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

*e-snaps Instructional Guide*

Version 1
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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.

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


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.
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.

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

- e-snaps@hud.gov
Accessing e-snaps

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

For assistance in navigating e-snaps, please refer to:
- [https://www.hudexchange.info/programs/e-snaps/](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**

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.
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:

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.

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](https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf)
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.
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.

Steps


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

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.
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

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 Aside 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.

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.
CoC Planning Un sheltered 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.
Accessing the Project Application

Access the Project Application through the "Submissions" screen.

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.
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. Questions related to completing the application in e-snaps may be directed to e-snaps@hud.gov. Questions about the NOFO itself may be directed to SpecialCoCNOFO@hud.gov.

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.
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.

**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.
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.

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.
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.

**Steps**

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

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

**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.
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.

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.
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:


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.
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.

**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

11. 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.

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.
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.

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).
If "No" 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 fulfills this requirement.

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

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

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

* Legal Name: Project Applicant - Jerith-02 Test

  * Street 1: 111 Jerith-02 Street
  * Street 2: 
  * City: Anytown
  * County: 
  * State: California
  * Country: United States
  * Zip / Postal Code: 60092

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.

Authorized Representative

Prefix: Mr.
First Name: J
Middle Name: 
Last Name: Jerith-02
Suffix: -- select --
Title: Director

Telephone Number: (111) 222-3333
Fax Number: (111) 222-3333

Email: jerith-02@federal.test

Signature of Authorized Official: Considered signed upon submission via e-mail

Date Signed: 09/17/2021

Save & Back | Save | Save & Next
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-LIL

Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB 0570-0040

HUC requires a new SF-LIL submitted with each annual CoC competition and completing this
screen. Answer "Yes" if your organization is engaged in lobbying activities associated with the CoC Program and answer
"No" if your organization is not engaged in lobbying activities associated with the CoC Program.

1. Does the recipient or sub-recipient of this CoC grant participate in

   federal or state lobbying activities (including a federal administration or congress)
   in connection with the CoC Program?

   Yes [ ]
   No [ ]

2. Type of Federal Action
   - Grant
   - Application
   - Other

3. Status of Federal Action
   - Active
   - Inactive
   - Other

4. Name and Address of Reporting Entity
   - Choose one option that applies from the following:
     - Prime
     - Subrecipient

   Congressional District, if known:
   - Available Items:
     - AL-01
     - AL-02
     - AL-03
     - AL-04
     - AL-05
     - AL-06
     - AL-07
     - AL-08
     - AL-09

   6. Federal Department/Agency
   - Department of Housing and Urban Development

   7. Federal Program Name/Description and CFDA Number:
   - Continuum of Care (CoC) Program (14.207)

   8. Federal Action Number:
   - FB 500-0-010

9. Award Amount:
   - $0,000.00

   Title, Name and Address of Lobbying Registrant (If individual, list name, first name, MI):

   Title, 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 information 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 civil penalty of not less than $10,000 and
not more than $50,000 for each such failure.

I certify that this information is true and complete [ ]

Authorized Representative
- Prefix: M.
- First Name: John
- Middle Name: Doe
- Last Name: Doe
- Suffix: -
- Title: Housing Manager
- Telephone Number: (555) 555-5550
- Fax Number: (555) 555-5550
- Email: doe@anytob.org
- Signature of Authorized Official: Considered signed upon submit
- Date Signed: 06/04/2022

Select to certify

Select “Save & Next” to continue

Select “Yes” and review questions

Select “Prime”
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.

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.
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.

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."
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.
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.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>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.</td>
</tr>
<tr>
<td>3.</td>
<td>In field 3, describe how the requested funds will improve or maintain the CoC’s ability to evaluate the outcome of CoC and ESG projects?</td>
</tr>
<tr>
<td>4.</td>
<td>Select &quot;Next&quot; to continue to the next screen.</td>
</tr>
</tbody>
</table>
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.

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.
• 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.
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.

**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.
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.

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.
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.

### 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.

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:
     o Coordination Activities
     o Project Evaluation
     o Project Monitoring Activities
     o Participation in the Consolidated Plan
     o CoC Application Activities
     o Determining Geographic Area Served by the CoC
     o Developing a CoC System
     o 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.
5A. Attachments

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

Step

1. Select "Next."
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.

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.”
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."
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.

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.”

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.

Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen(s) you would like included.
3. Select "Export to PDF."
**Troubleshooting When You Cannot Submit the Project Application**

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

The following image shows the CoC Planning 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.

---

**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.
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.

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.
**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.hudexchange.info/programs/e-snaps/