



**Special NOFO
To Address
Unsheltered and Rural
Homelessness
New Project Application**

e-snaps Navigational Guide

Version 1.0

Special NOFO New Project Application

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Special NOFO New Project Application

Introduction

Welcome to the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) New Project Application Navigational Guide. This guide is for projects applying under the Unsheltered Set Aside Project Application FY 2022 and/or the Rural Set Aside Project Application FY 2022, and covers important information about accessing and completing the Project Application for new projects.

The organization submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which submits the entire funding application to HUD on or before the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition deadline.

Prior to using this guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile Navigational Guide is available at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.

All Project Applicants are strongly encouraged to read the Special NOFO to Address Unsheltered and Rural Homelessness at:

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

This navigational guide supplements the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application Detailed Instructions provided at:

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

Important!

The Special NOFO to Address Unsheltered and Rural Homelessness and the annual CoC Program NOFO competition are open at the same time. BOTH of these applications are visible in *e-snaps*.

This Navigational Guide is for applicants who are registering for one or both of these Funding Opportunities:

- **Unsheltered Homelessness Set Aside Project Application FY2022**
- **Rural Set Aside Project Application FY2022**

You must ensure you register for the correct Funding Opportunity. If you have not, you must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.

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Objectives

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

- Access *e-snaps*
- Register for the Special NOFO to Address Unsheltered and/or Rural Homelessness New Project Application FY2022 funding opportunity
- Create a New Project Application under the funding opportunity
- Enter a New Project Application from the “Submissions” screen
- Complete and submit a New Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to a Project Application in *e-snaps*

Posted Resources

HUD has determined that some Special NOFO 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. Special NOFO information (e.g., detailed instructions), including the Special NOFO *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other Special NOFO 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. Submit questions related to the Special NOFO or navigating *e-snaps* to the appropriate HUD.gov email address:

- SpecialCoCNOFO@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.

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Overview of the Project Application Process

Special NOFO Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at:

- <https://esnaps.hud.gov/>.

Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) to the applicable CoC in *e-snaps* by the local submission deadline established by the CoC.

The CoCs will do the following:

1. Review and either rank or reject properly submitted Project Applications received, and
2. Submit the Special NOFO Priority Listing with all approved and ranked or rejected Project Applications as part of the Special NOFO Consolidated Application to HUD.

Special NOFO New Project Application

Overview of this Navigational Guide

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to *e-snaps*. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
 - a. The Project Applicant Profile section of this guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
 - b. For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- **Accessing the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the Special NOFO to Address Unsheltered and Rural Homelessness funding opportunity, creating a new project, and accessing the Project Application screens.
- **Completing the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.** After accessing the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions on how to complete each screen. After providing all of the required information, the Project Applicant will submit the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 to the Collaborative Applicant via *e-snaps*.
- **Submitting the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.** This section discusses what occurs after the Project Applicant submits the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject the Project Application.
- **Amending the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.** If changes need to be made to the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, the Collaborative Applicant will amend the project back to the Project Applicant. The Project Applicant will make the necessary changes and then resubmit it to the Collaborative Applicant.

Note: Notification for amending a project back to the applicant occurs outside of *e-snaps*.

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Amending a Project Application

If the CoC amends the project application back to the Project Applicant for revision or correction, it is the Project Applicant's and Collaborative Applicant's responsibility to ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the Special NOFO Priority Listing is submitted to HUD.

If a Project Application does not appear on the Priority Listing, it will not be reviewed or considered for conditional award.

Special NOFO New Project Application

Highlights for the Special NOFO Program Competition

This section highlights several items in the Special NOFO Program Competition.

- **Special NOFO Funding Sources and Limitations.** CoCs will have the opportunity to submit projects for two funding opportunities through this Special NOFO: (1) Unsheltered Homelessness Set Aside Project Application FY2022, and (2) Rural Set Aside Project Application FY2022. CoCs may apply for projects under one or both funding opportunities as follows:
 - a. **Unsheltered Homelessness Set Aside.** Projects included in this funding opportunity may serve any geographic area within the CoC and must meet all eligibility and quality threshold requirements established in this Special NOFO. A CoC's maximum award amount for this funding opportunity is described in Section III.J of the NOFO and included in Appendix A of the Special NOFO.
 - b. **Rural Set Aside.** Projects included in this funding opportunity must serve geographic areas that meet the definition of "rural area" as defined in Section III.C.2.k of the NOFO and meet all eligibility and quality threshold requirements established in this Special NOFO. CoCs whose geographic areas do not include any rural areas are not eligible for funding under this funding opportunity. A CoC's maximum award amount for this funding opportunity is described in Section III.J of the NOFO and included in Appendix A of the Special NOFO.
- **Three Year Funding.** Unlike the annual CoC Program Competition funding, Special NOFO funds for new projects will have a grant term of three years.
- **Rural Set Aside Only.** There are a few project application opportunities unique to the Rural Set Aside. They include:
 - 1. Projects may request acquisition, new construction, or rehabilitation funds as part of their Permanent Supportive Housing (PSH) projects.
 - 2. Projects can request funding for eligible costs under Section 491 of the McKinney-Vento Homeless Assistance Act, as amended by the HEARTH Act (42 USC 11408) as provided in Section V.B.3.e.(2) of the Special NOFO.
 - 3. Projects must serve rural areas as defined in Section III.C.2.k. A list of rural areas can be found in Appendix B of the NOFO. Project applicants will be required to identify the rural areas being served by the project in their project application.
 - 4. Projects that propose to serve "structurally disadvantaged areas" -- meaning those geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable -- may earn 10 points towards their project application score. Projects committing to do this will be required to identify the structurally disadvantaged area and describe why it meets the criteria as part of their project application. See Section II.B.2.b.(3) of the Special NOFO for more information.
- **Rural Set Aside Only questions.** Projects applying for the Rural Set Aside will have some additional questions to answer on certain *e-snaps* screens. These questions will be noted with "Rural Set Aside only."

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- **CoC Program Components.** 24 CFR 578.37 states that CoC funds may be used for projects under five program components: permanent housing (including rapid rehousing and permanent supportive housing); transitional housing; Supportive Services Only; HMIS; and in some cases, homelessness prevention. Only designated High Performing Communities (HPCs) may carry out homelessness prevention activities through the CoC Program. Although CoCs were able to apply for HPC designation during the FY 2022 CoC Program Registration process, HUD did not receive any requests for HPC designation; therefore, no CoCs may request funds for homelessness prevention. Under this Special NOFO, HUD will fund projects in these components:

1. Permanent Housing
2. Supportive Services Only; and
3. HMIS.

In addition to funding projects that use these components, Collaborative Applicants may apply for projects that include the Transitional Housing and Permanent Housing-Rapid Re-Housing components in a single project, a Joint TH, and PH-RRH component project.

- **Special NOFO Webinars.** HUD hosted two Special NOFO webinars in June 2022. The slides, chat logs, audio recordings, and transcripts are available at:
 - https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

Special NOFO New Project Application

Helpful Reminders

This section highlights several items that are not new if you normally submit a project application to the annual CoC Program Competition, but are included as useful reminders.

- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with prior years, the HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications, refer to the following resource:
 - <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>.
- **Prepopulating Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **The "Project Application" and "CoC Priority Listing."**
 - a. The Project Application includes the information submitted by new Project Applicants for funding consideration.
 - b. The CoC Priority Listing includes four separate project listing forms:
 - Unsheltered Homelessness Set Aside Project Application FY2022,
 - Rural Set Aside Project Application FY2022,
 - CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and
 - UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 (if designated by HUD as a Unified Funding Agency (UFA)).
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log into the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

This feature appears when working on the "Applicants," "Funding Opportunity," "Projects," and "Submissions" screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.
- **Collaborative Applicant.** During the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the Special NOFO Program Competition on behalf of the CoC.

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Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the competition under the Special NOFO to Address Unsheltered and Rural Homelessness.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left is a navigation menu with links: 'Front Office Portal', 'Username: kholmstrom', 'Password: [masked]', 'Login', 'Forgot your password?', 'Create Profile', and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text explaining the system's purpose for the HUD Continuum of Care (CoC) Program. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here', and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The bottom of the page includes OMB Approval numbers and dates for various sections.

Existing Users

1. Direct your Internet browser to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter *e-snaps* 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.

NOTE:

Each e-snaps user must have his or her unique log-in credentials.

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

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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) have the ability to 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>

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Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens is accurate and must select the “Complete” button on the “Submission Summary” screen.

This section in the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 Navigational Guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.



For detailed instructions, see the Project Applicant Profile navigational guide at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

- **Access the Project Applicant Profile.** To access the Project Applicant Profile, log into *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Project Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Project Applicant name on the screen.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

The "Applicant" field drop-down menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, contact the HUD *e-snaps* Help Desk at e-snaps@hud.gov.

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as a Project Applicant in *e-snaps*. Review the Project Applicant Profile Navigational Guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

An organization will establish itself as a Project Applicant in *e-snaps* one time only.



*If you are a Collaborative Applicant and a Project Applicant applying for the Unsheltered Set Aside, Rural Set Aside, CoC planning, or UFA costs project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile.*

*If you need assistance with this issue, contact the HUD Exchange *e-snaps* Help Desk at:*

- e-snaps@hud.gov.

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Accessing the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 screens. This section covers the following:

- Funding Opportunity Registration
- Creating projects
- Accessing Project Applications from your “Submissions” screen

Special NOFO New Project Application

Funding Opportunity Registration

All Project Applicants must register the organization for the Special NOFO Unsheltered Homelessness New Project Application FY2022 funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the Special NOFO 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 Unsheltered Homelessness Set Aside Project Application, Rural Set Aside Project Application, CoC Planning funds, and UFA Costs.

Note: CoC Planning funds and UFA Costs are only eligible under the Unsheltered Homelessness Set Aside. No CoC Planning funds or UFA Costs will be awarded under the Rural Set Aside.

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


Front Office Portal

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

Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applicant	Start Date	End Date
		Project Application FY2022	1	May 20, 2022	Dec 31, 2025
		Unsheltered Homelessness Set Aside Project Application FY2022	1	Jan 11, 2021	Dec 31, 2025
		Project Application FY2022	1	May 13, 2022	Dec 31, 2027
		Project Application FY2015	1	Sep 16, 2014	Dec 31, 2023
		Renewal Project Application FY2022			2027
		Rural Set Aside Project Application FY2022			2026
		Step_End_Date_Test			2023
		_Test_2			2023
		Project Application FY2020			2022
		Project Application FY2021	1	Jan 11, 2021	Dec 31, 2025
		UFA Costs Project Application FY2022	1	Jun 6, 2022	Dec 31, 2025
		UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022	1	Jan 11, 2021	Dec 31, 2025
		Unsheltered Homelessness Set Aside Project Application FY2022	1	Sep 16, 2020	Dec 31, 2026

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen will appear.
3. Note the Funding Opportunity name. Ensure you are choosing the correct Funding Opportunity for this project application, either "Unsheltered Set Aside Project Application FY2022" or "Rural Set Aside Project Application FY2022."
4. Select the "Register" icon  next to the Funding Opportunity. **You must choose the correct Funding Opportunity. If you do not, you must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.**
5. The "Funding Opportunity Details" screen will appear.

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Front Office

Applicant: Project Applicant 21 (08)

Funding Opportunity Details

Funding Opportunity Name: Unsheltered Homelessness Set Aside Project Application FY2022
Start Date: 2021-01-11 00:00:00.0
End Date: 2025-12-13 23:59:00.0

Select "Yes" to register

Funding Opportunity Registration

Are you sure you wish to register Project Applicant 21 (08)?

Yes Cancel

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



Remember, the "Applicant" field with the drop-down menu located at the top left side of the screen identifies the Applicant Profile under which you are working. Please ensure you are working under the correct one.

The following image shows the screen that appears when the organization has successfully registered for the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 New Project Application funding opportunity. In the example below, the applicant has successfully registered for the Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity.

Front Office

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

Funding Opportunity Details

Funding Opportunity Name: Unsheltered Homelessness Set Aside Project Application FY2022
Start Date: 2020-09-16 00:00:00.0
End Date: 2026-12-31 23:59:00.0

Funding Opportunity Registration

Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.

Back

Special NOFO New Project Application

Creating the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application Project

Project Applicants must create a project for the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step. Organizations do NOT enter the Application from the "Projects" screen to complete the Application screens; instead, they access the application from the "Submissions" screen.



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

Terminology

"Creating a Project" means "giving the project application a name."

The screenshot shows the Front Office Portal interface. At the top, the user is logged in as 'kholsmstrom'. The main header displays 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)'. The left sidebar contains a menu with 'Projects' highlighted. The main content area is titled 'Projects' and includes a 'Project Status' dropdown set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'Unsheltered Homelessness Set Aside Project Application FY2022'. Below these are two tables. The first table has columns for 'Edit', 'Project Name', 'Project Number', and 'Funding Opportunity Name', with rows for '2022_unsheltered...', 'FY2022_Unsheltered_App...', and 'Special NOFO Test Proj...'. The second table has columns for 'Applicant' and 'Progress', with rows for 'Saint Louis County Project Applicant' and 'MO-500 Project Applicant'. Five numbered callouts are present: 1. 'Select "Projects"' points to the 'Projects' menu item. 2. 'Confirm the correct Project Applicant' points to the applicant name at the top. 3. 'Select the correct funding opportunity: Unsheltered Set Aside or Rural Set Aside' points to the 'Funding Opportunity Name' dropdown. 4. '"Add" icon appears after selection of funding opportunity' points to a small icon above the first table. 5. 'Select "Add" icon' points to the same icon.

Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Confirm the correct Project Applicant.
3. In the "Funding Opportunity Name" drop-down menu, select "Unsheltered Homelessness Set Aside Project Application FY2022" or "Rural Set Aside Project Application FY2022."
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 will appear.



Remember, the "Applicant" field with the drop-down 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.


Special NOFO New Project Application

The screenshot shows the 'eFront Office' interface. On the left is a sidebar menu with options: Front Office Portal, Profile, My Account (Change Password), Workspace, Applicants (Funding Opportunity, Registrations, Projects, Submissions), and Contact Us. The main content area is titled 'Create a Project'. At the top, it says 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)' and 'Confirm the correct Project Applicant'. Below this, the 'Funding Opportunity Name' is 'Unsheltered Homelessness Set Aside Project Application FY2022' and the 'Applicant' is 'Saint Louis County Project Applicant (MO-500 Project Applicant)'. There is a text input field labeled '* Applicant Project Name:'. Below the input field are four buttons: 'Save', 'Save & Add Another', 'Save & Back', and 'Cancel'. Three callout boxes provide instructions: one points to the applicant name, another to the project name input field, and a third to the 'Save & Back' button.

Callouts:

- Confirm the correct Project Applicant
- Enter the Project Name that you want to appear in the grant award letter.
- Select "Save & Back"

Steps

1. On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2. Confirm the correct Project Applicant.
3. In the "Applicant Project Name" field, enter the name of the project.
 - You should enter the name that you want to appear in the grant award letter.
4. Select "Save & Back" to return to the "Projects" screen.
5. The project name is listed in the menu.
6. Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.

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Submissions

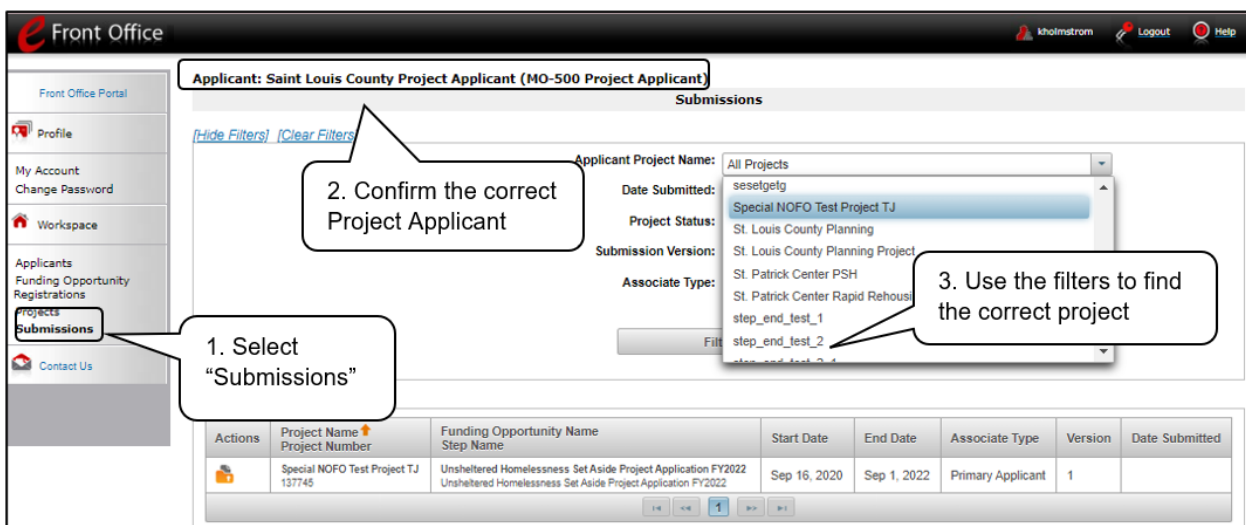
After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 project, Project Applicants may now enter the Project Application and complete the screens. You must access the Project Application from the "Submissions" screen.

Terminology

"Submissions" refers to both submitted project applications and project applications that are in progress of being 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.



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 project you established.
 - Option: Use the "Submissions Filters." Select the project name in the "Project Name" field. Then select the "Filter" button to single out your project(s).
 - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Unsheltered Homelessness Set Aside Project Application FY2022" or "Rural Set Aside Project Application FY2022."
4. Continue with the instructions in the next section for completing the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

Special NOFO New Project Application

Special NOFO to Address Unsheltered and Rural Homelessness New Project Application

This section identifies the steps for completing the “New Project Application” screens in e-snaps.

NOTE:

Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.

If you are in the Project Application and you need to update the Project Applicant Profile, do not use the “View Applicant Profile” link on the left menu bar. Instead:

- *Select “Back to Submissions List.” Select “Applicants” on the left menu bar, and select the orange folder next to the Applicant name.*
- *Ensure that the Applicant Profile is in “edit” mode.*
- *Make the appropriate corrections as needed, and select “Save” at the bottom of the screen after you make each revision.*
- *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the “Submission Summary” screen and select “Complete.”*
- *When you return to the Project Application, the screen will show the corrected information.*

If the corrected information does not populate the Project Application, do the following:

- *Log out of e-snaps.*
- *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and Save. If the information is correct, then edit it to something that is incorrect, save it, then change it back, and save it.*
- *Navigate to the “Submission Summary” and select “Complete.”*
- *Log out of e-snaps.*
- *Log in again. Navigate to your Project Application. The information should be updated.*

Select “Save” at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the “Submission Summary” screen and select “Complete.” When you return to the Project Application, the screen will show the corrected information.

Review the instructions in the [Submitting the Project Application](#) section in this guide.

Special NOFO New Project Application

Accessing the New Project Application

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

The screenshot shows the eFront Office interface. The left sidebar has a 'Submissions' link highlighted. The main area shows a form for 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)'. The form includes fields for 'Applicant Project Name' (Special NOFO Test Project TJ), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is present. Below the form is a table with columns: Actions, Project Number, Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The table contains one row with a folder icon in the Actions column and the following data: Project Number 137745, Name 'Special NOFO Test Project TJ', Start Date 'Sep 16, 2020', End Date 'Sep 1, 2022', Associate Type 'Primary Applicant', and Version '1'. Four callouts are present: 1. Select 'Submissions' (pointing to the sidebar link), 2. Confirm the correct Project Applicant (pointing to the applicant name), 3. Use the filters to find the correct project (pointing to the Filter button), and 4. Access the Project Application (pointing to the folder icon in the table).

1. Select "Submissions"


2. Confirm the correct Project Applicant

3. Use the filters to find the correct project

4. Access the Project Application

Actions	Project Number	Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Special NOFO Test Project TJ 137745	Unsheltered Homelessness Set Aside Project Application FY2022 Unsheltered Homelessness Set Aside Project Application FY2022	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	

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.
4. Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name "Unsheltered Homelessness Set Aside Project Application FY2022" or "Rural Set Aside Project Application FY2022."

Note: If you have registered for both the Unsheltered Homelessness Set Aside and the Rural Set Aside funding opportunities, you must select the correct orange folder. The fields on certain e-snaps screens are slightly different depending on the Set Aside.

5. The "Before Starting" screen will appear.

Special NOFO New Project Application

Before Starting the New Project Application

Before you begin the New Project Application, review the following information on the "Before Starting the Project Application" screen. The "Before Starting the Project Application" screen also contains a quick link to the Special NOFO Competition Resources pages at <https://www.hudexchange.info/programs/e-snaps/> and https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO.

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 SpecialCoCNOFO@hud.gov.

The screenshot shows the 'Before Starting the Project Application' screen in the e.Forms system. The left sidebar contains a menu with the following items: 'Unsheltered Homelessness Set Aside Project Application FY2022', 'Applicant Name: Saint Louis County Project Applicant', 'Applicant Number: MO-500 Project Applicant', 'Project Name: Special NOFO Test Project TJ', 'Project Number: 137745', 'Unsheltered Homelessness Set Aside Project Application FY2022', 'FY2021 New 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', '1K. SF-424B', '1L. SF-424D', '8B. Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Before Starting the Project Application' and contains the following text: 'To ensure that the Project Application is completed accurately, ALL project applicants should review the following information beginning the application.' and 'Things to Remember:'. The 'Things to Remember' list includes: 'Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc/>/li>', 'Questions regarding the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Competition process must be submitted to SpecialCoCNOFO@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 Special NOFO. For more information see the Special NOFO.', 'To ensure that applications are considered for funding, applicants should read all sections of the Special NOFO and the FY 2022 General Section NOFO.', 'Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.', 'Only new projects may be submitted. New projects must select Unsheltered Set Aside or Rural Set Aside as their applicants must communicate with their CoC to make sure they are applying for the correct funding opportunity.', 'Before completing the project application, all project applicants must complete or update (as applicable) the Project snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information information is required (e.g., allowable technical deficiency).', and 'HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application the Special NOFO.' At the bottom of the main content area are 'Back' and 'Next' buttons. There are three callouts: a box in the top right corner saying 'Review this screen', a speech bubble pointing to the 'Next' button saying 'Select "Next" to continue', and a speech bubble pointing to the 'Back to Submissions List' link saying 'If necessary, select "Back to Submissions List" to return to the main screen'.

Steps

1. Select "Next."
2. If necessary, select "Back to Submissions List" on the left menu bar to return to the main screen.

NOTE:

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

Special NOFO New Project Application

1A. Application Type



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

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

Steps

1. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
2. Leave fields 4, 4a, 5, 6, and 7 blank.
3. Select "Next" to continue.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.

Special NOFO New Project Application

1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

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

Back Next

Verify the data is correct

Select "Next" to continue

Steps

1. In field 8, verify that all of the information on the screen is complete and accurate.
2. Select "Next" at the bottom of the screen to continue.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.

Special NOFO New Project Application

1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Application Details" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

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-6500-N-25S

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

Back Next

Verify the data is correct

Select "Next" to continue

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 to the next screen.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.

Special NOFO New Project Application

1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

1D. SF-424 Congressional District(s)

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

Available Items:
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia

Move correct state from left column

15. Descriptive Title of Applicant's Project: AN-500 UFA Costs Unsheltered Homelessness Set

16. Congressional District(s):

a. Applicant:

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

MO-001

Populates from the Applicant Profile

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

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

Move correct congressional districts 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 "Next" to continue

Save & Back Save Save & Next

Back Next

Special NOFO New Project Application

Steps

1. In field 14, select the State(s) in which the proposed project will operate and serve persons experiencing homelessness.
 - Highlight one state, or hold the CTRL Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated. To make changes to this field, return to the “Projects” screen to edit the name:
 - **Note:** To make changes to this field, return to the “Projects” screen to edit the name.
 - i. From the left-menu bar select "Back to Submissions List."
 - ii. From the left-menu bar select “Projects.”
 - iii. On the “Projects” screen, locate the name of the project you wish to rename and select the View  icon to the left of the project name.
 - iv. On the “Project Details” screen, change the name you originally entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.
 - v. When you re-enter the New Project Application and navigate 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 Project Applicant Profile.
 - Applicants cannot modify the populated data on this screen; however, Project Applicants may modify the Project Applicant Profile to correct any errors identified.
4. In field 16b, select the congressional district(s) in which the project is expected to operate.
 - Highlight one district, or hold the CTRL Key to make more than one selection.
 - Using the single arrow key, move your selection from the left box to the right box.
5. In field 17, under "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.
6. Leave the Field 18 "Estimated Funding" fields blank.
7. Select "Save & Next" to continue to the next screen.

NOTE:

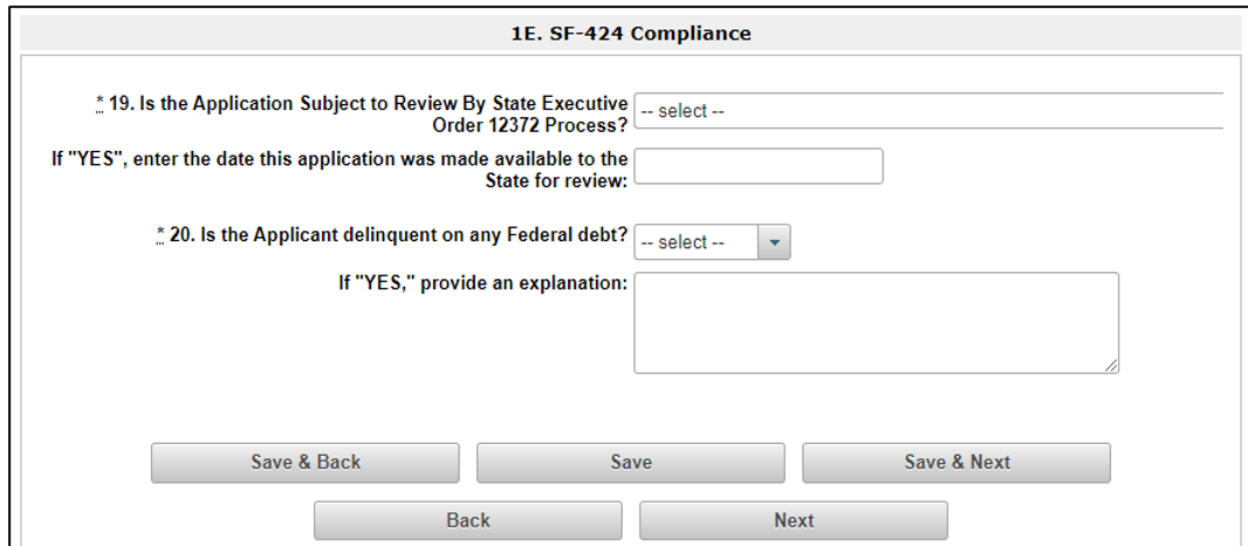
If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.


Special NOFO New Project Application

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile."



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 drop-down menu.
 - If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar  icon function.
 - If the State or U.S. Territory does not require review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."
 - If "Program is not covered by E.O. 12372" is selected, then the project is not eligible for this funding opportunity and you will not be able to access the project application.
2. In field 20, select "Yes" or "No" to indicate whether the Project Applicant is delinquent on any Federal debt.
 - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" to continue to the next screen.



To access the lists of those states that have chosen to participate in the intergovernmental review process, visit:

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

Special NOFO New Project Application

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information 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"

21. Authorized Representative

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:
(Format: 123-456-7890)

Fax Number:
(Format: 123-456-7890)

Email:

Signature of Authorized Representative:

Date Signed: Select "Save & 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 Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.
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 to the next screen.

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.

Special NOFO New Project Application

1G. HUD 2880

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (Unsheltered Homelessness Set Aside Project Application FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022). 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.

Refer to the following resource:

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

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

- The 2880 in the Project Applicant Profile
 - a. Part I
 - b. Part II
 - c. Part III
- The 2880 in the Project Applications
 - d. Part I
 - e. Part II
 - f. Part III



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

Special NOFO New Project Application

1H. HUD 50070

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 Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

☒ I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative 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 submission

Date Signed: 08/04/2022

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

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 Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 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 to the next screen.

REMINDER:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Do not use the "View Applicant Profile" link on the left menu bar.

Special NOFO New Project Application

1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

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-L.L.L., "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-L.L.L., "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:

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 submission

Date Signed: 08/04/2022

Save & Back Save Save & Next

Back Next

Select to certify

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 to the next screen.

Special NOFO New Project Application

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 Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the "1J. SF-LLL" form titled "DISCLOSURE OF LOBBYING ACTIVITIES". It instructs users to complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352, approved by OMB0348-0046. A note states that HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement. The form asks the user to answer "Yes" if their organization is engaged in lobbying associated with the CoC Program, with a reference to the SF-LLL instructions. It also asks to answer "No" if the organization is NOT engaged in lobbying. A mandatory question is highlighted with a red asterisk: "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?". This question is followed by a dropdown menu currently set to "-- select --". A callout bubble points to this dropdown, stating "Select 'Yes' or 'No' to reveal additional questions". Below this is the "Authorized Representative" section with fields for Prefix (Mr.), First Name (John), Middle Name, Last Name (Doe), Suffix (-- select --), Title (Housing Manager), Telephone Number ((555) 555-5500), Fax Number ((555) 555-5000), and Email (jdoe@anytown.org). At the bottom are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next".

Steps

1. Verify that the Authorized Representative 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 the following pages).

NOTE:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.

Special NOFO New Project Application

If "No" Lobbying Activities

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 grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Select "No" and confirm information

* Legal Name: Anytown Homeless Serv

* Street 1: 1234 Main St

* Street 2:

* City: Anytown

* County:

* State: Missouri

* Country: United States

* Zip / Postal Code: 12345

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

Date Signed: 08/04/2022

Save & Back Save Save & Next

Back Next

Steps

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

Special NOFO New Project Application

If "Yes" Lobbying Activities

11. 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 is also the requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and an answer next on this screen. The requirement related to lobbying as explained in the SF-LLL instruction form is required for each payment or agreement to make payment to any lobbying entity for influence an officer or employee of any agency, a Member of Congress, an officer or 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)?

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

Select "Prime"

* Choose one option that applies from the following list:

Prime

Subrecipient

Congressional District, if known:

Available Items:

AK-000
AL-001
AL-002
AL-003
AL-004
AL-005
AL-006
AL-007
AR-001
AR-002

Selected Items:

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-0500-N-259

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) 555-5500

(Format: 123-456-7890)

Email:

jdoe@anytown.org

Signature of Authorized Official:

Considered signed upon submit

Date Signed:

06/04/2022

Select "Save & Next" to continue

Save & Back

Save

Save & Next

Back

Next

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Special NOFO New Project Application

Steps

1. If "Yes" lobbying activities, 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. Under field 4, confirm the Congressional districts and edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address.
6. In field 10b, identify individuals performing services. It is a required field and requires text.
7. After completing the questions, select the box under field 11 stating that you certify that the information on the SF-LLL in the SF-424 section is correct.
8. Select "Save & Next" to continue to the next screen.

**Prime is
the required
selection:**

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 navigational guides.

The Subrecipient NEVER submits the Project Application.

Special NOFO New 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 Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

1K. 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: ☒ Select to certify

Authorized Representative for: Anytown Homeless Services

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Title: Housing Manager

Signature of Authorized Certifying Official: Considered signed upon submission

Date Signed: 08/04/2022 Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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 to the next screen.

Special NOFO New Project Application

1L. SF-424D

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "SF-424B—Assurances Construction Programs" screen for **Part 1: SF-424** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the "1L. SF-424D" form. At the top right is a "Logout" link. The main heading is "1L. SF-424D". Below it is a mandatory field: "* Are you requesting CoC Program funds for construction costs in this application?". A drop-down menu is open, showing "No" and "Yes" options. A callout box points to the drop-down menu with the text "Select 'Yes' or 'No'". Below the field are four buttons: "Save & Back", "Save", "Save & Next", and "Back". At the bottom, there is a red note: "Note: This formlet contains mandatory fields for which no value has been saved."

Steps

1. Select "Yes" or "No" from the drop-down menu regarding whether you are requesting CoC, Program funds for construction costs in this application.

The screenshot shows the "1L. SF-424D" form. On the left side, there is a sidebar with the "eForms" logo and a user profile for "jsmith-02". The sidebar contains the following information: "New Project Application FY2021", "Applicant Name: Project Applicant 21", "Applicant Number: 08", "Project Name: New Project FY 2021 Test 2112SB", and "Project Number: 137274". The main heading is "1L. SF-424D". Below it is a mandatory field: "* Are you requesting CoC Program funds for construction costs in this application?". The drop-down menu is now closed, and "No" is selected. Below the field is a red message: "No SF-424D is required. Select 'Save and Next' to move to the next screen." Below the message are four buttons: "Save & Back", "Save", "Save & Next", and "Back". At the bottom, there are two buttons: "Back" and "Next".

- If "No" is selected, then no SF-424D is required. Select "Save and Next" to move to the next screen.

Special NOFO New Project Application

e.Forms Logout

jsmith-02

Unsheltered Homelessness
Set Aside Project
Application FY2022

Applicant Name:
Saint Louis County Project
Applicant

Applicant Number:
MO-500 Project Applicant

Project Name:
test_44

Project Number:
137763

1L SF-424D

* Are you requesting CoC Program funds for construction costs in this application? Yes

Review the assurances

(SF-424D) ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
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: ☒

Select check box to certify

Authorized Representative for: Mr.

Prefix: Mr.

First Name: J

Middle Name:

Last Name: Smith-02

Suffix:

Title: Director

Signature of Authorized Certifying Official: Considered signed upon submission

Date Signed: 08/12/2021

Select "Save & Next" to continue

Save & Back Save Save & Next

- If "Yes" is selected, additional fields will appear.
 - Review the information on the screen.
 - Verify that the Authorized Representative information is complete and accurate.
 - Select the box stating that you certify to these assurances.
- 2. Select "Save & Next" to continue to the next screen.

Special NOFO New Project Application

2A. Subrecipients




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

This screen lists all of the project's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

If this project will not include a subrecipient(s), you do not need to complete this screen.

Steps

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

Special NOFO New Project Application

2A. Subrecipients (continued)

2A. Project Subrecipients Detail	
* a. Organization Name:	<input type="text"/>
* b. Organization Type:	-- select --
If "Other" specify:	<input type="text"/>
* c. Employer or Tax Identification Number:	<input type="text"/>
d. Physical Address	
* Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	-- select --
* Zip Code:	<input type="text"/>

Steps

1. In field a, enter the legal name of the subrecipient organization.
2. In field b, indicate the subrecipient's organization type by selecting the appropriate option from the drop-down menu.
 - Options include: State Government; County Government; City of Township Government; Special District Government; U.S. Territory or Possession; Public/State Controlled Institute of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103), and public housing agencies, as such term is defined in 24 CFR 5.100If the organization type does not appear on the list, it is not an eligible subrecipient.
The "Other" text box can be used for more information, if desired.
3. In field c, enter the subrecipient's 9-digit TAX ID/EIN number.
4. In field d, enter the subrecipient's address, city, state, and zip code. If the mailing address is different from the street address; enter the mailing address.

Special NOFO New Project Application

2A. Subrecipients (continued)

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

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006
- AL-007
- AR-001
- AR-002

Selected Items:

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

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

*** h. Expected Sub-Award Amount:**

i. Contact Person

*** Prefix:** -- select --

*** First Name:**

Middle Name:

*** Last Name:**

Suffix: -- select --

*** Title:**

*** E-mail Address:**

*** Confirm E-mail Address:**

*** Phone Number:**

Extension:

*** Fax Number:**

Select "Save & Add Another" to add additional Subrecipients

Save **Save & Add Another**



Steps (continued)

- In field e, under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located.
 - Highlight one district or hold the CTRL Key to make more than one selection.
 - Using the single arrow key, move your selection from the left box to the right box.
- In field f, select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
- In field g, select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
- In field h, enter the total amount of funds that the Project Applicant expects to award to this subrecipient.
 - The amount must be in whole dollars (i.e., no decimals).
 - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.

Special NOFO New Project Application

2A. Subrecipients (continued)

Steps (continued)

9. In field i, enter the information of the contact person at the subrecipient.
 - Select the appropriate prefix from the drop-down menu.
 - Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
 - Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
 - Enter the contact person's telephone number, starting with the area code.
 - Enter the extension of the contact person's telephone number, if applicable.
 - Enter the contact person's fax number, starting with the area code (optional).
10. To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 10.
 - Repeat these steps for each subrecipient you need to add.
 - When you are finished adding subrecipients, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.
11. After you return to the "2A. Project Subrecipients" screen, review the list.
 - 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. 
12. When your sponsor list is complete, select "Next" to continue to the next screen.

NOTE:

Someone whose contact information is entered in e-snaps on the "Project Subrecipient" screen does not automatically have access to e-snaps.

*Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization's application, may enter information in the Project Applicant Profile and all Project Applications associated with this Project Applicant Profile. **Under no circumstances should a subrecipient complete the project application on the Project Applicant's behalf.***

Refer to the Project Applicant Profile navigational guide at:

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.

Special NOFO New Project Application

2B. Experience of Applicant, Subrecipient(s) and Other Partners

The following steps provide instruction on completing all the mandatory fields marked with an asterisk (*) on the “Experience of Applicant, Subrecipient(s), and Other Partners” screen for **Part 2: Recipient and Subrecipient Information** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

Steps

1. In field 1, describe the experience of the Project Applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2. In field 2, describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
3. In field 3, describe the basic organization and management structure of the Project Applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
4. In field 4, select “Yes” or “No” from the drop-down menu regarding monitoring findings for any HUD grants (including ESG) operated by the Project Applicant or potential subrecipient(s).
 - If “Yes” is selected, field 4a will appear. Provide an explanation in the text box.
5. Select "Save & Next" to continue to the next screen.

NOTE:

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

Special NOFO New Project Application

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type” and “Project” screens on the “Project Detail” screen in **Part 3: Project Information** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022, as well as, completing all mandatory fields marked with an asterisk (*) on the “Project Detail” screen of the application.

Projects applying for the Rural Set Aside will have additional questions to answer on certain *e-snaps* screens. These questions will be noted with “**Rural Set Aside only.**”

3A. Project Detail	
* 1. CoC Number and Name:	MO-500 - St. Louis County CoC
* 2. CoC Collaborative Applicant Name:	Saint Louis County ▼
3. Project Name:	2022_rural_set_aside_1
* 4. Project Status:	Standard ▼

Steps

1. In field 1, select your “CoC Number and Name” from the drop-down menu.
2. In field 2, select your “CoC Collaborative Applicant Name” from the drop-down menu.
3. In field 3, the “Project Name” automatically populates and is read-only. If the project name is incorrect, exit the project application screens and open the e-snaps “Project” screens by selecting “Projects” from the left menu to correct the information.
4. In field 4, select your “Project Status” from the drop-down menu.
 - Project Applicants typically select “Standard.”
 - See the note on the page 45 for more information about the “Appeal” option as a Solo Application.

Special NOFO New Project Application

* 5. Is this project applying for the Unsheltered Homelessness Set Aside or Rural Set Aside? Rural Set Aside

5a. Area(s) affected by the project (state(s) only):
(for multiple selections hold CTRL key)

Available Items:

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida

Selected Items:

- California

5b. Area(s) affected by the project (rural geo-code(s) only):
(for multiple selections hold CTRL key)

Available Items:

- 069045 Mendocino County
- 069015 Del Norte County
- 069035 Lassen County
- 069049 Modoc County
- 069063 Plumas County
- 069091 Sierra County
- 069093 Siskiyou County
- 069023 Humboldt County
- 069011 Colusa County
- 069021 Glenn County

Selected Items:

5c. Area(s) affected by the project (tribal geo-code(s) only). Only make a selection if the project will serve a tribal area. If no tribal area will be served, leave this field blank. Do not make any selections:
(for multiple selections hold CTRL key)

Available Items:

Selected Items:

Fields 5a, 5b, and 5c only appear for Rural Set Aside projects

Steps (continued)

5. In field 5, the type of funding automatically pulls forward the selected Funding Opportunity when you registered for this specific application (either Unsheltered Homelessness Set Aside or Rural Set Aside). If this is incorrect at this point, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application.

Rural Set Aside Only: If you selected the “Rural Set Aside” Funding Opportunity, fields 5a, 5b, and 5c will appear:

- In 5a, select the area(s) affected by the project (state(s) only);
- In 5b, select the area(s) affected by the project (rural geo-code(s) only);
- In 5c, only make a selection if the project will serve a tribal area (tribal geo-code(s) only). If no tribal area will be served, leave blank. Do not make any selection.

Special NOFO New Project Application

The screenshot shows a web-based application form with the following fields and options:

- Field 6: Component Type (Dropdown menu) - Selected: PH
- Field 6a: Select the type of PH project (Dropdown menu) - Selected: PSH
- Field 7: Is your organization or expected subrecipient a victim service provider defined in 24 CFR 578.3 and uses a comparable HMIS database? (Dropdown menu) - Selected: Yes
- Field 8: Will funds requested in this new project application replace state or local government funds (24 CFR 578.87(a))? (Dropdown menu) - Selected: Yes
- Field 9: Will this project include replacement reserves in the Operating budget? (Dropdown menu) - Selected: No

Below the fields are five buttons: Save & Back, Save, Save & Next, Back, and Next.

Steps (continued)

6. In field 6, select the component type.

Note: The component type determines whether field 6a will appear, as well as what questions appear on other forms throughout the Project Application.

- If you select “PH” in field 6, then in field 6a, select either “PSH” or “RRH” from the drop-down menu.
 - If you select “Supportive Services Only – Coordinated Entry” (SSO-CE) in field 6, then in field 6a, select “Coordinated Entry” from the drop-down menu.
 - If you select “SSO” in field 6, then in field 6a, select either “SSO-Street Outreach” or “SSO-Other” from the drop-down menu.
7. In field 7, select “Yes” or “No” to indicate whether your organization or expected subrecipient is a victim service provider defined in 24 CFR 570.3 and uses a comparable database.
 8. In field 8, select “Yes” or “No” confirm that this project application for new CoC program funding will not replace state or local funds.
 9. If applicable, in field 9, select “Yes” or “No” to indicate whether the project will include replacement reserves in the Operating budget.

Note: Field 9 only appears for PH-PSH and Joint TH and PH-RRH projects that request CoC Program funds for “Replacement Reserve” on screen “6G Operating Budget.” You will need to complete screen “6G Operating Budget” and then navigate back to this screen.

Special NOFO New Project Application

Fields 1 and 2

You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your New Project Application will be submitted.

If the CoC is incorrect, your application ultimately might not be submitted to HUD.


"No CoC"

"No CoC" can only be selected if your CoC did not register for the FY 2022 CoC Competition or your project is located in geographic area that is unclaimed.

You should contact CoCs next to your location to determine if the geographic area in which you reside has been claimed and/or the state CoC that is there is a Balance of State.

Incorrect Project Name

If the project name is incorrect:

- Select the "Save" button to save responses on this screen.
- 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.
- Return to the New Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.

Solo Application

If you select "Appeal," this note will appear on the 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 selection of "Appeal" should only be used by the Project Applicant **if it attempted to participate in the CoC planning process in the geographic area in which it operates and believes it was denied the right to participate in a reasonable manner.** In this case, the Project Applicant may appeal the rejection directly to HUD by selecting "Appeal" and submitting a Solo Application prior to the application deadline.*

Refer to the Appeal Project Application navigational guide at:

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

Special NOFO New Project Application

Eligible Components

Eligible New Project component types during the Special NOFO Program Competition include:

- *PH-PSH*
- *PH-RRH*
- *Joint TH and PH-RRH*
- *SSO (Coordinated Entry)*
- *SSO (Street Outreach or SSO-Other)*
- *HMIS (for Dedicated HMIS projects)*

For more information, refer to the New Project Application Detailed Instructions at:

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

Special NOFO New Project Application

3B. Project Description

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) on the "Project Description" screen for **Part 3: Project Information** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term being requested.

Follow-up questions and drop-down menu visibility for the default question on screen 3B will vary depending on your selections. Therefore, not all of the questions in the image below may appear to every Project Applicant. Review the instructions that follow.



Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.

See the following pages for instructions:

[3B. Permanent Housing - PSH and RRH projects](#)

[3B. Joint TH and PH-RRH projects](#)

[3B. Supportive Services Only projects](#)

[3B. HMIS projects](#)

NOTE:

When copying and pasting text from MS Word into e-snaps, additional characters may be added to your text.

To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from MS Word.

Special NOFO New Project Application

3B. PH Component

The following instructions are for screen 3B. Project Description when the PH component is selected on screen 3A. Project Detail. The screen is the same for PH-PSH and PH-RRH, except for field 2a, which is for Rural Set Aside project only and asks whether the project is requesting capital costs (i.e., acquisition, rehabilitation, or new construction).

3B. Project Description

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

* 1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFA?

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You must enter a value greater than zero for at least one project milestone.

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 1a, describe how the proposed project is consistent with the Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs described by the CoC in response to Section VII.B.4 of this NOFO.
3. In field 2, complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include:
 - New project staff hired or other expenses begin
 - Participant enrollment begins
 - Participants begin to occupy leased units or structures and supportive services begin
 - Leased or rental assistance units or structure and supportive services near 100% capacity
 - Closing on purchase of land, structure(s), or execution of structure lease
 - Rehabilitation started
 - Rehabilitation completed
 - New construction started
 - New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

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2a (Rural Set Aside Only). If requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the applicant, and subrecipients if included, to develop and maintain the property using CoC Program funds.

Field 2a is for Rural Set Aside PH-PSH projects only

Steps (continued)

4. Field 2a is only for **Rural Set Aside PH-PSH projects**. In field 2a, if the project is requesting capital costs (i.e., acquisition, rehabilitation, or new construction), describe the proposed development activities with responsibilities of the applicant, and subrecipients if included, to develop and maintain the property using CoC Program funds.

3. Check the appropriate box(es) if this project will have a specific subpopulation focus.
(Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?

5. In field 3, indicate the proposed project's specific population focus.
- Select all of the boxes that apply. Multiple selections are permissible. Select "N/A" if the project serves all subpopulations.
 - If you select "Other," select "Save," and then provide a description of the specific type of population in the text box provided.
6. In field 4, select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.

Special NOFO New Project Application

5. Housing First

* 5a. Will the project quickly move participants into permanent housing? -- select --

* 5b. Will the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income ☐

Active or history of substance use ☐

Having a criminal record with exceptions for state-mandated restrictions ☐

History of victimization (e.g. domestic violence, sexual assault, childhood abuse) ☐

None of the above ☐

* 5c. Will the project prevent program participant termination from the project for the following reasons? Select all that apply.

Failure to participate in supportive services ☐

Failure to make progress on a service plan ☐

Loss of income or failure to improve income ☐

Any other activity not covered in a lease agreement typically found in persons in the project's geographic area ☐

None of the above ☐

* 5d. Will the project follow a "Housing First" approach? (Click 'Save' to update) -- select --

Field 5d auto-populates based on fields 5a, 5b, and 5c

Steps (continued)

7. In field 5a, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
8. In field 5b, indicate whether the project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
 - If you check the first four boxes, this project will be considered low barrier.
 - If you select "None of the above," it indicates that all those conditions are present in the project to screen out participants, and field 5d will be "No" for housing first.
9. In field 5c, select the boxes that apply to indicate which reasons were removed as reasons for program termination.
 - If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants, and field 5d will be "No" for housing first.
10. Based on your selections to the questions about screening and termination, in field 5d the response to "Will the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: The Special NOFO requires that all projects must follow a Housing First approach. See Section V.B.3.b.(3)(b) of the Special NOFO regarding the requirements for project that are designated as Housing First:

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

Special NOFO New Project Application

3B. PH Component (continued)

The screenshot shows a portion of a web-based application form. It contains two main sections, each with a question, a dropdown menu, and a text area. The first section is for field 6, asking if participants will be required to live in a specific structure, unit, or locality. A dropdown menu next to the question is set to 'Yes'. A callout box points to this dropdown, stating 'If "Yes," explain how and why.' Below the question is a text area labeled '6a. Explain how and why the project will implement this requirement'. The second section is for field 7, asking if more than 16 persons will live in a single structure. A dropdown menu next to the question is also set to 'Yes'. A callout box points to this dropdown, stating 'If "Yes," 2 more questions will appear.' Below the question are two text areas labeled '7a. Describe the local market conditions that necessitate a project of this size.' and '7b. Describe how the project will be integrated into the neighborhood.'

* 6 Will program participants be required to live in a specific structure, unit, or locality at any time while in the program? Yes

* 6a. Explain how and why the project will implement this requirement

* 7. Will more than 16 persons live in a single structure? Yes

* 7a. Describe the local market conditions that necessitate a project of this size.

* 7b. Describe how the project will be integrated into the neighborhood.

Steps (continued)

11. In field 6, select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality at any time while in the program.
 - If "Yes," field 6a will appear.
Provide a description of how and why this project will implement this requirement.
12. In field 7, select "Yes" or "No" to indicate if there will be more than 16 persons living in a single structure.
 - If "Yes," fields 7a and 7b will appear.
In field 7a, describe the local market conditions that necessitate a project of this size.
In field 7b, describe how the project will be integrated into the neighborhood.

Special NOFO New Project Application

3B. PH Component (continued)

* 8. Will this project serve a structurally disadvantaged area? Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable. Yes

* 8a. List area that will be served.

* 8b. How did you determine that the area was structurally disadvantaged? Include any available data to support the determination.

Examples of data that support the determination include:

- Information that shows poverty rates are significantly higher in the geographic area than in the rest of the CoC's geographic area,
- Information that shows rates of homelessness are significantly higher in the geographic area than in the rest of the CoC's geographic area, or
- Information that shows that housing distress, such as severe overcrowding or severely substandard housing, are higher in the geographic area than in the rest of the CoC's geographic area.

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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

Steps (continued)

13. **Field 8 is for Rural Set Aside only.** Select "Yes" or "No" to indicate whether the project will serve a structurally disadvantaged area, defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.
14. If "Yes" is selected in field 8, fields 8a and 8b will appear.
 - In field 8a, list the structurally disadvantaged area that will be served.
 - In field 8b, describe how you determined that the area was structurally disadvantaged. Include any available data to support the determination.
15. Select "Save & Next" to continue to the next screen.

Reminder: Detailed Instructions

This Navigational Guide provides instruction on how to complete the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application in e-snaps.

For more information on the details of the application itself, refer to the Special NOFO New Project Application Detailed Instructions at:

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

Special NOFO New Project Application

3B. Joint TH and PH-RRH Component

The following instructions are for screen 3B. Project Description when the Joint TH and PH-RRH component is selected on screen 3A. Project Detail.

3B. Project Description

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

* 1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFA?

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

...

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You must enter a value greater than zero for at least one project milestone.

3. Check the appropriate box(es) if this project will have a specific subpopulation focus.
(Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click "Save" to update)	<input checked="" type="checkbox"/>

* Other:

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?

-- select --

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 1a, describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFO.
3. In field 2, complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include:
 - New project staff hired or other expenses begin
 - Participant enrollment begins

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- Participants begin to occupy leased units or structures and supportive services begin
- Leased or rental assistance units or structure and supportive services near 100 percent capacity
- Closing on purchase of land, structure(s), or execution of structure lease
- Rehabilitation started
- Rehabilitation completed
- New construction started
- New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

4. In field 3, indicate the proposed project's specific population focus.
 - Select all of the boxes that apply. Multiple selections are permissible. Select "N/A" if the project serves all subpopulations.
 - If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.
5. Select "Yes" or "No" to indicate if your project will participate in a CoC Coordinated Entry Process. Select "No" if your CoC has not yet implemented a Coordinated Entry Process.

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3B. Joint TH and PH-RRH (continued)

5. Housing First

* 5a. Will the project quickly move participants into permanent housing? -- select --

* 5b. Will the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income ☐

Active or history of substance use ☐

Having a criminal record with exceptions for state-mandated restrictions ☐

History of victimization (e.g. domestic violence, sexual assault, childhood abuse) ☐

None of the above ☐

* 5c. Will the project prevent program participant termination from the project for the following reasons? Select all that apply.

Failure to participate in supportive services ☐

Failure to make progress on a service plan ☐

Loss of income or failure to improve income ☐

Any other activity not covered in a lease agreement typically found to persons in the project's geographic area ☐

None of the above ☐

* 5d. Will the project follow a "Housing First" approach? (Click 'Save' to update) -- select --

Field 5d auto-populates based on fields 5a, 5b, and 5c

Steps (continued)

6. In field 5a, select "Yes" or "No" to indicate whether your project will quickly move participants into permanent housing.
7. In field 5b, indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.
 - If you check the first four boxes, this project will be considered low barrier.
 - If you select "None of the above," it indicates that all of those conditions are present in the project to screen out participants.
8. In field 5c, select the boxes that apply to indicate which reasons were removed as reasons for program termination.
 - If you select "None of the above," it indicates that all of those reasons are present in the project for terminating participants.
9. Based on your selections to the questions about screening and termination, in field 5d the response to "Will the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: The Special NOFO requires that all projects must follow a Housing First approach. See Section V.B.3.b.(3)(b) of the Special NOFO regarding the requirements for project that are designated as Housing First:

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

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3B. Joint TH and PH-RRH (continued)

* 6 Will program participants be required to live in a specific structure, unit, or locality at any time while in the program?

If "Yes," explain how and why.

* 6a. Explain how and why the project will implement this requirement.

* 7. Will more than 16 persons live in a single structure?

If "Yes," 2 more questions will appear.

* 7a. Describe the local market conditions that necessitate a project of this size.

* 7b. Describe how the project will be integrated into the neighborhood.

Save & Back Save Save & Next Back Next

Steps (continued)

10. In field 6, select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality.
 - If yes, field 6a will appear.
In field 6a, provide a description of how and why this project will implement this requirement.
11. In field 7, select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure.
 - If "Yes," is selected in field 7, fields 7a and 7b will appear.
In field 7a, describe the local market conditions that necessitate a project of this size.
In field 7b, describe how the project will be integrated into the neighborhood.

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3B. Joint TH and PH-RRH (continued)

* 8. Will this project serve a structurally disadvantaged area? Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable. Yes

* 8a. List area that will be served.

* 8b. How did you determine that the area was structurally disadvantaged? Include any available data to support the determination.

Examples of data that support the determination include:

- Information that shows poverty rates are significantly higher in the geographic area than in the rest of the CoC's geographic area,
- Information that shows rates of homelessness are significantly higher in the geographic area than in the rest of the CoC's geographic area, or
- Information that shows that housing distress, such as severe overcrowding or severely substandard housing, are higher in the geographic area than in the rest of the CoC's geographic area.

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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

Steps (continued)

12. **Field 8 is for Rural Set Aside only.** Select "Yes" or "No" to indicate whether the project will serve a structurally disadvantaged area, defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.
13. If "Yes" is selected in field 8, fields 8a and 8b will appear.
 - In field 8a, list the structurally disadvantaged area that will be served.
 - In In field 8b, describe how you determined that the area was structurally disadvantaged. Include any available data to support the determination.
14. Select "Save & Next" to continue.

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3B. SSO Component

The following instructions are for screen 3B. Project Description when the SSO component is selected on screen 3A. Project Detail.

3B. Project Description

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

* 1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFO?

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete new construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You must enter a value greater than zero for at least one project milestone.

3. Check the appropriate box(es) if this project will have a specific subpopulation focus. (Select ALL that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click "Save" to update)	<input checked="" type="checkbox"/>

* Other:

Steps

1. In field 1, provide a description that addresses the entire scope of the project.
2. In field 1a, describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFO.
3. In field 2, complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone. Milestones include:
 - New project staff hired or other expenses begin
 - Participant enrollment begins
 - Participants begin to occupy leased units or structures and supportive services begin
 - Leased or rental assistance units or structure and supportive services near 100% capacity
 - Closing on purchase of land, structure(s), or execution of structure lease
 - Rehabilitation started
 - Rehabilitation completed
 - New construction started
 - New construction completed

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Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

4. In field 3, indicate the proposed project's specific population focus.
 - Select all of the boxes that apply. Multiple selections are permissible. Select "N/A" if the project serves all subpopulations.
 - If you select "Other," select "Save" and then provide a description of the specific type of population in the text box provided.

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?

5. **Field 4 is for SSO Other non-CE projects only.** Indicate whether your project participates in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements.

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4. As an SSO-Coordinated Entry project answer the following questions:

*** 4a. Will the coordinated entry process cover the CoC's entire geographic area?**

*** 4b. Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance?**

*** 4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.**

*** 4d. Will the coordinated entry process use a comprehensive, standardized assessment process?**

*** 4e. Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.**

*** 4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following groups:**

(1) adults without children;
(2) adults accompanied by children;
(3) unaccompanied youth;
(4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
(5) persons at risk of homelessness?

*** 4g. Will this coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible?**

Fields 4a-g are for SSO-CE projects only

Steps (continued)

6. **Fields 4a-g are for SSO-CE projects only.** In field 4a, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
7. In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be affirmatively marketed and easily accessible by programs participants seeking assistance.
8. In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.
9. In field 4d, select "Yes" or "No" to indicate whether the coordinated entry process uses a comprehensive, standardized assessment process.
10. In field 4e, describe the standardized assessment and referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.
11. In field 4f, if the coordinated entry process includes differences in access, entry, assessment, or referral for certain populations, select "Yes" or "No" to indicate whether those differences are limited only to the following five groups: adults without children; adults accompanied by children; unaccompanied youth; households fleeing domestic violence, sexual assault, stalking, or other

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dangerous or life-threatening conditions (including human trafficking); persons at risk of homelessness.

12. In field 4g, select “Yes” or “No” to indicate whether the coordinated entry project will refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible.

5. As an SSO non-CE project answer the following questions:

* 5a. Describe how the street outreach project will develop a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.

* 5b. Describe how project refers program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible?

Fields 5a and 5b are for SSO projects only

Steps (continued)

13. **Field 5a is for SSO Street Outreach projects only.** Describe how the street outreach project will develop a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
14. **Field 5b is for SSO Other non-CE projects only.** Describe how project refers program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible.

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* 8. Will this project serve a structurally disadvantaged area? Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.

* 8a. List area that will be served.

* 8b. How did you determine that the area was structurally disadvantaged? Include any available data to support the determination.

Examples of data that support the determination include:

- Information that shows poverty rates are significantly higher in the geographic area than in the rest of the CoC's geographic area.
- Information that shows rates of homelessness are significantly higher in the geographic area than in the rest of the CoC's geographic area, or
- Information that shows that housing distress, such as severe overcrowding or severely substandard housing, are higher in the geographic area than in the rest of the CoC's geographic area.

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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

Steps (continued)

15. **Field 8 is for Rural Set Aside only.** Select "Yes" or "No" to indicate whether the project will serve a structurally disadvantaged area, defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable
16. If "Yes" is selected in field 8, fields 8a and 8b will appear.
 - In field 8a, list the structurally disadvantaged area that will be served.
 - In field 8b, describe how you determined that the area was structurally disadvantaged. Include any available data to support the determination.
17. Select "Save & Next" to continue to the next screen.

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3B. HMIS Component

The following instructions are for screen 3B. Project Description when the HMIS component is selected on screen 3A. Project Detail.

3B. Project Description

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

* 1a. Describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFO?

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds				
Begin program participant enrollment				
Program participant(s) or supportive services begin				
Leased or rental assistance units or structure and supportive services near 100% capacity				
Closing on purchase of land, structure(s), or execution of structure lease				
Rehabilitation started				
Rehabilitation completed				
New construction started				
New construction completed				

You must enter a value greater than zero for at least one project milestone.

Save & Back Save Save & Next Back Next

Note: This form contains mandatory fields for which no value has been entered.

Steps

1. In field 1, provide a description that addresses the entire the scope of the project.
2. In field 1a, describe how the proposed project is consistent with the plan described by the CoC in response to Section VII.B.4 of this NOFO
3. In field 2, complete the Project Milestones table by entering the number of days from the execution of the grant agreement for each milestone.

Note: HMIS projects only enter the first milestone.

Milestones include:

- New project staff hired or other expenses begin
- Participant enrollment begins
- Participants begin to occupy leased units or structures and supportive services begin
- Leased or rental assistance units or structure and supportive services near 100% capacity
- Closing on purchase of land, structure(s), or execution of structure lease
- Rehabilitation started
- Rehabilitation completed
- New construction started
- New construction completed

Each column pertains to one location or structure.

- If the project has only one location or structure, or no structures, complete only column A.
- If multiple structures, complete one column for each structure.

If a milestone is not applicable, leave the associated fields blank.

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* 8. Will this project serve a structurally disadvantaged area? Structurally disadvantaged is defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable. Yes

* 8a. List area that will be served.

* 8b. How did you determine that the area was structurally disadvantaged? Include any available data to support the determination.

Examples of data that support the determination include:

- Information that shows poverty rates are significantly higher in the geographic area than in the rest of the CoC's geographic area.
- Information that shows rates of homelessness are significantly higher in the geographic area than in the rest of the CoC's geographic area, or
- Information that shows that housing distress, such as severe overcrowding or severely substandard housing, are higher in the geographic area than in the rest of the CoC's geographic area.

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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

Steps (continued)

4. **Field 8 is for Rural Set Aside only.** Select "Yes" or "No" to indicate whether the project will serve a structurally disadvantaged area, defined as geographic areas that have high levels of homelessness, housing distress, or poverty, and are located where CoC services have until now been entirely unavailable.
5. If "Yes" is selected in field 8, fields 8a and 8b will appear.
 - In field 8a, list the structurally disadvantaged area that will be served.
 - In field 8b, describe how you determined that the area was structurally disadvantaged. Include any available data to support the determination.
6. Select "Save & Next" to continue to the next screen.

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4A. Supportive Services, HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

NOTE:

The Project Applicant must complete the following screens depending upon the component type listed on Screen 3A. Project Detail:

- [4A. Supportive Services for Participants \(PH: PSH, PH: RRH, Joint TH and PH-RRH\)](#)
- [4A. HMIS Standards \(HMIS\)](#)

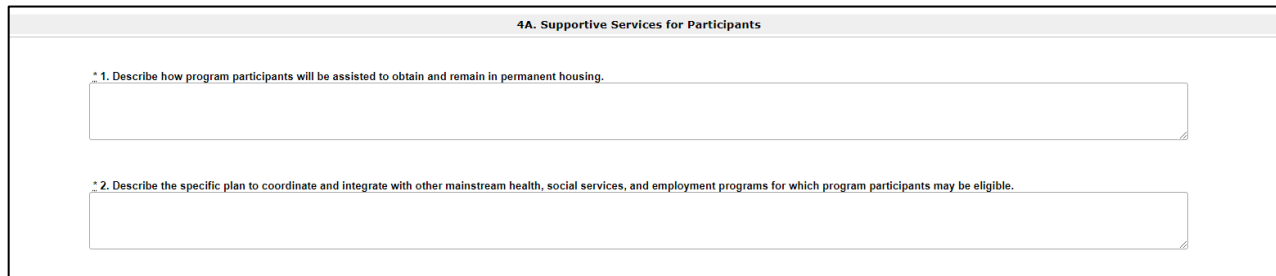
*For new SSO projects, Project Applicants will **not** have a Part 4 screen to complete.*

Special NOFO New Project Application

4A. Supportive Services for Participants (PH and Joint TH and PH-RRH)

The following screen, 4A. Supportive Services for Participants, applies to PH projects (PSH and RRH) and Joint TH and PH-RRH (the component selected on screen 3A. Project Detail).

The information entered into screen 4A, "Supportive Services for Participants," the first screen of **Part 4: Housing, Services, and HMIS** of the Project Application, should capture the capacity of the project to efficiently provide supportive services to program participants. Please ensure that the information provided is both accurate and complete.



4A. Supportive Services for Participants

* 1. Describe how program participants will be assisted to obtain and remain in permanent housing.

* 2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

Steps

1. In field 1, describe the supportive services that will be provided to help project participants obtain and remain in permanent housing.
2. In field 2, describe the specific plans to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

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4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)

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

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

Please enter all values for at least one line item and leave no incomplete line items.

Steps (continued)

3. In the table provided in field 3, using the drop-down menu next to each service type, indicate who will provide the service and the frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

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4A. Supportive Services for Participants (PH and Joint TH and PH-RRH) (continued)

Identify whether the project will include the following activities:

* 4. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? -- select -- ▾

* 5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed? -- select -- ▾

* 6. Will program participants have access to SSI/SSDI technical assistance provided by this project the applicant, a subrecipient, or partner agency? Yes ▾

* 6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months. -- select -- ▾

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

Steps (continued)

4. In field 4, select "Yes" or "No" to indicate whether the project provides transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.
5. In field 5, select "Yes" or "No" to indicate whether the project provides annual follow ups with program participants to ensure mainstream benefits are received and renewed.
6. In field 6, select "Yes" or "No" to indicate whether program participants will have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency.
 - If "Yes," field 6a will appear.
In field 6a, select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance has completed SOAR training in the last 24 months.
7. Select "Save & Next" to continue to the next screen.

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4A. HMIS Standards (HMIS Only)

The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on screen 3A. Project Detail).

4A. HMIS Standards

* 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual?

* 1a. If no, explain why and the planned steps for correction.
Max. 500 characters

600 characters remaining.

* 2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.).

* 2a. If no, explain why and the planned steps for correction.
Max. 500 characters.

600 characters remaining.

* 3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS?

* 3a. If no, explain why and the planned steps for correction.
Max. 500 characters.

600 characters remaining.

* 4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC?

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.
 - If you answered "No," field 1a will appear.
In field 1a, you are required to explain why and discuss the planned steps for correction.
2. In field 2, select "Yes" or "No" from the drop-down menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting.
 - If you answered "No," field 2a will appear.
In field 2a, you are required to explain why and discuss the planned steps for correction.
3. In field 3, select "Yes" or "No" from the drop-down menu to indicate whether the HMIS can generate all reports required by Federal partners, including HUD, Veterans Affairs (VA), and Health and Human Services (HHS).
 - If you answered "No," field 3a will appear.
In field 3a, you are required to explain why and discuss the planned steps for correction.
4. In field 4, select "Yes" or "No" from the drop-down menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of clients receiving services in the CoC.

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* 5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

3000 characters remaining.

* 6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

3000 characters remaining.

* 7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards? -- select --

* 8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII)?

3000 characters remaining.

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

Steps (continued)

5. In field 5, describe your CoC's process for updating your HMIS Governance Charters and HMIS Policies and Procedures.
6. In field 6, describe who is responsible for ensuring the implementation meets all privacy and security standards as required by HUD and other federal partners.
7. In field 7, select "Yes" or "No" from the drop-down menu to indicate if the HMIS Lead conducts Privacy and Security Training and follow up on privacy and security standards.
8. In field 8, describe the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS.
9. Select "Save & Next" to continue to the next screen.

Special NOFO New Project Application

4B. Housing Type and Location, HMIS Training

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail and 3B. Project Description.

NOTE:

The Project Applicant must complete the following screens depending upon the component type listed on Screen 3A:

- [4B. Housing Type and Location \(PH: PSH\)](#)
- [4B. Housing Type and Location \(PH: RRH\)](#)
- [4B. Housing Type and Location \(Joint TH\)](#)
- [4B. HMIS Training \(HMIS\)](#)

For new SSO projects, Project Applicants will not have a Part 4 screen to complete.


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4B. Housing Type and Location (PH: PSH)

The following screen, 4B. Housing Type and Location, applies to PH: PSH (the components selected on screen 3A. Project Detail and 3B. Project Description).



The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon. 
2. The "4B. Housing Type and Location Detail" screen will appear.

NOTE:

On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.

- To edit the information on the “Housing Type and Scale” screen, select the “View” icon  to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”
- To delete the information on the “Type and Scale of Housing” screen, select the red “Delete” icon  to the left of the housing type.

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4B. Housing Type and Location Detail (PH: PSH)

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

4B. Housing Type and Location Detail

* 1. Housing Type: -- select --

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

* 2a. Units:

* 2b. Beds:

* 3. How many beds in "2b. Beds" are dedicated to persons experiencing chronic homelessness?

This includes both the "dedicated" and "prioritized" beds.

4. Address:

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

* Street 1:

Street 2:

* City:

* State: -- select --

* ZIP Code:

***5. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.**
(for multiple selections hold CTRL key)

Available Items:

- 290534 Blue Springs
- 291152 Columbia
- 291806 Florissant

Selected Items:

Select "Save & Back to List" when complete

Select "Save & Add Another" to add additional sites

Please select at least one area.

Save Save & Add Another Save & Back to List Back to List

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

Steps

1. In field 1, from the "Housing Type" drop-down menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes

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2. In fields 2a and 2b, enter the maximum number of units and beds available for project participants at the selected housing site.
 - The number entered should be based on the total number of units and beds that will be available at full capacity on a single night in the selected housing type and location.
 - Select "Save."
 - **Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units requested in the budget, Part 6 in this guide, and the number of beds should correlate to the number and characteristics of persons that the project is expected to serve as recorded on Screens 5A and 5B.
3. In field 3, indicate the number beds of the total beds in "2b. Beds" that are dedicated to persons experiencing chronic homelessness.
 - **Note:** The definition of chronically homeless can be found at 24 CFR 578.3. A bed dedicated to chronically homeless individuals and families is a permanent supportive housing (PSH) bed that is dedicated specifically for use by chronically homeless individuals and families within a CoC's geographic area, as reported in the CoC's HIC and the PSH applications submitted in this NOFO. When a program participant exits the project, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC's geographic area. If your project has dedicated CH beds to serve families experiencing chronic homelessness, you will enter all beds for the household as CH beds.
4. In field 4, enter the physical address for this proposed project.
 - For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds will be located, or where most beds are planned to be located as of the application submission.
 - If the project uses tenant-based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.
 - **Note:** Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
5. In field 5, select the geographic area(s) in which the project will be located.
 - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.
6. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 5.
7. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
8. When your list is complete, select "Next" to continue to the next screen.

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**NOTE:
Regarding
Addresses:**

Project applicants must enter an address for all proposed and existing properties.

- *If the location is not yet known, enter the expected location of the housing units.*
- *For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission.*
- *Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office.*
- *Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.*

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4B. Housing Type and Location (PH: RRH)

The following screen, 4B. Housing Type and Location, applies to PH: RRH (the components selected on screen 3A. Project Detail and 3B. Project Description).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon.
2. The "4B. Housing Type and Location Detail" screen will appear.

NOTE:

On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.

- To edit the information on the “Housing Type and Scale”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”
- To delete the information on the “Type and Scale of Housing” screen, select the red “Delete” icon to the left of the housing type.

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4B. Housing Type and Location Detail (PH: RRH)

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

4B. Housing Type and Location Detail

1. Housing Type: -- select --

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

2a. Units:

2b. Beds:

3. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

3. Street 1:

Street 2:

3. City:

3. State: -- select --

3. ZIP Code:

*4. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)

Available Items:

- 290534 Blue Springs
- 291152 Columbia
- 291806 Florissant

Selected Items:

Select "Save & Back to List" when complete

Select "Save & Add Another" to add additional sites

Please select at least one area.

Save Save & Add Another Save & Back to List Back to List

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

Steps

1. In field 1, from the "Housing Type" drop-down menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered-site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.

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2. In field 2a and 2b, enter the maximum number of units and beds available for project participants at the selected housing site.
 - The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.
 - Select "Save."
 - **Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units requested in the budget, Part 6 in this guide, and the number of beds should correlate to the number and characteristics of persons that the project is expected to serve as recorded on Screens 5A and 5B.
3. In field 3, enter the physical address for this proposed project.
 - For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
 - If the project uses tenant based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
4. In field 4, select the geographic area(s) in which the project is located.
 - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.
5. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 4.
6. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7. When your list is complete, select "Next" to continue to the next screen.

**NOTE:
Regarding
Addresses:**

Project applicants must enter an address for all proposed and existing properties.

- *If the location is not yet known, enter the expected location of the housing units.*
- *For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission.*
- *Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office.*
- *Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.*

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4B. Housing Type and Location (Joint TH)

The following screen, 4B. Housing Type and Location, applies to Joint TH (the component selected on screen 3A. Project Detail).

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

4B. Housing Type and Location

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

* List all CoC-funded and Non CoC-funded units and beds for this project

	TH	RRH	Total
Total Units:			0
Total Beds:			0

Show Filter

Select "Add"

Auto-calculate based on entries

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
This list contains no items						

Save & Back Save Save & Next Back Next

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon.
2. The "4B. Housing Type and Location Detail" screen will appear.

NOTE:

On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.

- To edit the information on the “Housing Type and Scale”: screen, select the “View” icon to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”
- To delete the information on the “Type and Scale of Housing” screen, select the red “Delete” icon to the left of the housing type.

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4B. Housing Type and Location Detail (Joint TH and PH-RRH)

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

4B. Housing Type and Location Detail

The applicant has selected "JOINT TH & PH-RRH" as their component type and must list all CoC funded and Non CoC-funded units and beds being provided under this project.

1. Is this housing type and location for the TH portion or the RRH portion of the project? TH

1a. Does this TH portion of the project have private rooms per household? Yes

2. Housing Type: -- select --

3. What is the funding source for these units and beds? -- select --
(If multiple sources, select "Mixed" from the dropdown menu)

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

* 2a. Units:

* 2b. Beds:

5. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

* Street 1:

Street 2:

* City:

* State: -- select --

* ZIP Code:

6. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be served by the project.
(for multiple selections hold CTRL key)

Select "Save & Back to List" when complete

Select "Save & Add Another" to add additional sites

Please select at least one area.

Save Save & Add Another

Save & Back to List Back to List

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

Steps

1. In field 1, select "TH" or "RRH" from the drop-down menu to indicate whether the housing type and location is for the TH or RRH portion of the project.
 - If "TH," is selected, field 1a will appear.
Field 1a automatically pre-populates to "Yes."
2. In field 2, from the "Housing Type" drop-down menu, select the type of housing that most closely resembles the type of housing the project provides.
 - Barracks
 - Dormitory, shared or private rooms
 - Shared housing
 - Single Room Occupancy (SRO) units
 - Clustered apartments
 - Scattered-site apartments (including efficiencies)
 - Single-family homes/townhouses/duplexes.

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3. In field 3, enter the funding source for the units and beds. If multiple sources, select "Mixed" from the drop-down menu.
4. In field 4, enter the maximum number of units and beds available for project participants at the selected housing site.
 - The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.
 - Select "Save."
 - **Note:** A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units requested in the budget, Part 6 in this guide, and the number of beds should correlate to the number and characteristics of persons that the project is expected to serve as recorded on Screens 5A and 5B.
5. In field 5, enter the physical address for this proposed project.
 - For scattered-site housing, enter the address where the majority of beds are located, where most beds are located as of the date you submit the application, or an administrative address.
 - If the project uses tenant based rental assistance, or if the address for scattered-site or single-family home housing cannot be identified at the time of application, enter the address for the administration office.
 - Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
6. In field 6, select the geographic area(s) in which the project is located.
 - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
 - Using the single arrow, move your selection from the left box to the right box.
7. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 6.
8. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

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4B. HMIS Training

The following screen, 4B. HMIS Training, applies to HMIS projects (the component selected on screen 3A. Project Detail).

Activity	Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	<input type="text"/>
HMIS Software Training for Sys Admin	<input type="text"/>
HMIS Software Training	<input type="text"/>
Data Quality Training	<input type="text"/>
Security Training	<input type="text" value="00/0000"/>
Privacy/Ethics Training	<input type="text"/>
HMIS PIT Count Training	<input type="text"/>
Other (must specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Enter "00/0000" if there has been no training

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

Steps

1. For each type of activity listed, indicate the last training date or proposed training date for each HMIS training, as applicable.
Note: If there has been no training, enter 00/0000.
2. Enter up to 3 additional HMIS trainings that apply to the implementation of the proposed project, and enter the implementation date for each additional training.
3. Select "Save & Next" to continue to the next screen.

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Preface to Part 5: Participant Screens

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

NOTE:

Part 5 is applicable only to PH-PSH, PH-RRH, and Joint TH and PH-RRH Projects.

If you selected "HMIS" or "SSO" as the component on screen 3A, you will not see the Part 5 screens as these screens do not apply to HMIS or SSO projects.

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

NOTE:

(1) The data gathered on these “Project Participants” screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).

For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application. The data describes the number of households as well as the number of persons in households.

NOTE:

(2) Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.

NOTE:

(3) For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.

NOTE:

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

**Reminder:
Detailed
Instructions**

This Navigational Guide provides instruction on how to complete the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application in e-snaps.

For more information on the details of the application itself, refer to the Special NOFO New Project Application Detailed Instructions at:

- <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/NEW-Unsheltered-DI-FINAL-7-14-22.pdf>

Special NOFO New Project Application

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

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

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

Example:

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

Households = 10

Adults over age 24 = 16

Accompanied Children under age 18 = 12

5A. Program Participants - Households

Households Table

	Households with <u>at Least One Adult and One Child</u>	Adult Households <u>without Children</u>	Households with <u>Only Children</u>	Total
Number of Households	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="10"/>
Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without Children</u>	Persons in Households with <u>Only Children</u>	Total
Persons over age 24	<input type="text" value="16"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16"/>
Persons ages 18-24	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Accompanied Children under age 18	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="12"/>
Unaccompanied Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total Persons	<input type="text" value="28"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="28"/>

Click Save to automatically calculate totals

Special NOFO New Project Application

The “Total Persons” field on screen 5A will not necessarily be the sum of the 10 column totals for the corresponding household type on screen 5B (see image below).

While the first three columns on screen 5B are mutually exclusive, people might be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-CH veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually-diagnosed, fitting into more than one subpopulation. Therefore, an HIV positive and chronic substance abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

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

Example from 5A previous page:
Household Type: HHs with at least 1 adult and 1 child
- Adults over age 24
Columns 1, 2, 3, and 10 = 16
Columns 4 - 9 = 18
- Accompanied children under 18 = Columns 1 and 10 = 12 (children cannot be veterans)
- "Total Persons" = Columns 1, 2, 3, and 10 = 28

For each row, columns 1, 2, 3, and 10 are mutually exclusive.

People counted in column 10 cannot be counted in columns 1-9.

For row "Total Persons," columns 1, 2, 3, and 10 cannot exceed the "Total Persons" field on 5A for the corresponding Household type

Columns 4 – 9 are not mutually exclusive. People can be in more than one subpopulation. Total # for columns 4 - 9 may exceed "Total Person" field on 5A.

5B. Project Participants - Subpopulations										
Persons in Households with at Least One Adult and One Child										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	10	2	2	5	2	2	4	4	1	2
Persons ages 18-24	4						2	2		
Children under age 18	2	2	2	4	2	2	5	5	1	2
Total Persons	16	4	4	9	4	4	11	11	2	4

Special NOFO New Project Application

5A. Project Participants - Households

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

Estimations:

For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application.

The data describes the number of households as well as the number of persons in households.

* Households Table				
	Households with <u>at Least</u> One Adult and One Child	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Number of Households	10	0	0	10
Characteristics				
Persons over age 24	16	0		16
Persons ages 18-24	0	0		0
Accompanied Children under age 18	12		0	12
Unaccompanied Children under age 18			0	0
	28	0	0	

Click Save to automatically calculate totals

Select "Save" to calculate totals

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

Steps

1. In the "Number of Households" row, enter the total number of households for each household type.
2. Select "Save" and the system will calculate the total for the "Total Number of Households" field.
3. In the "Characteristics" section, enter the number of persons by household type for each demographic row.
4. Select "Save" and the system will calculate the remaining four fields in the columns and the totals for each demographic based on the values you entered.
5. Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

Special NOFO New Project Application

5B. Project Participants - Subpopulations

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

Estimations:

For a new project, you will not have historical data on persons served, so you will need to use estimates at the time of application.

The data describes the number of households as well as the number of persons in households.

When filling out this table, applicants should think of it as follows:

- For each row, the first three columns that are in dark gray, along with column 10 "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 4 through 9.

For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart on for screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

Special NOFO New Project Application

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV
Persons over age 24	10	2	2	4	2	2	
Persons ages 18-24							
Children under age 18	12						
Total Persons	22	2	2	4	2	2	

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV
Persons over age 24							
Persons ages 18-24							
Total Persons	0	0	0	0	0	0	

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV
Accompanied Children under age 18							
Unaccompanied Children under age 18							
Total Persons	0				0		

Select "Save" to calculate totals

Select "Save & Next" to proceed

by a Listed Subpopulation" referred to above:

Save & Back Save Save & Next Back Next

Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on capacity at a single point in time, as well as the characteristics/disabilities, according to their respective household types.
2. Select "Save" and the system will calculate all totals based on the values you entered for each subpopulation.
3. Select "Save & Next" once all information is complete on this screen.

Subpopulations

Chronically Homeless includes disabled adults in households with or without children.

Veterans must be adults; therefore, no entry is allowed for accompanied or unaccompanied children under age 18 for the "Chronically Homeless Veterans" column.

Special NOFO New Project Application

Preface to Part 6: Budget Information

The upcoming pages contain instructions for completing budgets for the New Project component types and activities. Before continuing to the instructions, please review the following information:

- **Budget Detail screens.** New Project Applications have "Detail" project screens for each budget category: acquisition/rehabilitation/new construction; leased units; leased structures; rental assistance; supportive services; operating, and HMIS.
- **Rental Assistance.** There is only one rental assistance screen to use for short/medium-term or long-term. The user will select from the drop-down menu which type of rental assistance is applicable to the project.
- **FMRs.** Project Applicants will apply for projects in the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition using the FY 2022 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the Special NOFO application submission deadline.

24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects, "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following:

- "Part 1 – SF-424
- "Part 3 - Project Information, 3A. Project Detail" screen
- "Part 6 – Budget Information, 6A. Funding Request" screen

Throughout the *e-snaps* budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within *e-snaps* when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by *e-snaps*. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

Special NOFO New Project Application

Part 6: Budget Information

In *e-snaps*, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by all of the following:

- Whether your project is for the Unsheltered Set Aside, Rural Set Aside, CoC Planning (Unsheltered Set Aside only), or UFA Costs (Unsheltered Set Aside only), as reflected on screen **1A. Application Type**.
- The component type selected on screen **3A. Project Detail**.
 - If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.
- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

Below is a table that shows the eligible activities for New Projects by Component Type.

**New Projects:
Possible Component Types and Eligible Activities**

PH (PSH)	PH (RRH)	Joint TH/PH-RRH	SSO-CE	SSO-Street Outreach, SSO-Other	HMIS
Acquisition/ Rehabilitation/New Constructions					
Leased Units		Leased Units			
Leased Structures		Leased Structures			
Rental Assistance	Rental Assistance	Rental Assistance			
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operating Costs		Operating Costs			
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

NOTE:

Project Applicants may NOT have any of the following combinations in a single structure or housing unit, although some of these budgets may be combined in a single Project Application because the funding is not used in the same structure or unit, such as in a Joint TH and PH-RRH Project:

- *Acquisition and/or rehabilitation with new construction*

Special NOFO New Project Application

6A. Funding Request for New Projects

This screen has six questions. The navigational steps in this section go through the questions in order. The options available in Question 5 are determined by your selections on screen 3A. Project Detail. Once you select the activities in Question 5, the appropriate budget screens will populate in the left menu bar.

Important!

Unlike the annual CoC Program NOFO competition, all Special NOFO to Address Unsheltered and Rural Homelessness will have a grant term of three years.

If the Funding Request screens in *e-snaps* are not pre-populated with “3 Years”, then you are working in the wrong application, i.e., you are working in the annual CoC Program NOFO, not the Special NOFO to Address Unsheltered and Rural Homelessness.

If that is the case, you must abandon this project application and begin again by registering for the correct Funding Opportunity.

This Navigational Guide is for applicants who are registering for one or both of these Funding Opportunities:

- **Unsheltered Homelessness Set Aside Project Application FY2022**
- **Rural Set Aside Project Application FY2022**

All Projects: Questions 1 and 2: Readiness and Funding Source

6A. Funding Request	
* 1. Will it be feasible for the project to be under grant agreement by September 15, 2024?	<input type="text" value="Yes"/>
* 2. What type of funding is this project applying for in this Special Unsheltered and Rural Homelessness CoC Program Competition?	<input type="text" value="Unsheltered"/>

Steps

1. In field 1, select “Yes” or “No” to indicate the Project Applicant's readiness to initiate the project by September 15, 2024.
 - If you select “No,” you will not be able to submit the Project Application.
2. In field 2, the response automatically pulls forward the selected Funding Opportunity when you registered for this specific application (either Unsheltered Homelessness Set Aside or Rural Set Aside).
 - **Note:** If field 2 is incorrect, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application.

Special NOFO New Project Application

All Projects: Questions 3 and 4: Indirect Costs and Grant Term

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

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

* 3a. Complete the indirect cost rate table below

Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10 % de minimis rate
aidsdsaij	500%	\$60,000	6000

* 4. Select a grant term:

Grant term is 3 years and cannot be edited

Steps (continued)

- In field 3, select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate.
 - If "Yes", fields 3a will appear.

In field 3a, complete the indirect cost rate schedule; 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.

Note: If you select "Yes," indirect cost rate proposals should be submitted as soon as HUD notifies the applicant of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the *e-snaps* post-award process. Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

- In field 4, the "Select a grant term" drop-down menu is pre-populated with "3 Years" and cannot be edited.

Note: If the screen in *e-snaps* is not pre-populated with "3 Years", then you are working in the wrong application, i.e., you are working in the annual CoC Program NOFO, not the Special NOFO to Address Unsheltered and Rural Homelessness. You must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.

NOTE:

Review the Special NOFO Program Competition for more information on grant terms at:

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

Special NOFO New Project Application

Individual Project Types: Question 5

NOTE:

For new projects, the number of eligible costs listed in Question 5 depends on the project component selected on screen 3A. Project Detail.

Steps (continued)

5. In field 5, select all the costs for which you are requesting funds for the project. After you select the “Save” button, the left menu bar will populate with a complete list of budget screens that you will need to complete.

PH-PSH Projects

*** 5. Select the costs for which funding is requested:**

(Rural Set Aside ONLY) Acquisition/Rehabilitation/New Construction ☒

Leased Units ☒

Leased Structures ☒

Rental Assistance ☒

Supportive Services ☒

Operating ☒

HMIS ☒

PH-RRH Projects

*** 5. Select the costs for which funding is requested:**

Rental Assistance ☐

Supportive Services ☐

HMIS ☐

Special NOFO New Project Application

Joint TH-RRH Projects

*** 5. Select the costs for which funding is requested:**

- Leased Units ☐
- Leased Structures ☐
- Rental Assistance ☐
- Supportive Services ☐
- Operating ☐
- HMIS ☐

SSO-CE and SSO-Other Projects

For new SSO-CE and SSO-Other projects, the only expense categories listed in Question 5 are Supportive Services and HMIS.

*** 5. Select the costs for which funding is requested:**

- Supportive Services ☐
- HMIS ☐

Dedicated HMIS Projects

New Dedicated HMIS project costs can only be carried out by the HMIS Lead, which is the project applicant or subrecipient for HMIS dedicated funds and that is listed on the HMIS Lead form in the CoC Applicant Profile in *e-snaps*.

HMIS ☐

Steps (continued)



6. Select "Save & Next" to continue.

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6B. Acquisition/Rehabilitation/New Construction Budget

The following steps provide instruction on completing the "Acquisition/Rehabilitation/New Construction Budget" screen for new projects with a **PH-PSH component**.



6B. Acquisition/Rehabilitation/New Construction Budget

The following list summarizes the total request for each structure. To add a structure to the list, select the  icon. To view or update a structure already listed, select the  icon.

Select "Add" icon

Total Acquisition: \$0
Total Rehabilitation: \$0
Total New Construction: \$0
Total Assistance Requested: \$0


Total Assistance Requested Amount has to be greater than \$0.

Delete	View	Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Total Request	Acquisition	Rehabilitation	New Construction
		--	--	--	--	--	--	\$0	\$0	\$0	\$0

Search all fields:

Save & Back Save Save & Next Back Next

Steps

1. To add information to this list, select the "Add" icon  to open the "Acquisition/Rehabilitation/New Construction Detail" screen.
2. The "Acquisition/Rehabilitation/New Construction Budget Detail" screen will appear.

Special NOFO New Project Application

Acquisition/Rehabilitation/New Construction Budget Detail

Acquisition/Rehabilitation/New Construction Budget Detail

Complete the following fields related to the funds being requested for acquisition, rehabilitation, and/or new construction of the new project.

* Name of Structure:

* Street Address 1:

Street Address 2:

* City:

* State: -- select --

* Zip Code:

Assistance Requested

1. Acquisition

2. Rehabilitation

3. New Construction

4. Total Assistance Requested

Select "Save" to automatically calculate totals

Click the 'Save' button to automatically calculate the Total Assistance Requested.

Save Save & Add Another

Save & Back to List Back to List

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

Steps

1. Enter the name, street address, city, state, and zip code of the structure.
 - The name of the structure can be as simple as "Structure 1" or something that is descriptive of the project's use of the structure. It does not have to be the legal name of the structure.
2. Enter the amount of grant funds requested for acquisition, rehabilitation, and new construction.
 - Select "Save" and the screen will automatically calculate the Total Assistance Requested.
3. If you are requesting project funds for acquisition, rehabilitation, or new construction for one location only:
 - Select "Save & Back to List" to go back to the "Acquisition/Rehabilitation/New Construction Budget" screen.

If you are requesting project funds for acquisition, rehabilitation, or new construction for another location:

- Select "Save & Add Another." Follow the directions for completing another "Acquisition/Rehabilitation/New Construction Budget Detail" screen as described above.

After you have entered all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Acquisition/Rehabilitation/New Construction Budget" screen.

4. After completing all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens, the "Acquisition/Rehabilitation/New Construction Budget" screen will auto-populate with the budget information you entered.
 - Note: Acquisition can be combined with Rehabilitation. However, New Construction cannot be combined with Acquisition.

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Completion of the Acquisition/Rehabilitation/New Construction Budget Screen

After completing all of the “Acquisition/Rehabilitation/New Construction Budget Detail” screens, the “Leased Unit Budget” screen will auto-populate with the budget information you entered.

6B. Acquisition/Rehabilitation/New Construction Budget

The following list summarizes the total request for each structure. To add a structure to the list, select the icon. To view or update a structure already listed, select the icon.

Total Acquisition:	\$410,000
Total Rehabilitation:	\$40,000
Total New Construction:	\$1,000,000
Total Assistance Requested:	\$1,450,000

Delete	View	Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Total Request	Acquisition	Rehabilitation	New Construction
		Housing Project 1	123 Fairway Lane	--	Anytown	Arkansas	30303	\$1,450,000	\$410,000	\$40,000	\$1,000,000

Search all fields: Enter keyword

Save & Back Save Save & Next Back Next

Steps

1. Review the following items on the “Acquisition/Rehabilitation/New Construction Budget” screen.
 - The “Acquisition/Rehabilitation/New Construction Budget” screen should have been auto-calculated with your total acquisition/rehabilitation/new construction budget amount.
 - Each "Acquisition/Rehabilitation/New Construction Budget Detail" screen you entered for each location will appear as a separate entry under the "View" header.
2. If changed are needed, please follow the following guidance:
 - If you want to view and edit any of the “Leased Units Budget Detail” screens, select the “View” icon next to the appropriate entry.
 - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list seems to be missing one or more items select the “Add” icon and complete additional "Leased Units Budget Detail” screen(s), as discussed previously.
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

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6C. Leased Units Budget

Project Applicants must complete the "Leased Units Budget" screen and relevant detail screens if the Project Applicant is applying for leased units funds, and **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the Project Applicant must complete the rental assistance budget, not the leased units budget.

The following steps provide instruction on completing the "Leased Units Budget" screen.

Steps

1. To add information to this list, select the "Add" icon  to open the "Leased Units Budget Detail" screen.
2. The "Leased Units Budget Detail" screen will appear.

FMR

The Budget Detail screens use the FY 2022 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the Special NOFO application submission deadline (i.e., the FY 2023 FMRs).

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Leased Units Budget Detail

Leased Units Budget Detail

Instructions: [Show instructions](#)
In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

* Metropolitan or non-metropolitan fair market rent area:

Leased Units Annual Budget

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
0 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
1 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
2 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
3 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
4 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
5 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
6 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
7 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
8 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>
9 Bedroom	<input type="text"/>	x <input type="text"/>	<input type="text"/>	x <input type="text" value="12"/>	= <input type="text"/>

Total units and annual assistance requested:

Grant term:

Total request for grant term:

Select "Save" to automatically calculate totals

Select "Save & Back to List" when complete

Click the 'Save' button to automatically calculate totals.

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

Steps

1. Select the FY 2022 Fair Market Rent (FMR) area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
2. Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3. In the "HUD Paid Rent" column, for each unit size, enter the rent to be paid by the CoC Program grant. This rent can be equal to or below the FMR amount in the previous column - it cannot exceed the FMR amount. Once HUD awards funds to the project, recipients must document compliance with the rent reasonableness requirement explained in section 578.51 of the CoC Program interim rule.
4. The 12-month column is fixed. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type.
5. The "Grant Term" field is populated with the grant term pre-populated on the "6A Funding Request" screen.
6. Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.
7. If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen.

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- If the project is housed in more than one FMR Area, select “Save & Add Another” and repeat steps 1 through 6 for each structure in the project for which you are requesting leased units funds.
- Once you have completed all of the “Leased Units Budget Detail” screens that your project requires, select “Save & Back to List.”

Completion of Leased Units Budget

After completing all of the “Leased Unit Budget Detail” screens, the “Leased Unit Budget” screen will auto-populate with the budget information you entered.

The screenshot shows the '6C. Leased Units' screen. At the top, it says: 'The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.' Below this, there are four summary items with input fields: 'Total Annual Assistance Requested: \$162,000', 'Grant Term: 3 Years', 'Total Request for Grant Term: \$486,000', and 'Total Units: 15'. To the right of these fields are two callout boxes: one saying 'Review that the totals are correct' pointing to the summary fields, and another saying 'Select "Next" to continue' pointing to the 'Next' button at the bottom. Below the summary is a table with columns: 'Delete', 'View', 'FMR Area', 'Total Units Requested', 'Total Annual Assistance Requested', and 'Total Budget Requested'. The table has one row with data: 'IL - Chicago-Joli...', '15', '\$162,000', and '\$486,000'. The 'Delete' column has a red circle with a white 'X' icon, and the 'View' column has a magnifying glass icon. At the bottom of the table are 'Back' and 'Next' buttons. A search bar at the top right says 'Search all fields: Enter keyword'.

Delete	View	FMR Area	Total Units Requested	Total Annual Assistance Requested	Total Budget Requested
		IL - Chicago-Joli...	15	\$162,000	\$486,000

Steps

1. Review the following items on the “Leased Units Budget” screen.
 - The “Leased Units Budget” screen should have been populated with your total leased units budget amount.
 - The “Leased Units Budget Detail” information you entered for each location will appear as a separate entry under the “View” header.
2. After completing the “Leased Units Budget Detail” screen(s) and reviewing the “Leased Units Budget” screen, you may want to make changes.
 - If you want to view and edit any of the “Leased Units Budget Detail” screens, select the “View” icon next to the appropriate entry.
 - If you have created a “Leased Units Budget Detail” screen in error and want to delete it, select the “Delete” icon next to the appropriate entry.
 - If the list seems to be missing one or more items select the “Add” icon and complete additional “Leased Units Budget Detail” screen(s), as discussed previously.
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

Special NOFO New Project Application

6D. Leased Structures Budget

Project Applicants that plan to lease structures or portions of structures for housing or supportive services as part of a new project must complete the "Leased Structures Budget" screen.

The following steps provide instructions to complete the "Leased Structures Budget" screen of the Project Application and are relevant for new projects seeking funds for leased structures.

6D. Leased Structures Budget

The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the Add icon. To view or update information already listed, select the Edit icon.

Select "Add" icon

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:


Total Structures:

Total Assistance Requested Amount has to be greater than \$0.

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested
No records found.				

Back Next

Steps

1. To add information to this list, select the "Add" icon  to open the "Leased Structures Budget Detail" screen.
2. The "Leased Structures Budget Detail" screen will appear.

Special NOFO New Project Application

Leased Structures Budget Detail

The screenshot shows a web form titled "Leased Structures Budget Detail". It contains several input fields: "Structure Name", "Street Address 1", "Street Address 2", "City", "State" (a dropdown menu), and "Zip Code". Below these are fields for "HUD Paid Rent (per Month)", "12 Months", "Total Annual Assistance Requested", "Grant Term", and "Total Request for Grant Term". The "HUD Paid Rent (per Month)" field is highlighted in yellow. A callout bubble points to the "Save" button, stating "Select 'Save' & Back to List" when complete. Another callout bubble points to the "Save" button, stating "Select 'Save' to automatically calculate totals". A red error message states: "HUD Paid Rent (per Month) amount has to be greater than \$0". At the bottom, there are four buttons: "Save", "Save & Add Another", "Save & Back to List", and "Back to List". A note at the bottom reads: "Note: This formlet contains mandatory fields for which no value has been saved."

Steps

1. Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that describes the use of the structure.
2. In the "HUD Paid Rent (per Month)" field, enter the monthly leasing amount. The amount entered must not exceed the monthly rent for comparable structures.
3. The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
4. Select "Save" and the screen will automatically calculate the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "6A: Funding Request."
5. If the project will lease one structure only, select "Save & Back to List" to go back to the "Leased Structures Budget" screen.
 - If the project will lease more than one structure, select "Save & Add Another."
 - Follow the directions for completing another "Leased Structures Budget Detail" screen as described in the preceding steps.
 - After you have entered all of the "Leased Structures Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Leased Structures Budget" screen.

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Completion of Leased Structures Budget

After completing all of the “Leased Structures Budget Detail” screens, the “Leased Structures Budget” screen will auto-populate with the budget information you entered.

6D. Leased Structures Budget

The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested: \$10,800
Grant Term: 3 Years
Total Request for Grant Term: \$32,400
Total Structures: 1

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Request for Grant Term
		New Hope	\$900	\$10,800	\$32,400

Back Next

Callouts:
- Review that the totals are correct
- Select "Next" to continue

Steps

1. Review the following items on the “Leased Structures Budget” screen.
 - The “Leased Structures Budget” screen should have been populated with your total leased structures budget amount.
 - Each "Leased Structures Budget Detail" screen you entered for each location will appear as a separate entry.
2. After completing the "Leased Structures Budget Detail" screen(s) and reviewing the "Leased Structures Budget" screen, you may want to make changes.
 - If you want to view and edit any of the “Leased Structures Budget Detail” screens, select the "View" icon next to the appropriate entry.
 - If you find that you have created a "Leased Structures Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list is missing one or more items, select the “Add” icon and complete another "Leased Structures Budget Detail" screen, as discussed above.
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

Special NOFO New Project Application

6E. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short/medium-or long-term) as part of a new project must complete the "Rental Assistance Budget" screen.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

6E. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Select "Add" icon

Total Request for Grant Term:

Total Units:

Total Assistance Requested Amount has to be greater than \$0.

[Show Filters](#) [\(Clear Filters\)](#)

Date	View	Type of Rental Assistance	FMR Area	Total Units Requested
No records found.				

[Back](#) [Next](#)

Steps

1. To add information to this list, select the "Add" icon to open the "Rental Assistance Budget Detail" screen.
2. The "Rental Assistance Budget Detail" screen will appear.

FMR

The Budget Detail screens use the FY 2022 FMRs.

Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the Special NOFO application submission deadline (i.e., the FY 2023 FMRs).

Special NOFO New Project Application

Rental Assistance Budget Detail

The screenshot shows the 'Rental Assistance Budget Detail' form. At the top, there are two dropdown menus: 'Type of Rental Assistance' and 'Metropolitan or non-metropolitan fair market rent area'. Below these is a red instruction: 'The RRH component of a Joint TH-RRH project can only use TRA. The TH component of a Joint TH-RRH project part of the component can only use PRA and SRA or the Leased Units budget.' The main table has columns for 'Size of Units', '# of Units (Applicant)', 'FMR Area (Applicant)', '12 Months', and 'Total Request (Applicant)'. The rows include 'SRO' and '0 Bedroom' through '9 Bedrooms'. Each row has input fields for the number of units, a checkbox for FMR area, a fixed '12' in the 12-month column, and a calculation field for the total request. At the bottom, there are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. A 'Grant Term' field is also present. Two callout boxes provide instructions: 'Select "Save" to automatically calculate totals' and 'Select "Save & Back to List" to when complete'.

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	<input type="checkbox"/>	12	=
0 Bedroom	<input type="text"/>	<input type="checkbox"/>	12	=
1 Bedroom	<input type="text"/>	<input type="checkbox"/>	12	=
2 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
3 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
4 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
5 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
6 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
7 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
8 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
9 Bedrooms	<input type="text"/>	<input type="checkbox"/>	12	=
Total Units Requested				
Grant Term				3 Years
Total Request for Grant Term				\$0

Click the 'Save' button to automatically calculate totals.

Save Save & Add Another

Save & Back to List Back to List

Note: The tenant continues mandatory for which no value has been saved.

Steps

1. Select the "Type of Rental Assistance:"—PRA, TRA, or SRA. (project-based rental assistance, tenant-based rental assistance, or sponsor-based rental assistance).
2. Select the FY 2022 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
3. Enter the number of units of each bedroom size for which the project is requesting rental assistance.
4. The 12-month column is fixed. The amount shown in the FMR column is multiplied by the number of units per unit type and multiplied by 12 to automatically populate the "Total Request (Applicant)" column per unit type.
5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The sum of each column will be auto-calculated.
6. The "Grant Term" field is populated based on the grant term pre-populated on the "Funding Request" screen and will be read only.
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, and multiplied by the grant term.
8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.

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- If the project is requesting rental assistance for units in another location, select “Save & Add Another” and repeat steps 1 through 7 for each structure in the project for which you are requesting rental assistance funds.
- Once you have completed all of the “Rental Assistance Budget Detail” screens that your project requires, select “Save & Back to List.”

Completion of Rental Assistance Budget

After completing all of the “Rental Assistance Budget Detail” screens, the “Rental Assistance Budget” screen will populate with the budget information you entered.

6E. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Request for Grant Term:

Total Units:

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
		TRA	AK - Denali Borough, AK (0206899999)	12	\$329,184

Steps

1. Review the following items on the “Rental Assistance Budget” screen.
 - The “Rental Assistance Budget” screen should have been auto-calculated with your total rental assistance total request for the grant term.
 - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
 - If you want to view and edit any of the “Rental Assistance Budget Detail” screens, select the "View" icon next to the appropriate entry.
 - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
 - If the list is missing one or more items, select the “Add” icon and complete a "Rental Assistance Budget Detail” screen, as discussed in the previous section.
3. If the list is complete, select “Next” at the bottom of the screen. You will proceed to the next budget screen.

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6F. Supportive Services Budget

The following steps provide instruction to complete the Supportive Services Budget for new projects.

NOTE:

For a description of the categories listed on this screen, please review the CoC Program interim rule at

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

6F. Supportive Services Budget

* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs	<input type="text"/>	<input type="text"/>
2. Assistance with Moving Costs	<input type="text"/>	<input type="text"/>
3. Case Management	<input type="text"/>	<input type="text"/>
4. Child Care	<input type="text"/>	<input type="text"/>
5. Education Services	<input type="text"/>	<input type="text"/>
6. Employment Assistance	<input type="text"/>	<input type="text"/>
7. Food	<input type="text"/>	<input type="text"/>
8. Housing/Counseling Services	<input type="text"/>	<input type="text"/>
9. Legal Services	<input type="text"/>	<input type="text"/>
10. Life Skills	<input type="text"/>	<input type="text"/>
11. Mental Health Services	<input type="text"/>	<input type="text"/>
12. Outpatient Health Services	<input type="text"/>	<input type="text"/>
13. Outreach Services	<input type="text"/>	<input type="text"/>
14. Substance Abuse Treatment Services	<input type="text"/>	<input type="text"/>
15. Transportation	<input type="text"/>	<input type="text"/>
16. Utility Deposits	<input type="text"/>	<input type="text"/>
17. Operating Costs	<input type="text"/>	<input type="text"/>
18. (Rural Set Aside ONLY) Section 491 Eligible Activities	<input type="text"/>	<input type="text"/>
Total Annual Assistance Requested		\$0
Grant Term		3 Years
Total Request for Grant Term		\$0

Select "Save" to automatically calculate totals

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Save & Back

Save

Save & Next

Back

Next

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Steps

1. There are 18 budget categories on the Supportive Services Budget. For each applicable category, enter the following information:
 - Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
 - Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.
 - Note: Field 17, "Operating Costs" is for facilities providing only supportive services. Dollar request for each year of the grant term.
 - Note: Field 18 is for **Rural Set Aside only**. See the Detailed Instructions for more information.
2. The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3. The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
4. The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5. Select "Save & Next" to continue to the next budget form.

Special NOFO New Project Application

6G. Operating Budget

The following steps provide instruction to complete the "Operating Budget" screen of the New Project Applications.

NOTE:

For a description of the categories listed on this screen, please review the CoC Program interim rule at

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

Steps

1. There are seven budget categories on the Operating Budget screen. For each applicable category, enter the following information:
 - Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
 - Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.
2. Select "Save," and the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3. The "Grant Term" field is populated based on the grant term pre-populated on the "6A. Funding Request" screen and is a "read only" field.
4. The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5. Select "Save & Next" to proceed to the next budget form.

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6H. HMIS Budget

The following steps provide instruction to complete the "HMIS Budget" screen of the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022.

NOTE:

For a description of the categories listed on this screen, please review the CoC Program interim rule at:

- <https://www.govinfo.gov/content/pkg/FR-2016-09-21/pdf/2016-22589.pdf>.

6H. HMIS Budget

*** A quantity AND description must be entered for each requested cost.**

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment	<input type="text"/>	<input type="text"/>
2. Software	<input type="text"/>	<input type="text"/>
3. Services	<input type="text"/>	<input type="text"/>
4. Personnel	<input type="text"/>	<input type="text"/>
5. Space & Operations	<input type="text"/>	<input type="text"/>

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

**Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.**

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

Callout: Select "Save" to automatically calculate totals

Steps

1. For each of the five budget categories, enter the following:
 - Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
 - Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.
2. Select "Save," and the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3. The "Grant Term" field is populated based on the grant term pre-populated on the "Funding Request" screen and is a "read only" field.
4. When you select "Save" on this screen, the "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5. Select "Save & Next" to proceed to the "Sources of Match" screen.

Special NOFO New Project Application

6I. Sources of Match

The following steps provide instruction on completing the “Sources of Match” screen of the new project applications.

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

6I. Sources of Match

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

Summary for Match

Total Amount of Cash Commitments:

Total Amount of In-Kind Commitments:

Total Amount of All Commitments:

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

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type	Source	Name of Source	Amount of Commitments
No records found.					

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

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," field 1a will appear.
In field 1a, describe the source of program income.
2. To add information to the Match list, select the "Add" icon to open the "Source of Match Details" screen.
3. The "Sources of Match Details" screen will appear.

Special NOFO New Project Application

Sources of Match Detail

The screenshot shows a web form titled "Sources of Match Details". It contains four required fields, each marked with an asterisk:

- * 1. Type of Match Commitment: A drop-down menu with "-- select --" as the placeholder.
- * 2. Source: A drop-down menu with "-- select --" as the placeholder.
- * 3. Name of Source: A text input field. Below it is a note: "(Be as specific as possible and include the office or grant program as applicable)".
- * 4. Amount of Written Commitment: A text input field.

At the bottom of the form are four buttons: "Save", "Save & Add Another", "Save & Back to List", and "Back to List".

Two callout boxes provide instructions:

- A callout pointing to the "Save & Back to List" button says: "Select 'Save & Back to List' when complete".
- A callout pointing to the "Save & Add Another" button says: "Select 'Save & Add Another' to add additional sources of match".

Steps

1. In field 1, from the drop-down menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
 - If "In-Kind" is selected, 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.
 - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
3. In field 3, enter the name of the entity providing the contribution. Be as specific as possible and include the office or grant program as applicable.
4. In field 4, enter the total dollar value of the written commitment.
5. If this is the project's only source of match, select "Save & Back to List" to go back to the "Sources of Match" screen.
 - If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 4 for each source of match.
 - Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."

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Completion of Sources of Match

After completing all of the “Sources of Match Detail” screens, the “Sources of Match” screen will auto-populate with the information you entered.

6I. Sources of Match

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

Summary for Match

Total Amount of Cash Commitments:

Total Amount of In-Kind Commitments:

Total Amount of All Commitments:

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

The minimum required Total Match amount for the Grant Term is \$83,546.

[Show Filters] [Clear Filters]

Delete	View	Type	Source	Name of Source	Amount of Commitments
		Cash	Government	SSS	\$6,000

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

Callouts: Review the totals are correct; Select "Save & Next" to continue.

Steps

1. Review the following items on the “Sources of Match” screen.
 - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
 - Each "Match Detail" screen you entered will appear as a separate entry.
2. Select “Save & Next” to proceed to the next budget form.

NOTE:

After completing the "Sources of Match Detail" screen(s) and reviewing the "Sources of Match" screen, you may want to make changes.

- If you want to view and edit any of the “Sources of Match Detail” screens, select the "View" icon next to the appropriate entry.
- If you find that you have created a "Sources of Match Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
- If the list seems to be missing one or more items, select the "Add" icon and complete a "Sources of Match Detail" screen as discussed in the navigational steps.

Special NOFO New Project Application

6J. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable field. Additionally, for Rural Set Aside project applications must be entered in the applicable field.

The following screenshot is for the Special NOFO to Address Unsheltered and Rural Homelessness New Project Application FY2022 "Summary Budget" screen.

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$410,000
1b. Rehabilitation			\$40,000
1c. New Construction			\$1,000,000
2a. Leased Units	\$0	3 Years	\$0
2b. Leased Structures	\$0	3 Years	\$0
3. Rental Assistance	\$0	3 Years	\$0
4. Supportive Services	\$0	3 Years	\$0
5. Operating	\$0	3 Years	\$0
6. HMIS	\$100	3 Years	\$300
7. Sub-total Costs Requested			\$1,450,300
8. Admin (Up to 10%)			\$1,000
9. Total Assistance Plus Admin Requested			\$1,451,300
10. Cash Match			\$6,000
11. In-Kind Match			\$0
12. Total Match			\$6,000
13. Total Budget			\$1,457,300
14. Rural Set Aside Capacity Building (up to 20% of subtotal of all BLIS + Admin)			\$8,896
15. Total Budget (+ Capacity Building)			\$1,466,196

Field 14 is for Rural Set Aside only

Select "Save" to automatically calculate

Click the 'Save' button to automatically calculate totals.

MAXIMUM CAPACITY ALLOWABLE HIDDEN: 290,260

The minimum required Total Match amount for the Grant Term is \$362,800

Save & Back Save Save & Next

Steps

1. Review the funding amounts in the gray-shaded fields. If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.
2. In the "Admin." field (line 8 for new projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
3. **Field 14 is for Rural Set Aside projects only.** Enter an amount up to 20 percent of subtotal of all Budget Line Items plus Admin for capacity building activities. A list of eligible capacity building activities can be found in Section V.B.3.e.(2)(b)(iv) of the Special NOFO.

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4. Select "Save" to automatically calculate the totals.
5. Select "Save & Next" to continue.

NOTE:

*The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities, **except for leased units and leased structures, but including administration costs.***

Special NOFO New Project Application

7A. Attachments

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

- Subrecipient Nonprofit Documentation. On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" drop-down menu), then proof of the subrecipient's nonprofit status is required.
- Other Attachment(s). Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
 - a. Consolidated Plan Certification. For Project Applicants that selected "No CoC" on Screen 3A, and are thus applying as Solo Applicants, a form HUD-2991 must be obtained and signed by the certifying official for the applicable jurisdiction, indicating that the proposed project will be consistent with the Consolidated Plan. If the Solo Applicant is a state or unit of local government, the jurisdiction must certify that it is following its HUD-approved Consolidated Plan.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1) Subrecipient Nonprofit Documentation	No	--		No Attachment
	2) Other Attachment(s)	No	--		No Attachment
	3) Other Attachment(s)	No	--		No Attachment

Back Next

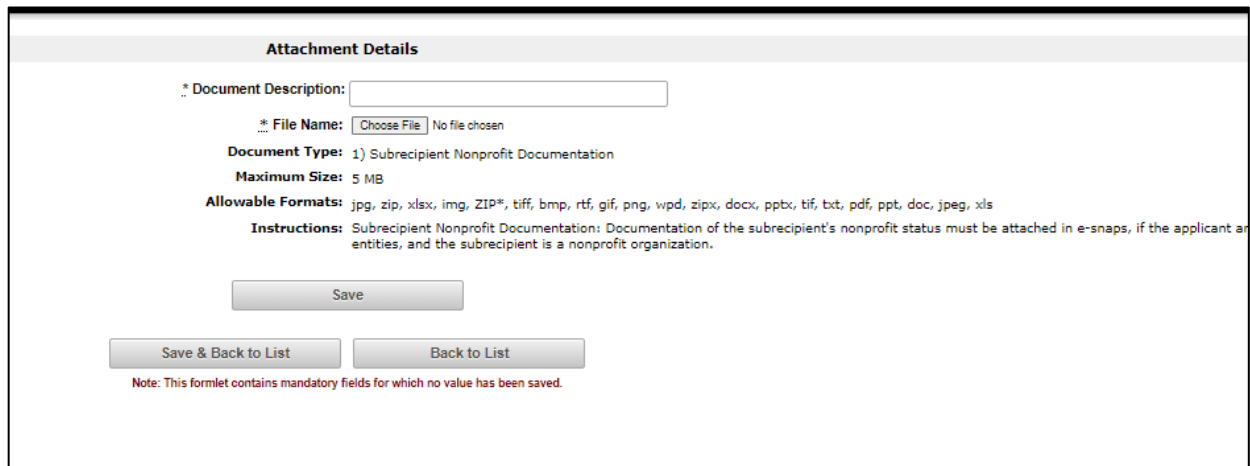
Steps

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

Special NOFO New Project Application

7A. Attachments (continued)

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



Attachment Details

.* Document Description:

.* File Name: No file chosen

Document Type: 1) Subrecipient Nonprofit Documentation

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: Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be attached in e-snaps, if the applicant and the subrecipient is a nonprofit organization.


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

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.

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

Special NOFO New Project Application

7A. In-Kind MOU Attachment

Screen 7A appears when Project Applicants add a match entry for "In-Kind" match (6I. Sources of Match Detail screen, question 3. "Type of Source").

- Subrecipient Nonprofit Documentation. On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" drop-down menu,), then proof of the subrecipient's nonprofit status is required.

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

Back Next

Steps

1. Select the document name under "Document Type."
2. The "Attachment Details" screen will appear. Follow the instructions for uploading attachments under 7A. Attachments.

Special NOFO New Project Application

7D. Certification

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

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

Name of Authorized Certifying Official: Bill Smith

Date: 08/10/2022

Title: County Executive

Applicant Organization: Saint Louis yahoo

PHA Number (For PHA Applicants Only):

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

* Active SAM Status Requirement. I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

Select check boxes to certify

Select "Save & Next" to continue

Save & Back Save Save & Next Back Next

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

Steps

1. Review sections A and B on the screen.
 - If you are unable to certify to any of the statements in this certification, provide an explanation in the text box.
2. Verify the name of the Project Applicant organization's Authorized Certifying Official.
3. Verify that the current date auto populates in the Date field.
4. Verify the title of the Project Applicant organization's Authorized Certifying Official.
5. Verify the name of the Project Applicant Organization.
6. For PHA Applicants only, enter the PHA Number.
7. Review the certification statement and select the check box to the right of the certification statement.
8. Select the check box to certify your organization has an active System for Award Management (SAM) registration.
9. Select "Save & Next" to navigate to the next screen.

Special NOFO New Project Application

8B. Submission Summary

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

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

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

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

NOTE:

The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Project Applicant to continue to the next step in *e-snaps*.

In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process.

HUD, however, may require you to address the particular item prior to entering into a grant agreement if conditionally awarded.

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

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

Special NOFO New Project Application

The following image shows the Project Application "Submission Summary" screen with all items completed. The "Submit" button is active and can be selected. Note: The Submission Summary screen for the HMIS Project Application looks different because it has different screens specific to HMIS.

8B. Submission Summary

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

Complete	Page	Last Updated	Warning
--	1A. SF-424 Application Type	No Input Required	No
✓	1B. SF-424 Legal Applicant	08/12/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	08/12/2022	Yes
✓	1E. SF-424 Compliance	08/12/2022	Yes
✓	1F. SF-424 Declaration	08/12/2022	Yes
✓	1G. HUD 2880	08/12/2022	Yes
✓	1H. HUD 50070	08/12/2022	Yes
✓	1I. Cert. Lobbying	08/12/2022	Yes
✓	1J. SF-LLL	08/12/2022	Yes
✓	1K. SF-424B	08/12/2022	Yes
✓	1L. SF-424D	08/17/2022	Yes
✓	2A. Subrecipients	08/12/2022	Yes
✓	2B. Experience	08/17/2022	Yes
✓	3A. Project Detail	08/18/2022	Yes
✓	3B. Description	08/17/2022	Yes
✓	4A. Services	08/17/2022	Yes
✓	4B. Housing Type	08/17/2022	Yes
✓	5A. Households	08/17/2022	Yes
--	5B. Subpopulations	No Input Required	No
✓	6A. Funding Request	08/18/2022	Yes
✓	6B. App/Rehab/Const	08/17/2022	Yes
✓	6C. Leased Units	08/17/2022	Yes
✓	6D. Leased Structures	08/18/2022	Yes
✓	6E. Rental Assistance	08/18/2022	Yes
✓	6F. Supp Svcs Budget	08/18/2022	Yes
✓	6G. Operating	08/18/2022	Yes
✓	6H. HMIS Budget	08/12/2022	Yes
✓	6I. Match	08/18/2022	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7D. Certification	08/12/2022	Yes

Review "Last Updated" column

Active "Submit" button.

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

Special NOFO New Project Application

Steps

1. If you are not already on the “Submission Summary” screen, select it from the left menu bar.
2. Review the “Last Update” column to confirm all screens are complete or that no input is required.
 - 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. Complete the screen, save the information on the screen, then return to the “Submission Summary” screen.
3. Complete the screen, saving the information on each screen.
4. When you have completed all of the screens, select the “Submit” button. The “Submit” button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

Special NOFO New Project Application

Submitting the Special NOFO to Address Unsheltered and Rural Homelessness Project Application

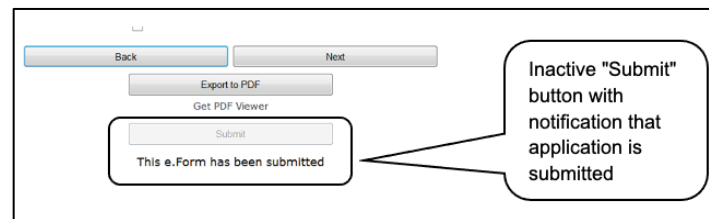
The following image shows an active "Submit" button on the Project Application "Submission Summary."



Steps

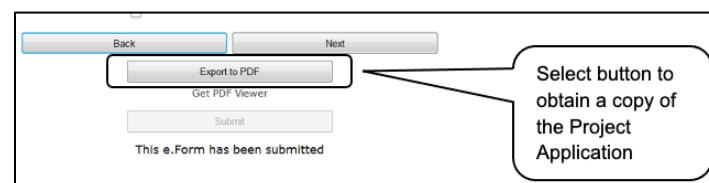
1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Project Application.

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



Exporting to PDF

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



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."

Special NOFO New Project Application

Troubleshooting when you cannot submit the Project Application

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 partial image shows the New 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	08/12/2022	Yes
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	08/12/2022	Yes
✓	1E. SF-424 Compliance	08/12/2022	Yes
✓	6E. Rental Assistance	08/18/2022	Yes
✓	6F. Supp Svcs Budget	08/18/2022	Yes
✗	6G. Operating	Please Complete	Yes
✗	6H. HMIS Budget	Please Complete	Yes
✓	6I. Match	08/18/2022	Yes
--	6J. Summary Budget	No Input Required	No
--	7A. Attachment(s)	No Input Required	No
✓	7D. Certification	08/12/2022	Yes

Review "Last Updated" column.

Screen s are incomplete

Review notes

Notes:

- [Total Assistance Requested Amount has to be greater than \\$0.](#)
- [If a description is entered in the "Quantity AND Description" column, then the applicant must also provide an amount greater than \\$0 in the corresponding "Annual Assistance Requested" column.](#)
- [Total Assistance Requested Amount has to be greater than \\$0.](#)
- [If a description is entered in the "Quantity AND Description" column, then the applicant must also provide an amount greater than \\$0 in the corresponding "Annual Assistance Requested" column.](#)

Back Next

Export to PDF

[Get PDF Viewer](#)

Submit

Gray-shaded "Submit" button is inactive.

Special NOFO New Project Application

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.
2. Complete the screen, saving the information on each screen.
3. Return to the Submission Summary screen and 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 the forms 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 New Project Application after following these instructions, please submit a question to the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the e-snaps Reporting System.


In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screenshot whenever possible.

Special NOFO New Project Application

Updating the Applicant Profile

If an Applicant needs to edit the Project Applicant Profile in order to correct information, the Applicant must do the following:

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. Selects "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange folder to enter the Project Application. The change should have pulled forward.

NOTE:


The "View Applicant Profile" link in the left menu bar, within the project application, is intended only to view the Project Applicant Profile and not to make any updates.

Special NOFO New Project Application

Project Application Changes

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 that a change is made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

Steps—Who

- | | | |
|----|---|--|
| 1. | Either Collaborative Applicant or Project Applicant | <p>If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant (via email or phone,) outside of <i>e-snaps</i>.</p> <ul style="list-style-type: none">• If a Project Applicant determines that a change is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “send,” or release, the Project Application back to the Applicant.• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the applicant. |
|----|---|--|
- | | | |
|----|-------------------------|--|
| 2. | Collaborative Applicant | <p>The Collaborative Applicant will notify the Project Applicant (via email or phone) that the Project Application has been sent back for changes.</p> |
|----|-------------------------|--|
- | | | |
|----|-------------------|---|
| 3. | Project Applicant | <p>After the Project Application has been sent back for amendment, any person who is an authorized <i>e-snaps</i> user with the Project Applicant's organization will be able to reopen the project.</p> <ul style="list-style-type: none">• The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:<ul style="list-style-type: none">▪ Log into <i>e-snaps</i>.▪ Select “Submissions” on the left menu bar.▪ Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none">○ Review the list under the Project Name column, or use the Project Name drop-down 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.▪ Make the required change(s), saving each form as it is revised.▪ Select the “Submit” button.▪ Notify the Collaborative Applicant that the Project Application has been re-submitted. |
|----|-------------------|---|
- | | | |
|----|-------------------------|---|
| 4. | Collaborative Applicant | <p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listing for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.</p> |
|----|-------------------------|---|

Special NOFO New Project Application

Next Steps

Congratulations on submitting your Special NOFO to Address Unsheltered and Rural Homelessness New Project Application!

At this point, your project application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 1a and 1b. Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the Special NOFO to Address Unsheltered and Rural Homelessness Priority Listing to HUD for the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition. Please make sure you keep in contact with the organization in case any amendments need to be made.

For additional resources go to the HUD.gov and *e-snaps* webpages at:

- https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO
- <https://www.hudexchange.info/programs/e-snaps/>