



**Special NOFO**  
**CoC Planning Project**  
**Unsheltered Homelessness**  
**Set Aside**  
**Project Application**  
**FY2022**

*e-snaps Instructional Guide*

**Version 1**

# Special NOFO CoC Planning Project Application

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# Special NOFO CoC Planning Project Application

## Introduction

Welcome to the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) Continuum of Care (CoC) Planning Project Application Navigational Guide. This guide covers important information about accessing and submitting the Project Application for CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 funds.

The CoC's designated Collaborative Applicant is the only entity that can apply for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 funds. This organization must be the same Collaborative Applicant identified during the annual CoC Program Registration process.

For the purposes of submitting a project application in *e-snaps*, the Collaborative Applicant must submit the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 as a Project Applicant. It is the only way that HUD will be able to process the application in *e-snaps* and award conditional funds. The first section of this guide elaborates on what this means.

Unlike the CoC Program NOFO funding, Special NOFO CoC Planning funds are awarded for three years. Grant terms may be extended, consistent with 2 CFR 200.308 and 2 CFR 200.309.

### 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 NOFOs are visible in *e-snaps*.

This Navigational Guide is for those who are registering for the following Funding Opportunity:

- **CoC Planning Unsheltered Homelessness 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.

# Special NOFO CoC Planning Project Application

## Objectives

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

- Identify the correct *e-snaps* account to use to submit the project application.
- Access *e-snaps*.
- Register for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity.
- Create the Project on the “Projects” screen.
- Access the Project Application on the “Submissions” screen.
- Complete and submit the Project Application to the Collaborative Applicant (it will appear in the Priority Listing when you update the list).
- *Only if needed*, amend the Project Application from the Special NOFO CoC Priority Listing for revision in your Project Applicant *e-snaps* account.

## 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](mailto:SpecialCoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto: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.

# Special NOFO CoC Planning Project Application

## Overview of This Instructional Guide

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

- **Using the correct *e-snaps* account.** You must understand which *e-snaps* account to use to submit the CoC Planning Unsheltered Homelessness Set Aside Project Application. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.
- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password to log in to the online *e-snaps* system. In order to view an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add or delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed to the Project Application process.
- **Accessing the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps to access the Project Application forms. The steps discussed in this section include registering the Project Applicant for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity, creating a CoC Planning Unsheltered Homelessness Set Aside Project Application, and accessing the Project Application forms.
- **Completing the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.** After accessing the CoC Planning Unsheltered Homelessness Set Aside 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 for each screen. After all required information is provided, the Project Applicant will submit the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 via *e-snaps*.
- **Submitting the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.** This section provides instructions on submitting the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 and includes troubleshooting tips and instructions for updating the Project Applicant Profile if the information pre-populating in the Project Application is incorrect.
- **Amending the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

### Amending the Project Application

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

# Special NOFO CoC Planning Project Application

## ***Collaborative Applicants Applying as Project Applicants***

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

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

### **Defining *e-snaps* accounts**

*Individuals have their own user accounts (user profiles) with a username and password. Individuals have access to different Collaborative Applicant and Project Applicant e-snaps accounts.*

*The Collaborative Applicant and Project Applicant e-snaps accounts represent organizations, not people. They contain an Applicant Profile and its associated applications.*

## **As a Collaborative Applicant**

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

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



### **CoC Applicant Profile Navigational Guide:**

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

## **As a Project Applicant**

**In its role as a Project Applicant**, the organization submits the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 using a separate *e-snaps* account. This *e-snaps* account is the one that HUD will use to process the grant agreement, not the account where the Special NOFO CoC Application and Special NOFO Priority Listing reside.

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

# Special NOFO CoC Planning Project Application



## Project Applicant Profile Navigational Guide:

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

## Alternating Roles

Collaborative Applicant organizations must NOT use the CoC's Collaborative Applicant *e-snaps* account to create and submit a Project Application of any kind, including the one for CoC Planning funds.

The Collaborative Applicant will need to switch between the two different *e-snaps* accounts, depending on whether staff are working on the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 or the Special NOFO CoC Application and Priority Listing.

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

The screenshot shows the Front Office e-snaps interface. On the left is a navigation menu with options: Practice, Front Office Portal, Profile, My Account (Change Password), Workspace, and Applicants. The main area features a dropdown menu labeled "Applicant:" with the selected value "Project Applicant 2 (112233445566)". A callout bubble points to this dropdown with the text "Confirm the correct Applicant appears". Below the dropdown is a table titled "Applicant" with the following columns: Children, Registrants, Parent, Open, Applicant Name, Applicant Number, Number of Projects, and Last Submission. The table contains one row for "Project Applicant 2" with an Applicant Number of 112233445566 and 0 projects.

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Project Applicant 2	112233445566	0	

## e-snaps Help Desk

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

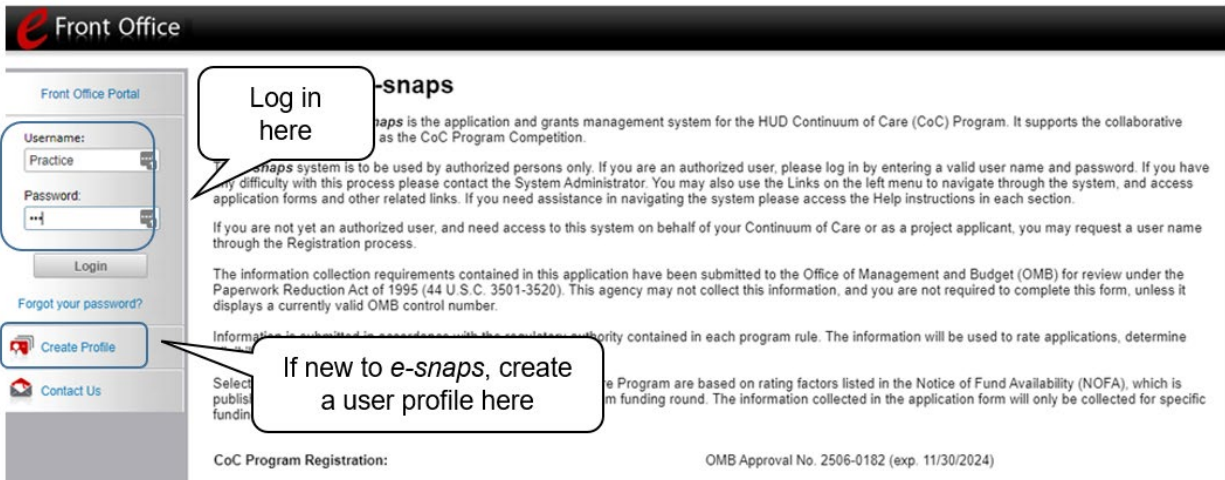
- [e-snaps@hud.gov](mailto:e-snaps@hud.gov) .



# Special NOFO CoC Planning Project Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the competition under the Special NOFO.



The screenshot shows the 'Front Office Portal' for e-snaps. On the left is a sidebar with links: 'Practice', 'Forgot your password?', 'Create Profile', and 'Contact Us'. The main area has a 'Login' section with fields for 'Username' (containing 'Practice') and 'Password' (containing '\*\*\*'), and a 'Login' button. A callout bubble points to the login fields with the text 'Log in here'. Below the login fields is a 'Forgot your password?' link. Another callout bubble points to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content area contains text about the e-snaps system, its purpose, and instructions for users. At the bottom, it says 'CoC Program Registration:' and 'OMB Approval No. 2506-0182 (exp. 11/30/2024)'.



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

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

### NOTE:

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

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

## Existing Users

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

## New e-snaps Users

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

# Special NOFO CoC Planning Project Application

## ***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>

# Special NOFO CoC Planning Project Application

## Project Applicant Profile

Collaborative Applicants applying for CoC Planning costs must have a complete Project Applicant Profile before moving forward in the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 process. To complete the Project Applicant Profile, the Collaborative Applicant must ensure the data entered in the Project Applicant Profile is accurate and select the “Complete” button on the “Submission Summary” screen.

Front Office

jsmith-02

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants

Applicant: City and County of San Francisco (155440829)

2. Confirm the correct Project Applicant name

Applicants

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				City and County of San Francisco	155440829	674	May 12, 2021

1. Select Applicants

### Steps

1. Select "Applicants" on the left menu bar.
2. Ensure that the correct Applicant is selected in the "Applicants" field at the top-left side of the screen.
  - Remember that you should see both the Collaborative Applicant and Project Applicant in the dropdown menu. Select the correct one.
3. Select the orange folder to the left of the Applicant name on the screen.
4. Go to the “Submission Summary” screen and select the "Edit" button.
  - If you do not see an "Edit" button, but instead a "Complete" button, you are already in edit mode.
5. Update and save all changes.
6. Go to the “Submission Summary” screen and select the "Complete" button.



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

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

# Special NOFO CoC Planning Project Application

## **Accessing the CoC Planning Unsheltered Homelessness Set Aside Project Application**

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to access the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 forms. This section covers the following:

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

# Special NOFO CoC Planning Project Application

## Funding Opportunity Registration

All Collaborative Applicants applying for CoC Planning funds must register the organization for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for CoC Planning costs 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 FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside FY2022.*

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

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

### Reminder:

***You MUST choose the correct Funding Opportunity. If you do not, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application.***

Front Office

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

### Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applica Registered
		CoC Planning Project Application FY2022	1
		CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	1
		New Project Application FY2022	1


4. Select "Register" icon

2. Confirm the correct Project Applicant

3. Note the Funding Opportunity Name

1. Select "Funding Opportunity Registrations"

### Steps

1. Select "Funding Opportunity Registrations" on the left menu bar. The "Funding Opportunity Registrations" screen appears.
2. Confirm the Project Applicant.
3. Note the Funding Opportunity name. Ensure you are choosing the correct Funding Opportunity for this project application: **"CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."** **You must choose this Funding Opportunity.**
4. Select the "Register" icon  next to "CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."
5. The "Funding Opportunity Details" screen will appear.

# Special NOFO CoC Planning Project Application

The screenshot shows the Front Office portal interface. On the left is a sidebar with navigation links: Front Office Portal, Profile, My Account, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area has a header with the 'Applicant' dropdown set to 'Places for People (23-7433924)'. Below this, the 'Funding Opportunity Details' section displays: 'Funding Opportunity Name: CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022', 'Start Date: 2021-01-11 00:00:00.0', and 'End Date: 2025-12-31 23:59:00.0'. The 'Funding Opportunity Registration' section contains the question 'Are you sure you wish to register Places for People (23-7433924)?' with 'Yes' and 'Cancel' buttons.

## Steps

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



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

The following image shows the screen that appears when the organization has successfully registered for the **CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022** funding opportunity.

The screenshot shows the Front Office portal interface. The 'Applicant' dropdown is now set to 'Saint Louis County Project Applicant (MO-500 Project Applicant)'. The 'Funding Opportunity Details' section remains the same. The 'Funding Opportunity Registration' section now displays the confirmation message: 'Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.' with a 'Back' button below it.

# Special NOFO CoC Planning Project Application

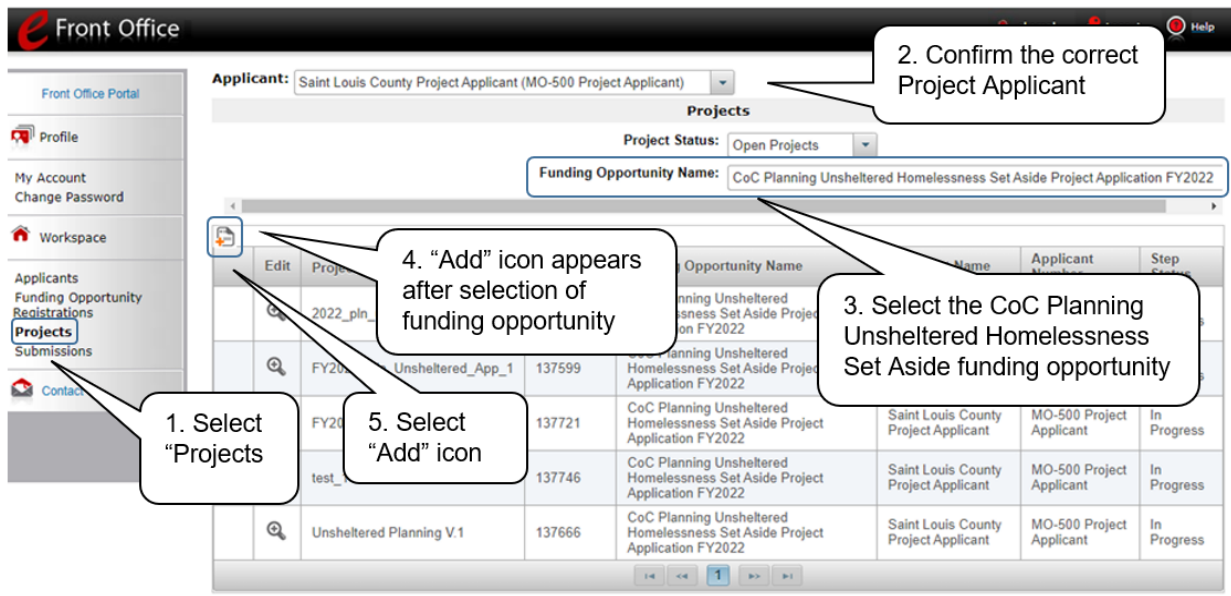
## Creating the CoC Planning Unsheltered Homelessness Set Aside Project Application

Collaborative Applicants must create a project for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; Collaborative Applicants do NOT enter the project on the "Projects" screen to complete the project application forms (that step will occur on the "Submissions" screen).



After the Applicant "creates" the project, it will appear on the "Projects" screen. In the example below, the term "CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022" will appear under the "Funding Opportunity Name" column.

### Terminology:

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



### Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Confirm the correct Project Applicant.
3. Select **"CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022"** from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5. Select the "Add" icon. 
6. The "Create a Project" screen will appear.

# Special NOFO CoC Planning Project Application

Front Office

Phampton Logout Help

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity  
Registrations  
Projects  
Submissions

Contact Us

Applicant: [dropdown]

**Create a Project**

Funding Opportunity Name: CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022

Applicant: St. Louis County (MO-500)


Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name using the naming convention provided in Step 2 below. e-snaps will assign a Project Number

## Steps

1. On the "Create a Project" screen, the Applicant Name will be pre-populated.
2. In the "Applicant Project Name" field, enter the CoC Number followed by the words "CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."
  - For example, the organization that is applying for CoC Planning funds as the Collaborative Applicant for the Anywhere CoC should enter: **"AN-500 CoC Planning Unsheltered Homelessness Set Aide Project Application FY2022."**
3. Select "Save & Back" to return to the "Projects" screen. The project name is now listed in the menu.
4. Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



*Remember, you must use your agency's Project Applicant Profile to complete the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.*

*Do not use your Collaborative Applicant Profile.*

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

*Please ensure you are working in the correct profile.*



# Special NOFO CoC Planning Project Application

## Submissions

After completing the Project Applicant Profile, registering for the funding opportunity, and creating the Project Application project, Project Applicants may now enter the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 and complete the screens. You must access the Application through the "Submissions" screen.

### Terminology:

*"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.*

*This screen also includes applications that are created by mistake and are not intended to be submitted.*

*Once you have created a project on the "Projects" screen and it appears here, you cannot delete it. You can only rename it.*

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions' and includes a dropdown for 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)'. Below this are filter options: '[Hide Filters]' and '[Clear Filters]'. To the right of the filters are dropdown menus for 'Project Name' (FY2022\_Pln\_Unsheltered\_App\_1), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is located below these dropdowns. At the bottom is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_Pln_Unsheltered_App_1 137599	CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	Jan 12, 2021	Dec 31, 2022	Primary Applicant	1	Mar 11, 2022, 11:52:47 AM

### Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application you established.
  - Option: Use the "Submissions Filters." Select your project's name in the "Applicant Project Name" field. Then select the "Filter" button to single out your project(s).
  - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for **"CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."**
4. Continue with the instructions in the next section for completing the Project Application.

# Special NOFO CoC Planning Project Application

## CoC Planning Unsheltered Homelessness Set Aside Project Application

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

**NOTE:**

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

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

*To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

# Special NOFO CoC Planning Project Application

## Accessing the Project Application

Access the Project Application through the "Submissions" screen.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area contains a form with filters and a table of submissions. Four callout boxes provide instructions: 1. Select 'Submissions' (points to the menu item), 2. Confirm the correct Project Applicant (points to the 'Applicant' dropdown), 3. Use the filters to find the correct project (points to the 'Filter' button), and 4. Access the Project Application (points to the folder icon in the table row).

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 Name	Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_Pln_Unsheltered_App_1 137599	CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022	Jan 12, 2021	Dec 31, 2022	Primary Applicant	1	Mar 11, 2022, 11:52:47 AM

### 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.
4. Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name **"CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."**
5. The "Before Starting" screen will appear.

# Special NOFO CoC Planning Project Application

## Before Starting the Project Application

Before you begin the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, review the following information highlighted on this "Before Starting the Project Application" screen. The "Before Starting the Project Application" screen also contains a quick link to the Special NOFO Competition Resources pages at <https://www.hudexchange.info/programs/e-snaps/> and [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](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](mailto:e-snaps@hud.gov). Questions about the NOFO itself may be directed to [SpecialCoCNOFO@hud.gov](mailto:SpecialCoCNOFO@hud.gov).

**Before Starting the Project Application**

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

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (Special NOFO) competition. Additionally, only Collaborative Applicants applying for Unsheltered Homelessness Set Aside funds may apply for CoC Planning funds.
- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the Special NOFO Competition process must be submitted to [SpecialCoCNOFO@hud.gov](mailto: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](mailto: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.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., contact information).
- HUD reserves the right to reduce or reject any new project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the Special NOFO.

Back Next

This e.Form has been submitted

Review this screen, then select "Next" to continue

### Step

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

#### NOTE:

*When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar.*

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

# Special NOFO CoC Planning 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 instructions on reviewing the fields on the "Application Type" screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

The screenshot shows the '1A. SF-424 Application Type' screen in the eForms system. The sidebar on the left contains the following links: 'CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022', 'Applicant Name: Saint Louis County Project Applicant', 'Applicant Number: MO-500 Project Applicant', 'Project Name: FY2022\_Pin\_Unsheltered\_App\_1', 'Project Number: 137599', 'FY2022 CoC Planning Unsheltered and Rural Homelessness Project Application', 'FY2021 CoC Planning Detailed Instructions', 'Before Starting', 'Part 1 - Forms', '1A. SF-424 Application Type', and '1B. SF-424 Legal Applicant'. The main form area has the following fields: '1. Type of Submission: Application', '2. Type of Application: CoC Planning Project Application', 'If Revision, select appropriate letter(s): -- select --', 'If "Other", specify:', '3. Date Received: 03/11/2022', '4. Applicant Identifier:', '5a. Federal Entity Identifier:', '5b. Federal Award Identifier:', '6. Date Received by State:', and '7. State Application Identifier:'. At the bottom, there are 'Back' and 'Next' buttons. A callout box points to the 'Next' button with the text 'Select "Next" to continue'. A note 'Verify the data is correct' is also present near the 'Next' button.

### Steps

1. Verify the information in field 2, "Type of Application."
2. Confirm that you have registered for the correct funding opportunity, "CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022."
3. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
4. Leave fields 4, 5a, 5b, 6, and 7 blank.
5. Select "Next" to continue.

# Special NOFO CoC Planning Project Application

## 1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the “Legal Applicant” screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

**NOTE:**

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

**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

**Buttons:** Back, Next

**Callouts:** Verify the data is correct, Select "Next" to continue

### Steps

1. Verify that all the information on this screen is complete and accurate. The fields are pre-populated and cannot be changed on this screen. If any of the information is incorrect, it must be corrected in the Project Applicant Profile.
2. Select “Next” to continue.

# Special NOFO CoC Planning Project Application

## 1C. Application Details

The following steps provide instructions on reviewing the fields on the “Application Details” screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside 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

Competition Identification Number:

Title:

Verify the data is correct

Select "Next" to continue

Back Next

### 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.

# Special NOFO CoC Planning Project Application

## 1D. Congressional Districts

The following steps provide instructions on completing the "Congressional Districts" screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

**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

Selected Item:

Move correct State from left column

**15. Descriptive Title of Applicant's Project:** AN-500 CoC Planning Application FY2021

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

**a. Applicant:**

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

Selected Items:  
CA-001

Populates from Applicant Profile

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

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

Selected Items:

Move correct Congressional District(s) for the project

**17. Proposed Project**

\* a. Start Date:  33

\* b. End Date:  33

**18. Estimated Funding (\$)**

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

Save & Back Save Save & Next

Back Next



Check Spelling

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



# Special NOFO CoC Planning Project Application

## Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
  - Highlight one state, or hold the CTRL key and select multiple states 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.
  - **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, click “Projects.”
    - iii. On the “Projects” screen, locate the name of the project you want to rename and select the magnifying glass  icon to the left of the project name.
    - iv. On the “Project Details” screen, change the name you entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.
    - v. When you re-enter the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 and proceed back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.
3. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
  - Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified.
4. In field 16b, select the congressional district(s) in which the project operates in the "Projects" field. Highlight one district or hold the CTRL key and click multiple districts to make more than one district selection.
  - Using the single arrow key, move your selection from the left box to the right box.
5. Under field 17 "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.
6. Field 18 "Estimated Funding" cannot be edited.
7. Select "Save & Next" at the bottom of the screen to save your information and continue.

# Special NOFO CoC Planning Project Application

## 1E. Compliance

The following steps provide instructions on completing the "Compliance" screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

**1E. SF-424 Compliance**

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

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


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

If "YES," provide an explanation:

Save & Back   Save   Save & Next

Back   Next

### Steps

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

# Special NOFO CoC Planning Project Application

## 1F. Declaration

The following steps provide instruction on completing the "Declaration" screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information pre-populated from the "Applicant Profile" and "Projects" screen.

**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: 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

Save & Back Save Save & Next

Back Next

Select "Save and Next" to continue

### Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the CoC Planning Unsheltered Homelessness Set Aside 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" at the bottom of the screen to save your information and continue to the next screen.

# Special NOFO CoC Planning 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 (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).

Refer to the following resource:

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

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

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



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

# Special NOFO CoC Planning Project Application

## 1H. HUD 50070

### REMINDER:

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

*To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

The HUD Form 50070 is incorporated into the project application. Project Applicants will complete and certify this form as a screen in *e-snaps*. The following steps provide instructions on completing all the mandatory fields marked with an asterisk on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the HUD Form 50070 certification screen. At the top, there is a certification statement: "\* 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." A blue box with a checkmark icon is next to this statement, with a callout bubble saying "Select". Below this is a warning: "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)". The form is titled "Authorized Representative" and contains several fields: "Prefix:" (Mr.), "First Name:" (J), "Middle Name:" (empty), "Last Name:" (Smith-02), "Suffix:" (dropdown menu), "Title:" (Director), "Telephone Number:" ((111) 222-3333), "Fax Number:" ((111) 222-3333), "Email:" (jsmith-02@testuser.test), "Signature of Authorized Representative:" (Considered signed upon submission in e-sr), and "Date Signed:" (05/17/2021). At the bottom, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next". A callout bubble points to the "Save & Next" button, saying "Select 'Save and Next' to continue".

### Steps

1. Review parts A through G of the certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the CoC Planning Unsheltered Homelessness Set Aside 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.

# Special NOFO CoC Planning 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 CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

The screenshot shows a web application interface for the 'CERTIFICATION REGARDING LOBBYING' screen. At the top right, there is a 'Logout' link. The main heading is 'CERTIFICATION REGARDING LOBBYING'. Below this, there are two sections: 'Certification for Contracts, Grants, Loans, and Cooperative Agreements' and 'Statement for Loan Guarantees and Loan Insurance'. Each section contains a paragraph of text and a list of conditions. The 'Certification for Contracts, Grants, Loans, and Cooperative Agreements' section includes three numbered conditions. The 'Statement for Loan Guarantees and Loan Insurance' section includes a paragraph of text. Below these sections, there is a checkbox labeled 'I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:'. A callout bubble points to this checkbox with the text 'Select'. Below the checkbox, there is a warning: '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)'. Below the warning, there are four fields: 'Applicant's Organization: Project Applicant - jsmith-02 Test', 'Name / Title of Authorized Official: J Smith-02, Director', 'Signature of Authorized Official: Considered signed upon submission in e-signature', and 'Date Signed: 05/17/2021'. A callout bubble points to the 'Save & Next' button with the text 'Select "Save and Next" to continue'. At the bottom, there are three buttons: 'Save & Back', 'Save', and 'Save & Next'.

Logout

### CERTIFICATION REGARDING LOBBYING

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

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

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

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

**Statement for Loan Guarantees and Loan Insurance**

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

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

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

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: Project Applicant - jsmith-02 Test

Name / Title of Authorized Official: J Smith-02, Director

Signature of Authorized Official: Considered signed upon submission in e-signature

Date Signed: 05/17/2021

Save & Back Save Save & Next 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 CoC Planning 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 CoC Planning Unsheltered Homelessness Set Aside 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 includes instructions from HUD and the U.S.C. regarding the requirement to disclose lobbying activities. A dropdown menu is highlighted with a callout box that says "Select 'Yes' or 'No' to reveal additional questions". Below this, the "Authorized Representative" section contains fields for Prefix, First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number, and Email. At the bottom are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next".

**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 --

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

**Authorized Representative**

Prefix: Mr.  
First Name: J  
Middle Name:  
Last Name: Smith-02  
Suffix: -- select --  
Title: Director  
Telephone Number: (111) 222-3333  
(Format: 123-456-7890)  
Fax Number: (111) 222-3333  
(Format: 123-456-7890)  
Email: jsmith-02@testuser.test

Save & Back Save Save & Next  
Back Next


### Steps

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



# Special NOFO CoC Planning Project Application

## If "No" to Lobbying Activities

 Logout

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:

\* Street 1:

Street 2:

\* City:

\* County:

\* State:

\* Country:

\* Zip / Postal Code:

**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. ☒ Check the box to certify

**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 Official:

Date Signed:



# Special NOFO CoC Planning Project Application

## **Steps**

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

# Special NOFO CoC Planning Project Application

## If "Yes" to Lobbying Activities

**13. SF-LLL**

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

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

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer appear 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 or influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or 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 "Yes" and review questions**

1. Type of Federal Action:

2. Status of Federal Action:

3. Report Type:

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:

Selected Items:

6. Federal Department/Agency:

7. Federal Program Name/Description and (CFDA Number):

8. Federal Action Number:

9. Award Amount:

\* 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:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Signature of Authorized Official:

Date Signed:

**Select "Save & Next" to continue**

# Special NOFO CoC Planning Project Application

## Steps

1. If "Yes" to 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. 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 in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 is correct.
8. Select "Save & Next" to continue to the next screen.

**Prime/  
Recipient/  
Subrecipient:**

*The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient. The recipient is required to submit the Project Application and is referred to as the Project Applicant in the instructional guides.*

*The subrecipient NEVER submits the Project Application.*

# Special NOFO CoC Planning 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 CoC Planning Unsheltered Homelessness Set Aside 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 **Select "Save & Next" to continue**

Date Signed: 08/04/2022

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 CoC Planning Project Application

## 2A. Project Detail



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

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

**2A. Project Detail**

\* 1. CoC Number and Name: AK-500 - Anchorage CoC

\* 2. Collaborative Applicant Name: The Anchorage Coalition to End Homelessness

3. Project Name: test\_3

4. Component Type: CoC Planning Unsheltered Homelessness Set Aside Project Application

Back Next

This e.Form has been submitted

**Note:**

*You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 will be submitted.*

*If the "CoC Number and Name" is incorrect, your CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 will not be submitted to HUD.*

### Steps

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

# Special NOFO CoC Planning Project Application

**Note:**

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

- *Select "Back to Submissions List."*
- *Select "Projects" in the left menu bar.*
- *Select the "Edit Project" icon to the left of the Project Name.*
- *Edit the "Applicant Project Name" field.*
- *Select the "Save & Back" button.*
- *Select "Submissions" on the left menu bar.*
- *Select the orange "Folder" icon to enter the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022. The change should have pulled forward.*

# Special NOFO CoC Planning Project Application

## 2B. Project Description

The following steps provide instructions on completing the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 "Project Description" screen.

**NOTE:**

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

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

**2B. Project Description**

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

dadsad

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

asdaa

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

asdaad

Back

Next

This e.Form has been submitted

### Steps

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

# Special NOFO CoC Planning Project Application

## 3A. Governance and Operations

The following steps provide instructions on completing the “Governance and Operations” screen for Part 3: CoC Governance of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

The screenshot shows the '3A. Governance and Operations' form. On the left is a sidebar with a navigation menu. The main form area contains several sections with dropdown menus and checkboxes.

**Navigation Menu (Left Sidebar):**

- CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022
- Applicant Name: Saint Louis County Project Applicant
- Applicant Number: MO-500 Project Applicant
- Project Name: FY2022 Pln Unsheltered App. 1
- Project Number: 137599
- FY2022 CoC Planning Unsheltered and Rural Homelessness Project Application
- FY2021 CoC Planning Detailed Instructions
- Before Starting
- Part 1 - Forms
  - 1A. SF-424 Application Type
  - 1B. SF-424 Legal Applicant
  - 1C. SF-424 Application Details
  - 1D. SF-424 Congressional District(s)
  - 1E. SF-424 Compliance
  - 1F. SF-424 Declaration
  - 1G. HUD 2880
  - 1H. HUD 50070
  - 1I. Cert. Lobbying
  - 1J. SF-LLL
  - 1K. SF-424B
- Part 2 - Project Information
  - 2A. Project Detail
  - 2B. Description
- Part 3 - CoC Governance
  - 3A. Governance and Operations**
  - 3B. Committees
- Part 4 - Funding Request
  - 4A. Match
  - 4B. Funding Request
- Part 5 - Attachment(s) & Certification

**Main Form Fields:**

- 1. How often does the CoC conduct meetings of the full CoC membership? (Weekly)
- 2. Does the CoC include membership of a homeless or formerly homeless person? (No)
- 2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)
  - Participates in CoC meetings: ☒
  - Votes, including electing Coc Board: ☒
  - Sits on CoC Board: ☒
  - None: ☐
- 3. Does the CoC's governance charter incorporate written policies and procedures for each of the following:
  - 3a. Written agendas of CoC meetings? (No)
  - 3b. Coordinated Entry? (Also known as centralized or coordinated assessment) (No)
  - 3c. Process for monitoring outcomes of ESG recipients? (No)
  - 3d. CoC policies and procedures? (No)
  - 3e. Written process for board selection? (No)
  - 3f. Code of Conduct for board members that includes a recusal process? (No)
  - 3g. Written standards for administering assistance? (No)
- 4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? (Yes)
- 4a. If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.

### Steps

1. In field 1, select "Weekly," "Monthly," "Bi-Monthly," "Quarterly," "Semi-Annually," "Annually," or "No regular meetings" from the dropdown menu to indicate the frequency in which the CoC conducts meetings of the full CoC membership.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the CoC includes membership of a homeless or formerly homeless person.
3. In field 2a, select the role(s) that members who are homeless or formerly homeless have in the CoC membership. Select "None" if there are no homeless or formerly homeless members of the CoC.
4. In fields 3a–3g, select "Yes" or "No" from the dropdown menus to indicate if the CoC's governance charter incorporates written policies and procedures for each of the following:
  - Written agendas of CoC meetings.
  - Coordinated entry (also known as centralized or coordinated assessment).
    - If "No" is selected for field 3b Coordinated Entry, a text box will appear. Explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter.
  - Process for monitoring outcomes of ESG recipients.



# Special NOFO CoC Planning Project Application

- CoC policies and procedures.
  - Written process for board selection.
  - Code of conduct for board members that includes a recusal process.
  - Written standards for administering assistance.
5. In field 4, select "Yes" or "No" from the dropdown menu to indicate if there were any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months.
- If yes, field 4a will appear. In the text box, include a description of the complaint, how it was resolved, and the date(s) in which it was resolved.
6. Select "Save & Next" to continue.

# Special NOFO CoC Planning Project Application

## 3B. Committees

The following steps provide instruction on completing the “Committees” screen for Part 3: CoC Governance of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

### NOTE:

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

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

**eForms** Storage Layout

**3B. Committees**

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

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

Back Next

This eForm has been submitted

**Left Sidebar:**

- CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022
- Applicant Name: Saint Louis County Project Applicant
- Applicant Number: MO-500 Project Applicant
- Project Name: FY2022\_Pln\_Unsheltered... App\_1
- Project Number: 137599
- FY2022 CoC Planning Unsheltered and Rural Homelessness Project Application
- FY2021 CoC Planning Detailed Instructions
- Before Starting
- Part 1 - Forms
- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD 2880
- 1H. HUD 59070
- 1I. Cert. Lobbying
- 1J. SF-LLL
- 1K. SF-424B

### Steps

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

### NOTE:

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

# Special NOFO CoC Planning Project Application

## 4A. Sources of Match

The following steps provide instructions on completing the “Sources of Match” screen for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your project.



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

**4A. Sources of Match**

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

**Summary for Match**

Total Amount of Cash Commitments:	\$560,890
Total Amount of In-Kind Commitments:	\$0
Total Amount of All Commitments:	\$560,890

Do you want to use program income described in 24 CFR 578.97 to use as Match for this project? ☐ Yes ☐ No

Source of the program income:

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

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

Delete	View	Type	Source	Contributor	Amount of Commitments
		Cash	Government	sdfssdf	\$560,890

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

This e Form has been submitted

### Steps

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

# Special NOFO CoC Planning Project Application



## 4A. Sources of Match Details

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



The screenshot shows a web form titled "Sources of Match Details". It contains four numbered fields: 1. "Type of Match Commitment:" with a dropdown menu showing "-- select --"; 2. "Source:" with a dropdown menu showing "-- select --"; 3. "Name of Source:" with a text box and a note "(Be as specific as possible and include the office or grant program as applicable)"; 4. "Amount of Written Commitment:" with a text box. At the bottom, there are four buttons: "Save", "Save & Add Another", "Save & Back to List", and "Back to List".

### Steps

1. In field 1, select "Cash" or "In-Kind" as the type of commitment from the dropdown menu.
  - If "In-Kind" is selected, services to be provided by a third party must be documented before grant execution 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, select "Government" or "Private" as the type of source from the dropdown menu.
3. In field 3, enter the name of the source of the commitment in the text box. Be as specific as possible in naming the source and include the name of the office or grant program as applicable.
4. In field 4, enter the total dollar value for the value of written commitments.
5. To add an additional source of match, select "Save & Add Another."
6. Once you have completed all of the "Details" screens that your project requires, select "Save & Back to List" to return to the "Sources of Match" screen.
7. On the “Sources of Match” screen, review the list:
  - The “Sources of Match” screen should have been calculated with your total sources of match amounts.
  - Each “Detail” screen you entered will appear as a separate entry.
  - To edit the information you entered, select the "View" icon  to the left of the entry.
  - To delete an entry from the list, select the red "Delete" icon. 
8. If the list seems to be missing one or more items:
  - Select the “Add” icon.
  - Complete a “Sources of Match Details” screen, as discussed in the previous steps.
9. Select "Next" when you have completed all sources of match and proceed to 4B. Funding Request.

# Special NOFO CoC Planning Project Application

## 4B. Funding Request

The following steps provide instructions on completing the “Funding Request” screen for Part 4B: Funding Request of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

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

### Important!

Unlike the annual CoC Program NOFO funding, **Special NOFO funds for CoC Planning are awarded for three years.**

Because of that, the “Select a grant term” screen is pre-populated with “3 Years.” 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.

In the “Annual Assistance Request (Applicant)” column, you will enter the annual amount for each applicable budget line item. The three year amount will be automatically calculated in *e-snaps*.

The screenshot shows the "4B. Funding Request" form. At the top, there are three dropdown menus: "1. Will it be feasible for the project to be under grant agreement by September 15, 2024?" (set to "Yes"), "2. Does this project propose to allocate funds according to an indirect cost rate?" (set to "No"), and "3. Select a grant term:" (set to "3 Years"). A callout bubble points to the "3 Years" selection, stating: "Special NOFO grant term is 3 years and cannot be edited." Below these is a note: "\* A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget." The main table has three columns: "Eligible Costs:", "Quantity AND Description (max 400 characters)", and "Annual Assistance Requested (Applicant)". The "Eligible Costs" list includes: 1. Coordination Activities, 2. Project Evaluation, 3. Project Monitoring Activities, 4. Participation in the Consolidated Plan, 5. CoC Application Activities, 6. Determining Geographical Area to Be Served by the CoC, 7. Developing a CoC System, and 8. HUD Compliance Activities. The "Quantity AND Description" column has input fields for each. A callout bubble points to these fields, stating: "Enter annual amount of assistance for each applicable budget line item." The "Annual Assistance Requested (Applicant)" column has input fields for each. A callout bubble points to the bottom rows of the table, stating: "Gray shaded rows are not editable. Select 'Save' to calculate the three year amount." The bottom rows are shaded gray and include: "Total Costs Requested (Total Annual assistance multiplied by 3 years)", "Cash Match", "In-Kind Match", "Total Match", and "Total Budget (Match + 3 year total costs budget)". At the bottom, there are buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next". A note says: "Click the 'Save' button to automatically calculate the Total Assistance".

### Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether it is feasible for the project to be under grant agreement by September 15, 2024.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate.

# Special NOFO CoC Planning Project Application

- If "Yes," complete the indirect cost rate schedule under 2a, select "Yes" or "No" under 2b to indicate whether the rate has been approved by your cognizant agency, and select "Yes" or "No" under 2c to indicate whether you plan to use the 10 percent *de minimis* rate.
3. In field 3, *e-snaps* will pre-populate the grant term as "3 Years." You cannot edit it.
  4. Under field 3, for each of the eight eligible cost categories, enter the following:
    - Under the "Quantity AND Description" column, enter a quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as often as possible.
    - Under the "Annual Assistance Requested (Applicant)" column, enter the dollar request for each year of the grant term.
    - The eight eligible costs categories include the following:
      - Coordination Activities
      - Project Evaluation
      - Project Monitoring Activities
      - Participation in the Consolidated Plan
      - CoC Application Activities
      - Determining Geographic Area Served by the CoC
      - Developing a CoC System
      - HUD Compliance Activities
  5. Select "Save" to automatically populate the "Total Costs Requested" and "Total Budget."
  6. Select "Save & Next" to continue.

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

**NOTE:** *A minimum of a 25 percent total match is required for ALL requested CoC Planning costs.*

*The system will notify project applicants if an ineligible amount is displayed with a warning message and will prevent the submission of the application.*

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

# Special NOFO CoC Planning Project Application

## 5A. Attachments

There are no attachments required for the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

The screenshot shows a web application interface for '5A. Attachment(s)'. At the top right is a 'Logout' link. Below the title is a table with the following columns: 'Delete', 'Document Type', 'Required?', 'Download', 'Document Description', and 'Date Attached'. There are two rows of data, both with 'No' in the 'Required?' column and 'No Attachment' in the 'Date Attached' column. Below the table are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a callout bubble that says 'Select "Next"'.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">1. Other Attachment(s)</a>	No	--		No Attachment
	<a href="#">2. Other Attachment(s)</a>	No	--		No Attachment

Back Next

Select "Next"

### Step

1. Select "Next."

# Special NOFO CoC Planning Project Application

## 5B. Certification

Project Applicants must certify that their programs will be in compliance with all applicable Fair Housing and Equal Opportunity laws. The following steps provide instructions on completing the “Certification” screen of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022.

**D. Explanation.**  
Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

**Name of Authorized Certifying Official:** J Smith-02

**Date:** 05/17/2021

**Title:** Director

**Applicant Organization:** Project Applicant - jsmith-02 Test

**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).

Select

Save & Back Save Save & Next

Back Next

Check Spelling

### Steps

1. Review part A of the certification statement.
2. If the Project Applicant is unable to certify any of the statements in part A of the Certification, enter text explaining why in the text box provided in part D.
3. Verify the name of the Project Applicant organization's Authorized Certifying Official.
4. Verify that the current date auto-populates in the “Date” field.
5. Verify the title of the Project Applicant organization's Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. If the organization is a Public Housing Authority (PHA), enter the PHA Number. Otherwise, leave it blank.
8. Select the box next to the certification statement.
9. Select "Save & Next."



# Special NOFO CoC Planning Project Application

## 6A. Submission Summary

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

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

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

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

**NOTE:**

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

*In the context of this navigational guide, the Project Applicant may proceed to the next steps in the Project Application process. HUD, however, may require the item prior to the awarding of program funds.*

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

# Special NOFO CoC Planning Project Application

## Submitting the Project Application

The following image shows the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

**6A. Submission Summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">1A. SF-424 Application Type</a>	No Input Required	No
✓	<a href="#">1B. SF-424 Legal Applicant</a>	07/28/2022	Yes
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	No
✓	<a href="#">1D. SF-424 Congressional District(s)</a>	07/28/2022	Yes
✓	<a href="#">1E. SF-424 Compliance</a>	07/28/2022	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	07/28/2022	Yes
✓	<a href="#">1G. HUD 2880</a>	07/28/2022	Yes
✓	<a href="#">1H. HUD 50070</a>	07/28/2022	Yes
✓	<a href="#">1I. Cert. Lobbying</a>	07/28/2022	Yes
✓	<a href="#">1J. SF-LLL</a>	07/28/2022	Yes
✓	<a href="#">1K. SF-424B</a>	07/28/2022	Yes
✓	<a href="#">2A. Project Detail</a>	07/28/2022	Yes
✓	<a href="#">2B. Description</a>	07/28/2022	Yes
✓	<a href="#">3A. Governance and Operations</a>	07/28/2022	Yes
✓	<a href="#">3B. Committees</a>	07/28/2022	Yes
✓	<a href="#">4A. Match</a>	07/28/2022	Yes
✓	<a href="#">4B. Funding Request</a>	07/28/2022	Yes
--	<a href="#">5A. Attachment(s)</a>	No Input Required	No
✓	<a href="#">5B. Certification</a>	07/28/2022	Yes

Buttons: Back, Next, Export to PDF, [Go PDF Viewer](#), **Submit**

Callouts:  
- Review "Last Updated" column  
- Active "Submit" button

### Steps

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

# Special NOFO CoC Planning Project Application

The following image shows the completed CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 "Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The form is marked "This e.Form has been submitted."

The screenshot displays a web interface with the following elements:

- Two buttons at the top: "Back" and "Next".
- A button labeled "Export to PDF" in the center.
- Text below the "Export to PDF" button: "Get PDF Viewer".
- A grayed-out button labeled "Submit" below the text.
- A large box at the bottom containing the text: "This e.Form has been submitted".
- A speech bubble on the right side pointing to the submission message, containing the text: "e.Form has been submitted".

## Exporting to PDF

Applicants can obtain a hard copy of the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 using the "Export to PDF" button located at the bottom of the "Submission Summary" screen under the navigation buttons.

This screenshot is similar to the previous one but highlights the "Export to PDF" button with a rectangular box. A speech bubble points to this button with the text: "Select button to obtain a copy of the Planning Application". The "Submit" button remains grayed out, and the "This e.Form has been submitted" message is still present at the bottom.

### 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 CoC Planning Project Application

## Troubleshooting When You Cannot Submit the Project Application

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

The following image shows the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 "Submission Summary" screen with items that still need to be completed. Note the "Submit" button is gray-shaded and you cannot select it.

**6A. Submission Summary**

Complete		Last Updated	Mandatory
--	<a href="#">1A. SF-424 Application Type</a>	No Input Required	No
✓	<a href="#">1B. SF-424 Legal Applicant</a>	07/28/2022	
	<a href="#">1C. SF-424 Application Details</a>	No Input Required	
✗	<a href="#">1D. SF-424 Congressional District(s)</a>	Please Complete	Yes
✗		Please Complete	Yes
✗		Please Complete	Yes
✗	<a href="#">1G. HUD 2880</a>	Please Complete	Yes
✗	<a href="#">1H. HUD 50070</a>	Please Complete	Yes
✗	<a href="#">1I. Cert. Lobbying</a>	Please Complete	Yes
✗	<a href="#">1J. SF-LLL</a>	Please Complete	Yes
✗	<a href="#">1K. SF-424B</a>	Please Complete	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

### Steps

1. Review your "Submission Summary" screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar to return to that screen.
2. Complete the screen, saving the information on each screen.
3. Return to the Submission Summary screen. If there are more items that state "Please Complete," repeat steps 1 and 2. When all screens are complete, select the "Submit" button.

# Special NOFO CoC Planning Project Application

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

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

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

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

**NOTE:**

*If you are still unable to submit the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022 after following these instructions, please submit a question to the HUD e-snaps Help Desk at [e-snaps@hud.gov](mailto:e-snaps@hud.gov).*

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


*Please also provide a screenshot whenever possible.*

# Special NOFO CoC Planning Project Application

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

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

### ***Steps***

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your Applicant Name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s), make the edits, and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange folder to enter the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022. The change should have pulled forward.

# Special NOFO CoC Planning Project Application

## Project Application Changes

**NOTE:**

*For the CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, the Collaborative Applicant and the Project Applicant are the same entity. Nevertheless, you have two roles and thus two Applicant Profiles.*

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

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


### Steps—Applicant Type

1. Collaborative Applicant The following actions are taken by the Collaborative Applicant so the Project Applicant can amend the Project Application:
  - Select the “notepad” icon on the Project Listing screen to “release” the Project Application back to the Project Applicant.
  - Update the project listing so the Project Application does not appear on the Project Listing.

**NOTE:** Specific instructions for Collaborative Applicants are available in the Project Priority Listings instructional guide, which can be found at: [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO) .
2. Project Applicant After the Project Application has been amended back to the Project Applicant for changes, any registrant with access to the organization's *e-snaps* account should be able to access, edit, and resubmit the Project Application.

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

  1. Log in to *e-snaps*.
  2. Select “Submissions” on the left menu bar.
  3. Find the Project Application that was sent back. Review the list under the Project Name column or use the Project Name dropdown menu and “Filter” button. The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.

Select the “Open Folder” icon  to the left of the project with no submission date.
  4. Make the required change(s), saving each form as it is revised.
  5. Select the “Submit” button.
3. Collaborative Applicant After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the project listing in order for the Project Application to reappear on the appropriate Project Listing screen.

# Special NOFO CoC Planning Project Application

## Next Steps

Congratulations on submitting your CoC Planning Unsheltered Homelessness Set Aside Project Application!

Additional instructional guides and resources are available to assist Collaborative Applicants and Project Applicants in completing the Special NOFO CoC Consolidated Application, Priority Listing, and individual Project Applications. Please return to the Special NOFO Competition Resources pages at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)
- <https://www.hudexchange.info/programs/e-snaps/>