



FY 2023

Continuum of Care

Program NOFO

Project Application

Appeal Process

e-snaps Navigational Guide

Version 1

The Project Application Appeal Process

Table of Contents

Introduction	1
Objectives	2
Posted Resources	2
Overview of this Navigational Guide	3
Accessing the Appeal Project Application	4
Completing the Project Applicant Profile	5
Creating a Project under Projects	6
Opening a Project under Submissions	9
FY 2023 Project Application Appeal Process	10
Accessing the Application on the Submissions screen	11
Parts 1 and 2	12
3A. Project Detail	13
3B and Parts 4 through 6	15
7A. Attachments for Project Applications	16
CoC Rejection Letter	17
7B. Certification	18
8A. Notice of Intent to Appeal	19
Submission Without Changes	20
8B. Submission Summary	21
Submitting the Appeal Project Application	23
Exporting to PDF	24
Troubleshooting When You Cannot Submit the Appeal Project Application	25
Next Steps	27

The Project Application Appeal Process

Introduction

Welcome to the Project Application Appeal Process Navigational Guide. This navigational guide covers important information about completing the Project Application appeal process in *e-snaps* for a recipient whose project application was rejected in the local Continuum of Care (CoC) competition during the FY 2023 CoC funding process. Per 24 CFR 578.35(c), Project Applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and whose projects were rejected or reallocated by the CoC may appeal these actions directly with HUD by submitting a Solo Applicant Project Application prior to the application deadline.

Prior to using this navigational guide, all Project Applicants **must** have completed the Project Applicant Profile; submitted a New, Renewal, or YHDP Renewal Project Application to the CoC by the local deadline; and received a rejection from the CoC outside of *e-snaps* (e.g., rejection via email or letter).

The [FY 2023 CoC Program Competition NOFO](#) lists the application deadline. CoCs are to review and approve or reject all Project Applications no later than 15 days prior to the CoC Program Competition application deadline.

Only those organizations that meet these criteria should participate in the appeal process. This year, if the criteria cited above are met, the Project Applicant will have the opportunity to submit a Notice of Intent to Appeal and apply as a Solo Project Applicant directly to HUD through *e-snaps*. In order for a Project Application to be considered for funding, it must meet these criteria and submit the Solo Applicant appeal project application to HUD prior to the application deadline that is provided in the FY 2023 CoC Program Competition NOFO.

NOTE

Solo Applicant Appeal Project Applications may be for New, Renewal, or YHDP Renewal projects and are completed exactly as the Project Applicant completed the original application in e-snaps prior to its rejection by the CoC.

The Project Application Appeal Process

Objectives

By the end of this navigational guide, you should be able to submit the Project Application as a Solo Applicant along with the Notice of Intent to Appeal directly to HUD.

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* or the CoC Program NOFO 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; and
- Any error messages.

You may also want to provide a screenshot.

The Project Application Appeal Process

Overview of this Navigational Guide

This navigational guide focuses on submitting a project application in *e-snaps* to be considered for appeal, which includes submitting the relevant details of a Project Applicant's experience of not being able to participate in the CoC planning process. It provides instructions for the specific screens and forms that identify a New, Renewal, or YHDP Renewal Project Application as an Appeal Project Application. Separate navigational guides on the Project Applicant Profile and New, Renewal, and YHDP Renewal Project Applications are available at:

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

This navigational guide will not review the Project Applicant Profile, registering for a FY 2023 funding opportunity, or the Project Application in its entirety.

Accessing the Project Application to submit an Appeal. This section identifies the steps to accessing the Project Application. As with all Project Applications, the Project Applicant Profile must be complete before the Project Applicant can resubmit a Project Application with a Notice of Intent to Appeal. There is no need to "re-register" for a funding opportunity, but the Project Applicant needs to create a project on the Projects screen to establish the new Project Application on the Submissions screen.

Project Application Appeal Forms. Project Applicants will need to enter all the project information, even though they had already entered the information in the original submission. The Project Applicant will also identify the project as an appeal. Project Applicants submitting an appeal will be required to complete new forms in addition to the regular Project Application. This section provides instructions for completing the additional screens. After all required information is provided, the Project Applicant will submit the Project Application and Notice of Intent to Appeal directly to HUD via *e-snaps*.

Next Steps. Once the Project Applicant completes the Application Appeal Process according to the instructions provided on screen 8A, the Notice of Intent to Appeal will serve as the HUD-recognized Notice of Intent to Appeal required by 24 CFR 578.35(b)(2). Following the announcement of awards, the Project Applicant must complete the additional steps for the Application Appeal Process as outlined in Section X of the FY 2023 CoC Program Competition NOFO.



Resources and information that will help you successfully submit your applications for the FY 2023 CoC Program Competition are available here:

- *FY 2023 CoC Program Competition NOFO is located at:*
—https://www.hud.gov/program_offices/comm_planning/coc/competition
- *e-snaps main page:*
—<https://www.hudexchange.info/programs/e-snaps/>
- *e-snaps FAQs:*
—FAQs (Pre-FY21): <https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/>
—FAQs (Post-FY21): https://www.hud.gov/program_offices/comm_planning/coc/competition

The Project Application Appeal Process

Accessing the Appeal Project Application

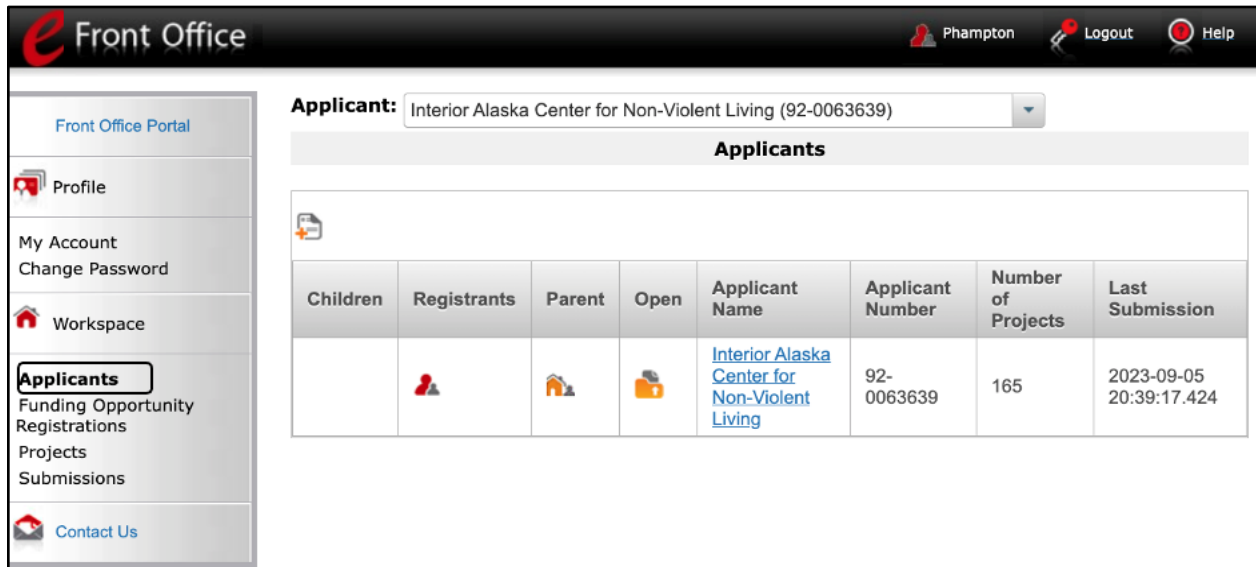
Accessing the Appeal Project Application requires a similar process as with the original Project Application submission and includes the following:

- Completing the Project Applicant Profile.
- Creating a Project under “Projects.”
- Opening a Project under “Submissions.”




The Project Application Appeal Process

Completing the Project Applicant Profile

All Project Applicants must first have completed the Project Applicant Profile, and if the applicant has more than one Applicant Profile, the applicant must select the same profile used to create the original rejected submission.



The screenshot shows the 'Front Office' portal interface. The top navigation bar includes the 'Front Office' logo, a user profile for 'Phampton', and links for 'Logout' and 'Help'. The left sidebar contains a 'Front Office Portal' link and a menu with options: 'Profile', 'My Account' (with a 'Change Password' link), 'Workspace', 'Applicants' (highlighted), 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area displays the 'Applicant' dropdown menu set to 'Interior Alaska Center for Non-Violent Living (92-0063639)'. Below this is a table titled 'Applicants' with columns: Children, Registrants, Parent, Open, Applicant Name, Applicant Number, Number of Projects, and Last Submission. The table contains one row of data for the selected applicant.

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Interior Alaska Center for Non-Violent Living	92-0063639	165	2023-09-05 20:39:17.424



For detailed instructions, review the Project Applicant Profile Navigational Guide available on the HUD Exchange at:

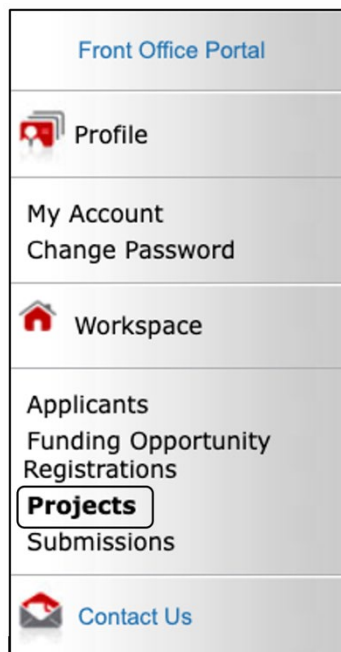
- https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Project Application Appeal Process

Creating a Project under Projects

After completing the Applicant Profile, Project Applicants can move to the next steps required to access the Application forms that are covered in the New, Renewal, and YHDP Renewal Project Application navigational guides.

There is no need to re-register the appropriate funding opportunity; however, applicants must create a new project using the same project name as the original rejected submission. Do not edit the existing Project Application that was rejected or reallocated.



If the project that was rejected by the CoC was a “New” project, you need to create a new “New” project.

If the project that was rejected or reallocated by the CoC was a “Renewal” project, you need to create a new “Renewal” project.

If the project that was rejected by the CoC was a “YHDP Renewal” project, you need to create a new “YHDP Renewal” project.

Do NOT edit the existing Project Application that was rejected or reallocated.

The Project Application Appeal Process

Front Office Portal

Applicant: Interior Alaska Center for Non-Violent Living (92-0063639)

Projects

Project Status: Open Projects

Funding Opportunity Name: All Funding Opportunities

Select "Projects" to open the "Projects" screen

Select the same funding opportunity as the project that was rejected or reallocated by the CoC.

2023_yhdp_rp_ppl_test 1381

FY2022_YHDP_RP_App_2 137709

New Project Application FY2021

New Project Application FY2022

New Project Application FY2023

Renewal Project Application FY2012

Renewal Project Application FY2013

Renewal Project Application FY2014

Renewal Project Application FY2015

Renewal Project Application FY2016

Interior Alaska Center for Non-Violent Living 92-0063639 In Progress

Steps

1. Select "Projects" on the left menu bar.
2. The "Projects" screen will appear.
3. Select the relevant type of application from the "Funding Opportunity Name" dropdown. You must select the same funding opportunity as the project that was rejected or reallocated by the CoC.

The screen will refresh and an "Add" icon  appears on the left side above the column headings.




Applicant: Interior Alaska Center for Non-Violent Living (92-0063639)


Projects

Project Status: Open Projects

Funding Opportunity Name: New Project Application FY2023

Select "Add" icon to open the "Create a Project" screen.

Edit	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	2023_new	138097	New Project Application FY2023	Interior Alaska Center for Non-Violent Living	92-0063639 In Progress
	FY2023_App_New_2	138099	New Project Application FY2023	Interior Alaska Center for Non-Violent Living	92-0063639 In Progress
	FY2023_PPL_New_1_AK501	138190	New Project Application FY2023	Interior Alaska Center for Non-Violent Living	92-0063639 In Progress

4. Select the "Add" icon .
5. The "Create a Project" screen will appear.

The Project Application Appeal Process

Applicant: Alaska Balance of State (AK-501)

Create a Project

Funding Opportunity Name: New Project Application FY2023
Applicant: Alaska Balance of State (AK-501)


Applicant Project Name:

Enter the **SAME** Project Name as the Project that was rejected or reallocated by the CoC.

Save Save & Add Another
Save & Back Cancel

Steps

1. On the "Create a Project" screen, the Funding Opportunity Name and the Applicant name will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
 - The project name must be the SAME name as the Project that was rejected or reallocated by the CoC.
3. Select "Save & Back" to return to the "Projects" screen.
4. The Project Name is listed in the menu.

Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.

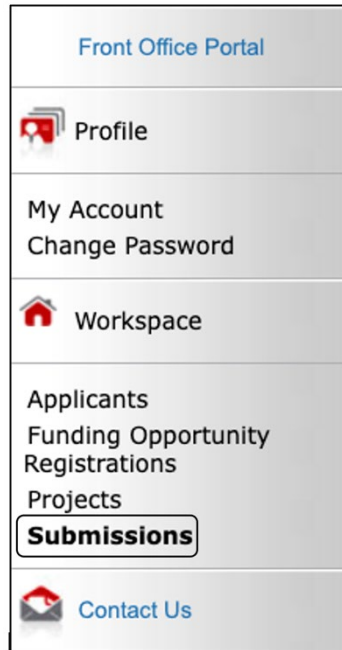


Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working. Please ensure you are working under the correct Project Applicant.

The Project Application Appeal Process

Opening a Project under Submissions

After creating a project with the same name as the original rejected submission, Project Applicants may enter the Project Application and complete their appeal. You must access the Appeal Project Application forms through the "Submissions" screen.



The Project Application Appeal Process

FY 2023 Project Application Appeal Process

Completing the Project Application Appeal Process forms in *e-snaps* is identical to completing a New, Renewal, and YHDP Renewal Project Application with a few exceptions. This section identifies the steps for completing the Project Detail screen as well as the additional screens required in *e-snaps* for Project Applicants appealing a CoC rejection in the local competition process and applying directly to HUD for funding consideration.

To complete the Project Application Appeal Process, Project Applicants will follow the steps for completing the New or Renewal Project Application as they did in their original submissions.

NOTE:

Some data will populate from the Applicant Profile (i.e., e-snaps will bring it forward).

Review the populated data. *If any information is incorrect, you must correct it in the Project Applicant Profile. Select “Save” at the bottom of the screen after you make each revision.*

Once you have made all of the necessary corrections to your Applicant Profile, proceed to the “Submission Summary” screen and select “Complete.”

When you return to the Project Application, the screen will show the corrected information.

The Project Application Appeal Process

Accessing the Application on the Submissions screen

Access the Project Application through the "Submissions" screen.



Both the original and the appeal projects will have the same name; therefore, make sure to select the correct project. The newly created Project Application will have the most recent "Created Date" and will be listed as Open. The original rejected submission will be listed as Completed.

Front Office

Phampton Logout Help

Front Office Portal

Applicant: Alaska Balance of State (AK-501)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: A Test Renewal FY 2023

Date Submitted: On

Project Status: Open Projects


Submission Version: All Versions

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	A Test Renewal FY 2023 138242	New Project Application FY2023 New Project Application FY2023	Mar 27, 2023	Dec 31, 2028	Primary Applicant	1	

Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen appears.
3. Locate the Project Application that was created for the appeal. It has the same name as the original rejected or reallocated project, but does not have a date in the "Date Submitted" field.
4. Select the "Folder" icon  to the left of the Project Application Name created.
5. The "Before Starting the Project Application" screen will appear.

The Project Application Appeal Process

Parts 1 and 2

Complete the screens for Part 1 - SF-424 and Part 2 - Recipient and Subrecipients Information of the Appeal Project Application, as you did for the original submission.

NOTE:

The applicable navigational guides and detailed instructions for your appeal project are available at:

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

Once you have added all of the subrecipient information in Section 2, select "Next" at the bottom of screen 2A. Subrecipients. When the screen refreshes, you will arrive at screen 3A. Project Detail."

NOTE:

When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions are located on the left menu bar.

The Project Application Appeal Process

3A. Project Detail

The following steps provide instructions on updating fields populated with information from the "Applicant Type" and "Projects" screens on screen 3A: Project Detail of the Appeal Project Application.

The screenshot shows the "3A. Project Detail" form with the following fields and callouts:


- Field 1:** CoC Number and Name: -- select --. Callout: "Select the correct information in fields 1 and 2".
- Field 2:** CoC Collaborative Applicant Name: -- select --.
- Field 3:** Project Name: 2023_new_test_2. Callout: "Verify project name is correct".
- Field 4:** Project Status: Appeal (selected). Callout: "Select 'Appeal'".
- Field 5:** Component Type: -- select --. Callout: "Complete remaining screens based on original submission".
- Field 6:** Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? -- select --.
- Field 7:** Is this new project application requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition? (Attachment Requirement) -- select --.
- Field 8:** Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? -- select --.
- Field 10:** Is this project applying for Rural costs on screen 6A? -- select --.

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

Red Warning Message: "You have selected 'Appeal' and therefore are designating this application as an appeal. If you are appealing a CoC's decision to not fund this project. To proceed, you must fill out an additional form, Part 8A - Notice of Intent to Appeal, and attach a letter from the CoC officially informing you of its decision. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select 'Standard'."

NOTE: Except for item 4, "Project Status," you will complete screen 3A. Project Detail exactly as you completed it for the original Project Application submission.

Steps

1. In field 1, select the correct CoC from the "CoC Number and Name" dropdown menu.
2. In field 2, select the correct Collaborative Applicant from the "CoC Collaborative Applicant Name" dropdown menu.
3. In field 3, verify that the name of your project populated in field 3 with the project name listed on your "Projects" screen.
 - If the project name is incorrect:
 - Select the "Save" button.
 - Select "Back to Submissions List" on the left menu bar.
 - Select "Projects" on the left menu bar.
 - Select the "View" icon  to the left of your project to open the "Project Details" screen.
 - In the "Project Name" field, type in the correct name of the project, and select the "Save" button.

The Project Application Appeal Process

- Return to the Appeal Project Application using the “Submissions” link and follow the steps as instructed below.
- 4. In field 4, "Project Status," select "Appeal" from the dropdown menu.
- 5. In field 6, select the correct "Component Type" from the dropdown menu.
 - If “PH” is selected, field 5a will appear.
In field 5a, select the type of PH project.
 - If “SSO” is selected, field 5a will appear.
In field 5a, select the type of SSO project.
 - If “PH-PSH” or “Joint TH & PH-RRH” is selected, field 9 will appear.
In field 9, select “Yes” or “No” as to whether this project includes replacement reserves as a CoC operating cost.
- 6. In field 6, select “Yes” or “No” from the dropdown menu to indicate if the organization, or subrecipient, is a victim service provider as defined in 24 CFR 578.3.
- 7. In field 7, select “Yes” or “No” from the dropdown menu to indicate if the project application is requesting to transition from eligible renewal project(s) that was awarded to the same recipient and fully eliminated through reallocation in this CoC Program Competition.
- 8. In field 8, select “Yes” or “No” from the dropdown menu to indicate whether funds requested in this new project application will replace state or local government funds (24 CFR 578.87(a)).
- 9. In field 10, select “Yes” or “No” from the dropdown menu to indicate whether this project is applying for Rural costs on screen 6A.
- 10. Select "Save & Next" to continue.

NOTE:

If you selected "Appeal" from the "Project Status" dropdown menu, the message shown below will appear above the navigational buttons at the bottom of your screen. If you select "Appeal" from the "Project Status" dropdown menu, the message shown below will appear above the navigational buttons at the bottom of your screen.

You have selected “Appeal” and therefore are designating this application as an appeal to the CoC’s decision to not fund this project. To proceed, you must fill out an additional form, Part 8A – Notice of Intent to Appeal, and attach a letter from your CoC officially informing you of its decision. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select “Standard.”

The Project Application Appeal Process

3B and Parts 4 through 6

Complete screen 3B and sections 4 through 7A of the Application just as your original Project Application Submission.

NOTE:

The applicable navigational guides and detailed instructions for your appeal project are available at:

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

The Project Application Appeal Process

7A. Attachments for Project Applications

The "Attachments" screen has one item and should be completed with the same information as with the original rejected submission. In addition, the Applicant may choose to submit additional documentation as an "Other Attachment" that supports the argument for appeal.

Additional attachments are not required at this time as there will be a period of 30 days following the announcement of conditional awards during which the Solo Applicant must submit supporting evidence for its appeal. The following attachments apply:

- Subrecipient Non-Profit Documentation
- Other Attachment
- Other Attachment

Upload attachments to the Application just as your original Project Application Submission.

The screenshot shows a web interface titled "7A. Attachment(s)". It contains a table with columns: Delete, Document Type, a status column (partially visible as "R"), Document Description, and Date Attached. There are three rows of attachments. The first row is "1) Subrecipient Nonprofit Documentation" with status "R" and date "No Attachment". The second row is "2) Other Attachment(s)" with status "N" and date "No Attachment". The third row is "3) Other Attachment(s)" with status "No" and date "No Attachment". Below the table are "Back" and "Next" buttons. Two callout boxes are present: one pointing to the second row with the text "If desired, select 'Other Attachment' to submit supporting documentation", and another pointing to the "Next" button with the text "Select 'Next' to continue".

Delete	Document Type		Document Description	Date Attached
	1) Subrecipient Nonprofit Documentation	R		No Attachment
	2) Other Attachment(s)	N		No Attachment
	3) Other Attachment(s)	No		No Attachment

Back Next

Steps

1. Upload the same attachments as your original Project Application submission.
2. If you choose, submit additional documentation as an "Other Attachment" that supports the argument for appeal.
3. Select "Next" to continue.

The Project Application Appeal Process

CoC Rejection Letter

The following steps provide instructions on how to upload the written rejection notice received from the CoC. If your organization did not receive written notice of rejection, then you must attach a Microsoft Word document with a statement to that effect to your Project Application.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	CoC Rejection Letter	Yes		--	No Attachment

Back Next

Steps

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

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: CoC Rejection Letter

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: Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: www.hudhre.info/esnaps


Save

Save & Back to List Back to List

3. Enter the name of the document in the "Document Description" field.
4. 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.
5. Select "Save & Back to List" to return to the "Attachments" screen.
6. On the "Attachments" screen, select "Next" to continue.

NOTE:

To delete an uploaded attachment:

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

The Project Application Appeal Process

7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program NOFO. The Project Applicant should review all the items carefully. The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the “Certification” screen of the application.

The screenshot shows the 'Certification' screen of the application process. It includes the following fields and elements:

- Name of Authorized Certifying Official:** Hank Hill
- Date:** 07/21/2023
- Title:** County Executive
- Applicant Organization:** Arlen Housing Services
- PHA Number (For PHA Applicants Only):** (Empty field)
- Review the certifications:** (Callout box pointing to the certification statement)
- * I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. 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, 1014; 31 U.S.C. §3729, 3802).**
- Check box:** (Selected) (Callout: Select check box to certify)
- Buttons:** Save & Back, Save, Save & Next, Back, Next
- Callout:** Select "Save & Next" to continue

Steps

1. Review the Applicant and Recipient Assurances and Certifications.
2. Verify the name of the Project Applicant organization's Authorized Certifying Official.
3. Verify that the current date auto-populates in the Date field.
4. Verify the title of the Project Applicant organization's Authorized Certifying Official.
5. Verify the name of the Project Applicant Organization.
6. For PHA Applicants only, enter the PHA Number.
7. Review the certification statement and select the check box to the right of it.
8. Select "Save & Next" to continue.

The Project Application Appeal Process

8A. Notice of Intent to Appeal

As stated earlier, the Project Applicant who is appealing a CoC's rejection of a Project Application must complete the "Notice of Intent to Appeal" screen. This is the formal HUD-recognized Notice of Intent to Appeal required by the CoC Program Rule and the FY 2023 CoC Program NOFO.

The following steps provide instructions on how to complete this screen.

8A. Notice of Intent to Appeal

* 1. Was this project application submitted via e-snaps or independently? -- select --

* 2. Was the project application submitted by the CoC's local submission deadline? -- select --

* 3. Provide the reason(s) cited by the CoC for rejecting this project application.
3500 characters remaining.

* 4. Describe how the CoC did not permit reasonable participation in its local process:
3500 characters remaining.

* 5. Select the CoC Number and Name where this project resides: -- select --

* 6. Select the CoC Collaborative Applicant Name: -- select --

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

Steps

1. In field 1, "Was this project application submitted via *e-snaps* or independently?", from the dropdown menu, select:
 - "*e-snaps*" if your application was submitted in *e-snaps* to the CoC and then rejected.
 - "Independent" if your application was rejected outside of the *e-snaps* process and this is your first submission in *e-snaps*.
2. In field 2, select "Yes" or "No" from the dropdown to indicate whether you originally submitted your Project Application by the CoC's local submission deadline.
3. In field 3, provide the reason(s) cited by the CoC for rejecting this project application.
4. In field 4, describe how the CoC did not permit reasonable participation in its planning process. Provide an explanation from the Project Applicant's perspective in the narrative and timelines as necessary.
5. In field 5, select the CoC Number and Name where the project resides.
6. In field 6, select the CoC Collaborative Applicant Name.
7. Select "Save & Next" to continue.

The Project Application Appeal Process

Submission Without Changes

The "Submission Without Changes" screen appears if the Project Applicant is submitting an Appeal Project Application for a Renewal project that was rejected or reallocated by the CoC. It functions the same way it does in a Renewal Project Application that is not designated as an Appeal project on screen 3A. Project Detail.

Project Applicants who import data from the FY 2021 project for which a renewal project application is being submitted have the opportunity to submit the Project Application with no changes.

If the Project Applicant did not import the information, the applicant needs to answer question 1 on the "Submission Without Changes" screen; everything else will be gray-shaded and not editable.

NOTE:

For more information on the Submission Without Changes screen, review the applicable navigational guides and detailed instructions available at:

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

The Project Application Appeal Process

8B. Submission Summary

This section provides instructions on completing the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application forms. 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.

In the "Complete" column, the system will identify the following:

- A green check if the screen is complete.
- A red "X" if more information is needed.
- A dash if there is no input required.

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

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

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 navigational guide, the Project 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."

The Project Application Appeal Process

8B. Submission Summary (continued)

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

8B. Submission Summary			
Applicant must click the submit button once all forms have a status of Complete.			
Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	09/12/2023	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	09/12/2023	Yes
✓	1E. SF-424 Compliance	09/12/2023	Yes
✓	1F. SF-424 Declaration	09/12/2023	Yes
✓	1G. HUD 2880	09/12/2023	Yes
✓	1H. HUD 50070	09/12/2023	Yes
✓	1I. Cert. Lobbying	09/12/2023	Yes
✓	1J. SF-LLL	09/12/2023	Yes
✓	1K. SF-424B	09/12/2023	Yes
✓	1L. SF-424D	09/12/2023	Yes
--	2A. Subrecipients	No Input Required	No
✓	2B. Experience	09/12/2023	Yes
✓	3A. Project Detail	09/12/2023	Yes
✓	3B. Project Description	09/12/2023	Yes
✓	3C. MIS Expansion	09/12/2023	Yes
✓	3D. MIS Standards	09/12/2023	Yes
✓	4B. HMIS Training	09/12/2023	Yes
✗	6A. Funding Request	Please Complete	Yes
✓	6H. HMIS Budget	09/12/2023	Yes
--	VAWA Budget	No Input Required	No
✓	6I. Match	09/12/2023	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7B. CoC Rejection Letter	09/12/2023	Yes
✓	7D. Certification	09/12/2023	Yes
✓	8A. Notice of Intent to Appeal	09/12/2023	Yes

Back
Export to PDF
Get PDF Viewer
Submit

Steps

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

The Project Application Appeal Process

Submitting the Appeal Project Application

The following image shows an active "Submit" button on the Project Application "Submission Summary."

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
--	24 Application Type	No Input Required	No
✓	24 Legal Applicant	09/12/2023	Yes
--	SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	09/12/2023	Yes
✓	1E. SF-424 Compliance	09/12/2023	Yes
✓	1F. SF-424 Declaration	09/12/2023	Yes
✓	1G. HUD 2880	09/12/2023	Yes
✓	1H. HUD 50070	09/12/2023	Yes
✓	1I. Cert. Lobbying	09/12/2023	Yes
✓	1J. SF-LLL	09/12/2023	Yes
✓	1K. SF-424B	09/12/2023	Yes
✓	1L. SF-424D	09/12/2023	Yes
--	2A. Subrecipients	No Input Required	No
✓	2B. Experience	09/12/2023	Yes
✓	3A. Project Detail	09/12/2023	Yes
✓	3B. Description	09/12/2023	Yes
✓	3C. HMIS Expansion	09/12/2023	Yes
✓	4A. HMIS Standards	09/12/2023	Yes
✓	4B. HMIS Training	09/12/2023	Yes
✓	6A. Funding Request	09/12/2023	Yes
✓	6H. HMIS Budget	09/12/2023	Yes
--	VAWA Budget	No Input Required	No
✓	6I. Match	09/12/2023	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7B. CoC Rejection Letter	09/12/2023	Yes
✓	7D. Certification	09/12/2023	Yes
✓	8A. Notice of Intent to Appeal	09/12/2023	Yes

Back Export to PDF [Get PDF Viewer](#) **Submit**

Active "Submit" button

Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Appeal Project Application.

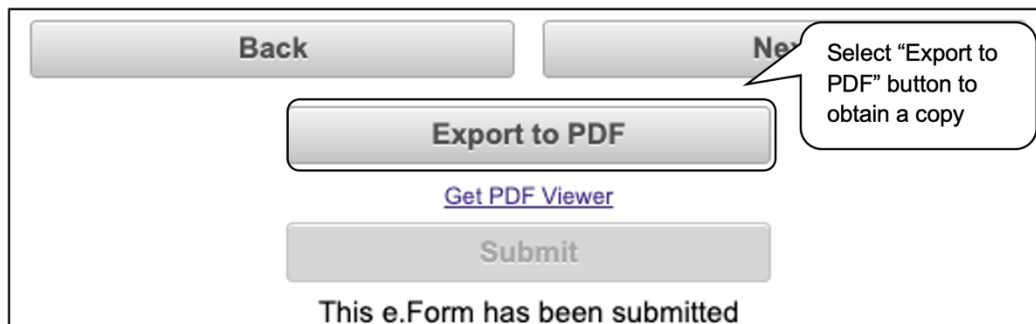
The Project Application Appeal Process

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



Exporting to PDF

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



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."

The Project Application Appeal Process

Troubleshooting When You Cannot Submit the Appeal 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 the information is missing on any of the required Project Application forms or in the Applicant Profile.

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	09/12/2023	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	09/12/2023	Yes
✓	1E. SF-424 Compliance	09/12/2023	Yes
✓	1F. SF-424 Declaration	09/12/2023	Yes
✓	1G. HUD 2880	09/12/2023	Yes
✓	1H. HUD 50070	09/12/2023	Yes
✓	1I. Cert. Lobbying	09/12/2023	Yes
✓	1J. SF-LLL	09/12/2023	Yes
✓	1K. SF-424B	09/12/2023	Yes
✓	1L. SF-424D	09/12/2023	Yes
--	2A. Subrecipients	No Input Required	No
✓	2B. Experience	09/12/2023	Yes
✓	3A. Project Detail	09/12/2023	Yes
✓	3B. Project Description	09/12/2023	Yes
✓	3C. MIS Expansion	09/12/2023	Yes
✓	3D. MIS Standards	09/12/2023	Yes
✓	4B. HMIS Training	09/12/2023	Yes
✗	6A. Funding Request	Please Complete	Yes
✓	6H. HMIS Budget	09/12/2023	Yes
--	VAWA Budget	No Input Required	No
✓	6I. Match	09/12/2023	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7B. CoC Rejection Letter	09/12/2023	Yes
✓	7D. Certification	09/12/2023	Yes
✓	8A. Notice of Intent to Appeal	09/12/2023	Yes

Back Export to PDF Get PDF Viewer Submit

Steps

1. Review the “Submission Summary” screen to determine which Project Application form needs to be completed. For the items that state “Please Complete,” either select the link under the “Page” column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the Submission Summary screen to select the "Submit" button.

The Project Application Appeal Process

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 the screens that are 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 two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the Appeal Project Application after following these instructions, please email 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.

The Project Application Appeal Process

Next Steps

You have successfully submitted your Solo Appeal Project Application.

Once the FY 2023 funding process application submission deadline has passed, HUD will review all project applications, including any Solo Appeal Applications received by the application submission date. Solo Applicants and CoCs must follow the process outlined in Section X.C of the CoC Program NOFO and submit the required evidence to HUD by the required deadlines. HUD can only consider Solo Appeal Applications once all the required evidence has been submitted.

For additional details regarding the Appeal Project Application process, please review the FY 2023 NOFO on the FY 2023 Continuum of Care (CoC) Program Competition page at:

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

For additional resources, visit the *e-snaps* page at:

- <https://www.hudexchange.info/programs/e-snaps/>.