoC System
        viii. HUD Compliance Activities
5. Select "Save" to automatically calculate the "Total Costs Requested" and "Total Budget."
6. Select "Save & Next" to continue.

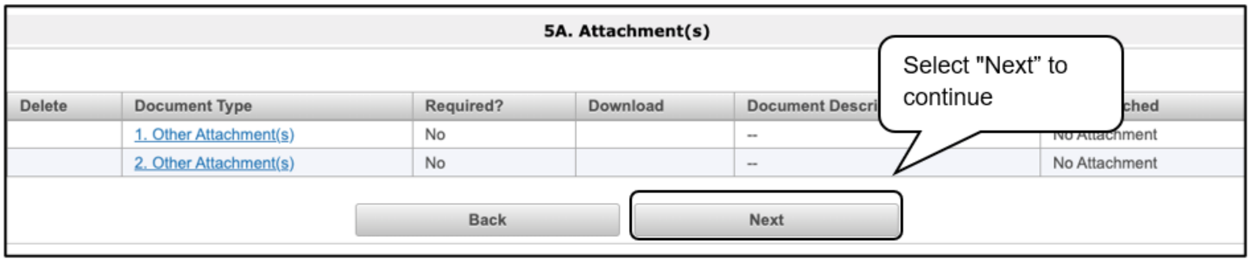
NOTE: *Cash match and in-kind match fields are automatically populated. If they need to be changed, return to Screen "4A. Sources of Match" to make changes to these fields.*

NOTE: *A minimum of a 25 percent total match is required for ALL requested CoC Planning costs. The system will notify Project Applicants if an ineligible amount is displayed with a warning message and will prevent the submission of the application.*

See 24 CFR 578.73 regarding match requirements to ensure the in-kind match reported is documented appropriately if this method of match is selected.

5A. Attachments

There are no attachments required for the CoC Planning Project Application unless the project will be using in-kind match.



5A. Attachment(s)

Delete	Document Type	Required?	Download	Document Descri	ched
	1. Other Attachment(s)	No		--	No Attachment
	2. Other Attachment(s)	No		--	No Attachment

Select "Next" to continue

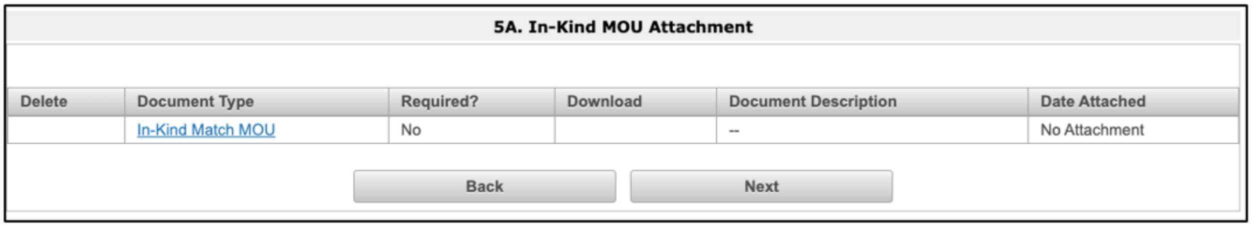
Step

1. Select “Next” to continue.

   Note: Projects using in-kind match will proceed to a screen where they will attach a memorandum of understanding (MOU).

5A. In-Kind MOU Attachment

If a Project Applicant is using in-kind match for their project, the services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU must be attached to the Project Application or submitted prior to the grant agreement.



5A. In-Kind MOU Attachment

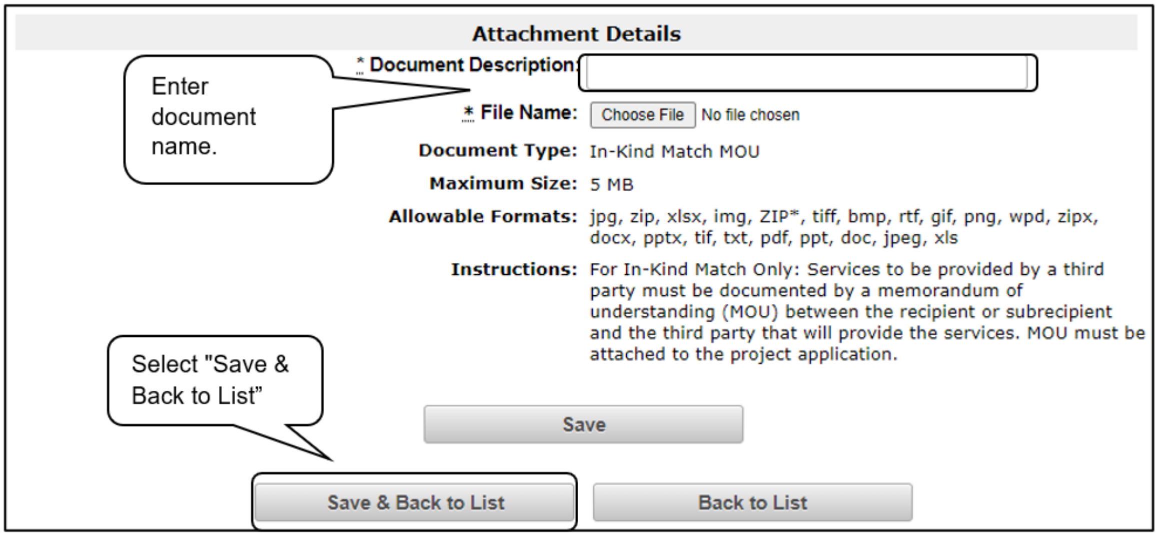
Delete	Document Type	Required?	Download	Document Description	Date Attached
	In-Kind Match MOU	No		--	No Attachment

Steps

1. Select the document name under Document Type.
2. The "Attachment Details" screen will appear.

5A. Uploading an Attachment

The following instructions explain how to upload an attachment in *e-snaps*.



Attachment Details

* Document Description:

* File Name: Choose File No file chosen

Document Type: In-Kind Match MOU

Maximum Size: 5 MB

Allowable Formats: jpg, zip, xlsx, img, ZIP*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls

Instructions: For In-Kind Match Only: Services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. MOU must be attached to the project application.

Enter document name.

Select "Save & Back to List"

Steps

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.
    - The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP, docx, rtf, txt.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

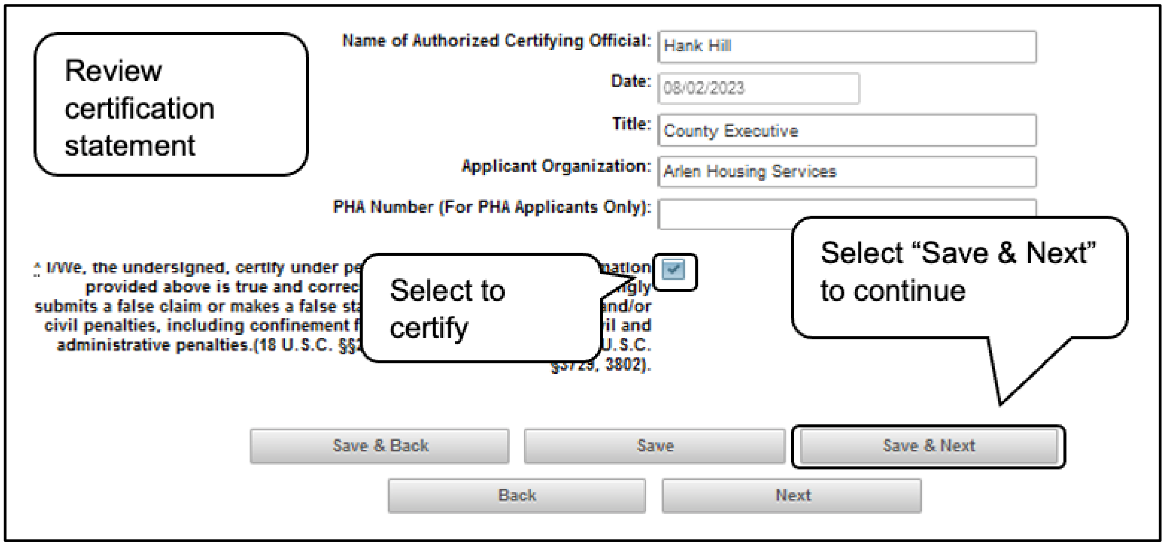
NOTE:

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.*

5B. Certification

Project Applicants must certify that their programs will be in compliance with all applicable Fair Housing and Equal Opportunity laws. The following steps provide instructions on completing the "Certification" screen of the application.



Name of Authorized Certifying Official: Hank Hill
Date: 08/02/2023
Title: County Executive
Applicant Organization: Arlen Housing Services
PHA Number (For PHA Applicants Only):

* I/We, the undersigned, certify under pe mation
provided above is true and correc ngly
submits a false claim or makes a false sta and/or
civil penalties, including confinement f il and
administrative penalties.(18 U.S.C. §§2 U.S.C.
§3729, 3802). ☑

Review certification statement
Select to certify
Select "Save & Next" to continue
Save & Back
Save
Save & Next
Back
Next

Steps

1. Review the Certification statement.
2. If the Applicant is unable to certify any of the statements in parts A of the Certification, attach an explanation on the "Attachments" screen using one of the available links.
3. Verify the name of the Project Applicant organization's Authorized Certifying Official.
4. Verify the current date auto-populates in the Date field.
5. Verify the title of the Project Applicant organization's Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. If the organization is a Public Housing Authority (PHA), enter the PHA Number. Otherwise, leave it blank.
8. Select the box next to the certification statement.
9. Select "Save & Next" to continue.

6A. Submission Summary

Once the required information has been entered, the 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.

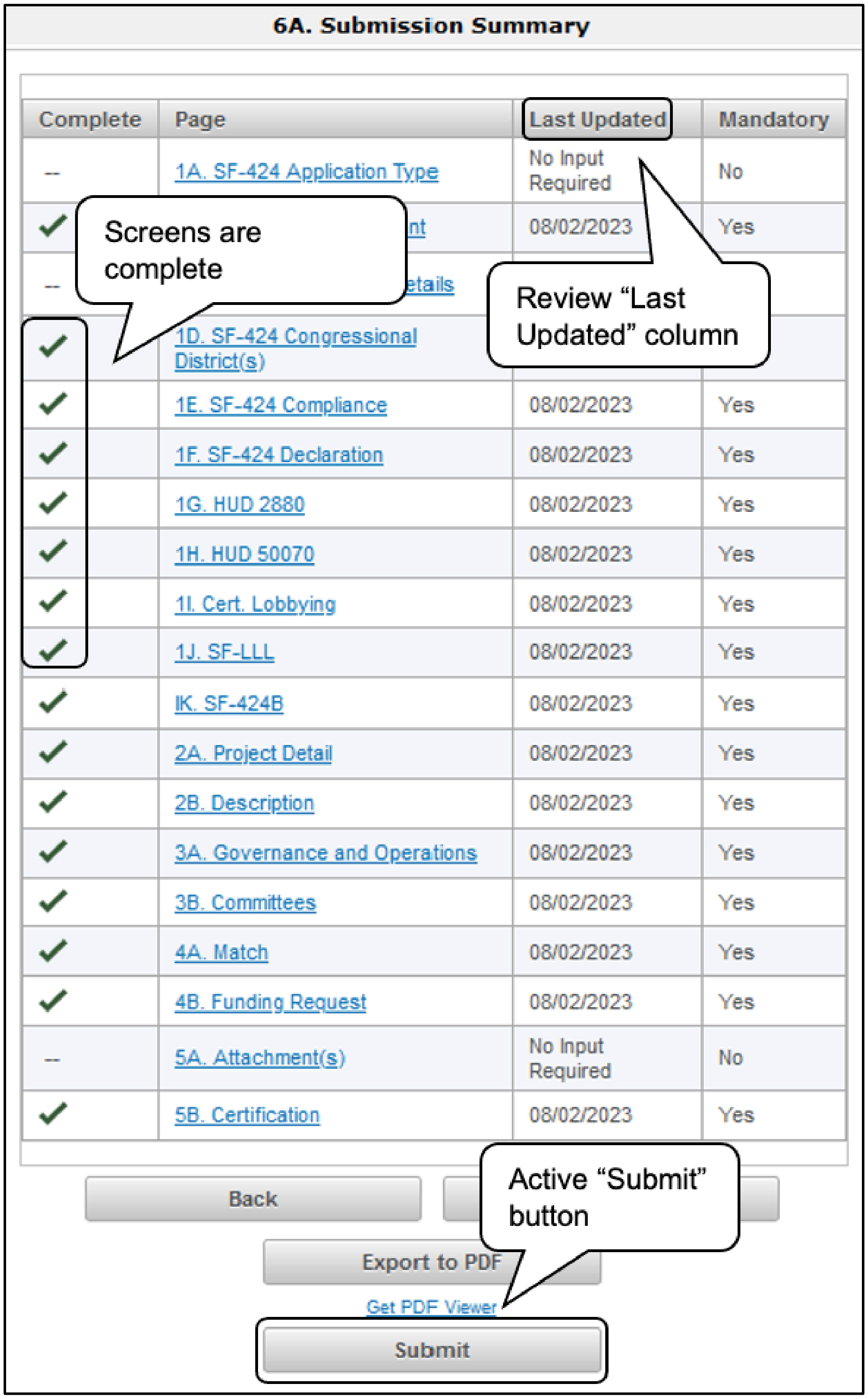
Users can go back to any screen by selecting the screen name on the left menu or the screen name in the Submissions list itself. Remember to select "Save" after any changes.

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 training module, the Applicant may proceed to the next steps in the Project Application process. HUD, however, may require 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."

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.



6A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	nt	08/02/2023	Yes
--	etails		
✓	1D. SF-424 Congressional District(s)		
✓	1E. SF-424 Compliance	08/02/2023	Yes
✓	1F. SF-424 Declaration	08/02/2023	Yes
✓	1G. HUD 2880	08/02/2023	Yes
✓	1H. HUD 50070	08/02/2023	Yes
✓	1I. Cert. Lobbying	08/02/2023	Yes
✓	1J. SF-LLL	08/02/2023	Yes
✓	IK. SF-424B	08/02/2023	Yes
✓	2A. Project Detail	08/02/2023	Yes
✓	2B. Description	08/02/2023	Yes
✓	3A. Governance and Operations	08/02/2023	Yes
✓	3B. Committees	08/02/2023	Yes
✓	4A. Match	08/02/2023	Yes
✓	4B. Funding Request	08/02/2023	Yes
--	5A. Attachment(s)	No Input Required	No
✓	5B. Certification	08/02/2023	Yes

Screens are complete

Review “Last Updated” column

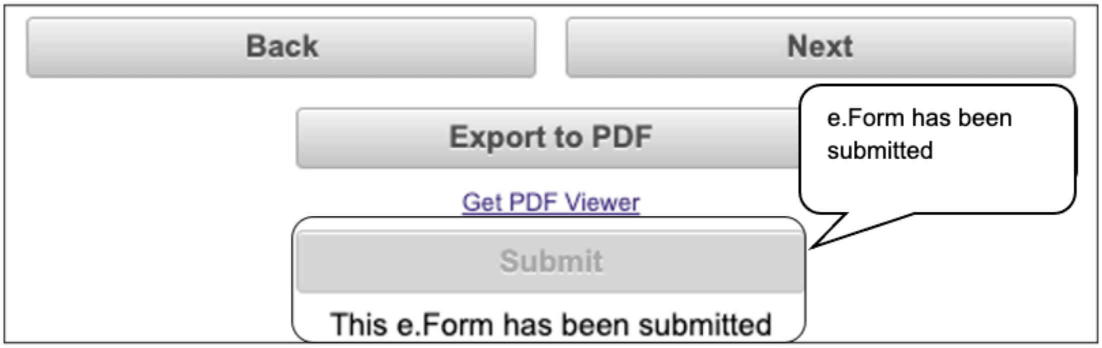
Active “Submit” button

Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Review the “Last Updated” column to confirm all screens are complete.
    - For any item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar. Complete the screen, save the information on the screen, then return to the Submission Summary screen.
3. Select the "Submit" button.
    - The "Submit" button will be grayed out. Below it, there will be text stating, "This e.Form has been submitted."

After Selecting the "Submit" Button

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

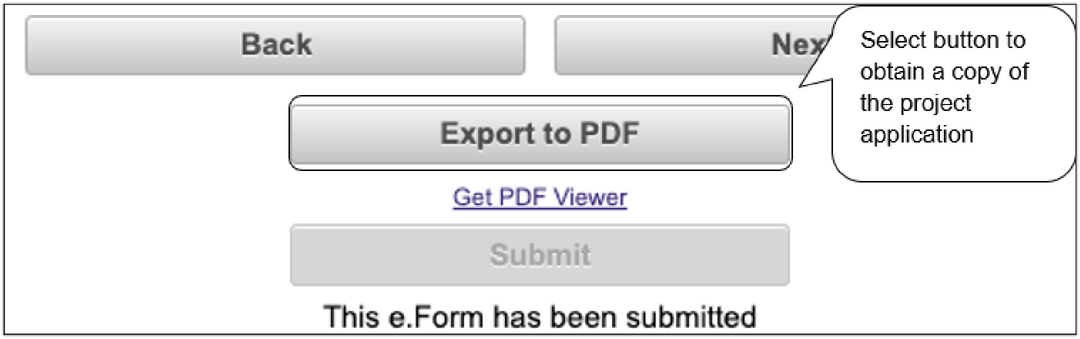


This e.Form has been submitted

e.Form has been submitted

Exporting to PDF

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



This e.Form has been submitted

Select button to obtain a copy of the project application

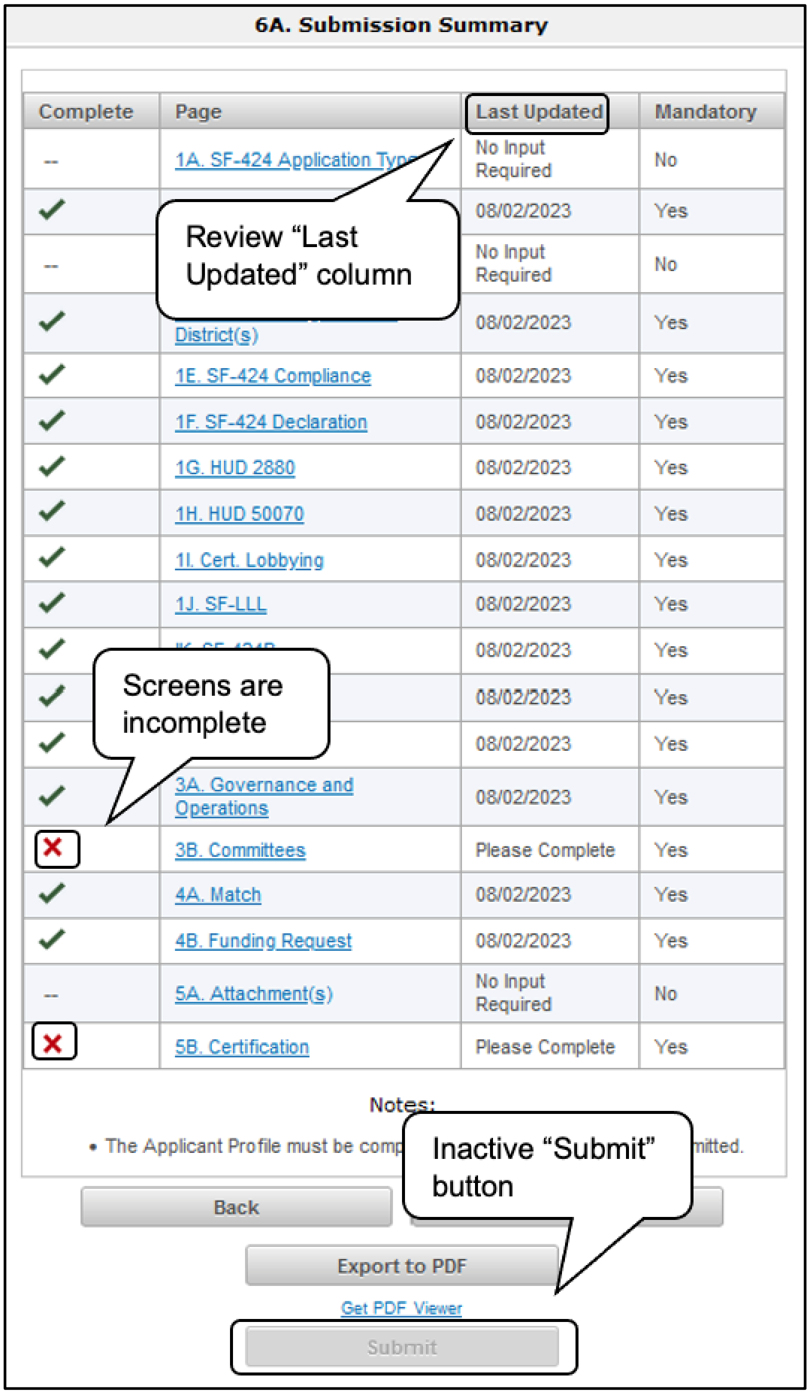
Steps

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."

Troubleshooting 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 form at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application forms or in the Applicant Profile.

The following image shows the CoC Planning 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.



6A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Typ	No Input Required	No
✓		08/02/2023	Yes
--		No Input Required	No
✓	District(s)	08/02/2023	Yes
✓	1E. SF-424 Compliance	08/02/2023	Yes
✓	1F. SF-424 Declaration	08/02/2023	Yes
✓	1G. HUD 2880	08/02/2023	Yes
✓	1H. HUD 50070	08/02/2023	Yes
✓	1I. Cert. Lobbying	08/02/2023	Yes
✓	1J. SF-LLL	08/02/2023	Yes
✓		08/02/2023	Yes
✓		08/02/2023	Yes
✓		08/02/2023	Yes
✓	3A. Governance and Operations	08/02/2023	Yes
☒	3B. Committees	Please Complete	Yes
✓	4A. Match	08/02/2023	Yes
✓	4B. Funding Request	08/02/2023	Yes
--	5A. Attachment(s)	No Input Required	No
☒	5B. Certification	Please Complete	Yes

Notes:

- The Applicant Profile must be comp mitted.

Review “Last Updated” column

Screens are incomplete

Inactive “Submit” button

Steps

1. Review your “Submission Summary” screen to determine which Project Application form needs to be completed. 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 to return to that screen.
2. Complete the screen, then save the information.
3. Return to the “Submission Summary” screen. If there are more items that state “Please Complete,” repeat steps 1 and 2. When all screens are complete, select the "Submit" button.

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

- "Please Complete" identifies a form with information missing in one or more required fields.
- "No Input Required" identifies a form that is not required for completion by all projects. You are strongly encouraged to double-check these forms 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 list of screens and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the CoC Planning Project Application after following these instructions, please submit a question to the HUD e-snaps Help Desk at e-snaps@hud.gov.

Please provide specific details regarding the issue you are encountering, the steps you have taken up to the point the issue occurs, and any error messages.

Please also provide a screenshot whenever possible.

Updating the Applicant Profile

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

Steps

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. Select “Back to Applicants List” on the left menu bar.
10. Select “Submissions” on the left menu bar.
11. Select the orange folder icon 📂 to enter the CoC Planning Project Application. The change should have pulled forward.

Project Application Changes

NOTE: *For the CoC Planning Project Application, the Collaborative Applicant and the Project Applicant are the same entity. Nevertheless, you have two roles and thus two Applicant Profiles.*

You need to follow these steps as if you have two roles by switching the name of the Applicant in the "Applicant" field that appears at the top-left side of the "Applicants," "Projects," and "Submissions" screens.

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests a change to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Steps—Who

1. Collaborative Applicant

The following actions are taken by the Collaborative Applicant so the Project Applicant can amend the Project Application:

- Select the “notepad” icon on the Project Listing screen to “release” the Project Application back to the Applicant.
- Update the project listing so the Project Application does not appear on the Project Listing.

NOTE: Specific instructions for Collaborative Applicants are available in the Project Priority Listings instructional guide on the CoC Program Competition Resources page at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.

2. Project Applicant

After the Project Application has been amended back to the Project Applicant for changes, any registrant with access to the organization's *e-snaps* account should be able to access, edit, and resubmit the Project Application.

The following actions are taken by the Applicant once the Collaborative Applicant has released the Project Application:

1. Log in to *e-snaps*.
2. Select “Submissions” on the left menu bar.
3. Find the Project Application that was sent back to the Applicant. Review the list under the Project Name column or use the Project Name dropdown menu and “Filter” button. The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column. Select the “Open Folder” icon 📂 to the left of the project with no submission date.
4. Make the required change(s), saving each form as it is revised.
5. Select the “Submit” button.

3. Collaborative Applicant

After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the project listing for the Project Application to reappear on the Project Listings screen.

Next Steps

Congratulations on submitting your CoC Planning Project Application!

Additional instructional guides and resources are available to assist Collaborative Applicants and Project Applicants in completing the CoC Consolidated Application and Project Applications. Please return to the CoC Program Competition Resources pages at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition.
- https://www.hudexchange.info/programs/*e-snaps/*.