



FY 2021 CoC Planning Project Application

e-snaps Instructional Guide

Version 2

CoC Planning Project Application

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CoC Planning Project Application

Introduction

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

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

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

Unlike other types of funding, CoC Planning funds are awarded as new funding each year and they are not renewable. If a Collaborative Applicant wants to apply for CoC Planning funds in FY 2021, it must submit a new CoC Planning Project Application not to exceed the CoC Planning amount provided by HUD, per the NOFO.

Objectives

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

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

Posted Resources

HUD has determined that some CoC and *e-snaps* related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2021 NOFO information (e.g., detailed instructions), including the FY 2021 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC and *e-snaps* related technical resources will remain on the HUD Exchange.

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 Project Application. This section discusses the need for each Collaborative Applicant organization to have access to two separate *e-snaps* accounts.
- **Accessing *e-snaps*.** Each *e-snaps* user needs his or her individual username and password to log in to the online *e-snaps* system. In order to view an organization's Project Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button to proceed to the Project Application process.
- **Accessing the CoC Planning Project Application.** After the Project Applicant Profile is complete, Applicants need to follow a series of steps to access the project application forms. The steps discussed in this section include registering the Applicant for the FY 2021 CoC Planning Project Application funding opportunity, creating an FY 2021 project, and accessing the project application forms.
- **CoC Planning Project Application.** After accessing the FY 2021 CoC Planning Project Application, Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions for each screen. After all required information is provided, the Applicant will submit the CoC Planning Project Application via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the project application and includes trouble-shooting tips and instructions for updating the Project Applicant Profile if the information pre-populating in the project application is incorrect.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the project application. If changes need to be made to the CoC Planning Project Application after it has been submitted and it appears in the Priority Listing, the Collaborative Applicant will send the project back to the Project Applicant; it will essentially send the project back to itself.

Amending Project Application

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

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

As a Collaborative Applicant

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

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



CoC Applicant Profile Navigational Guide:

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

As a Project Applicant

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

- The Applicant Number should be the organization's DUNS Number.
- If a Collaborative Applicant is completely new to *e-snaps* (i.e., if the organization is submitting a Project Application for the first time), the organization must create a Project Applicant in *e-snaps*.
- Collaborative Applicants that submitted Project Applications in the past should **NOT** create a new Project Applicant Profile; they should use the Project Applicant Profile that they used previously to submit this year's application for CoC Planning funds.



Project Applicant Profile Navigational Guide:

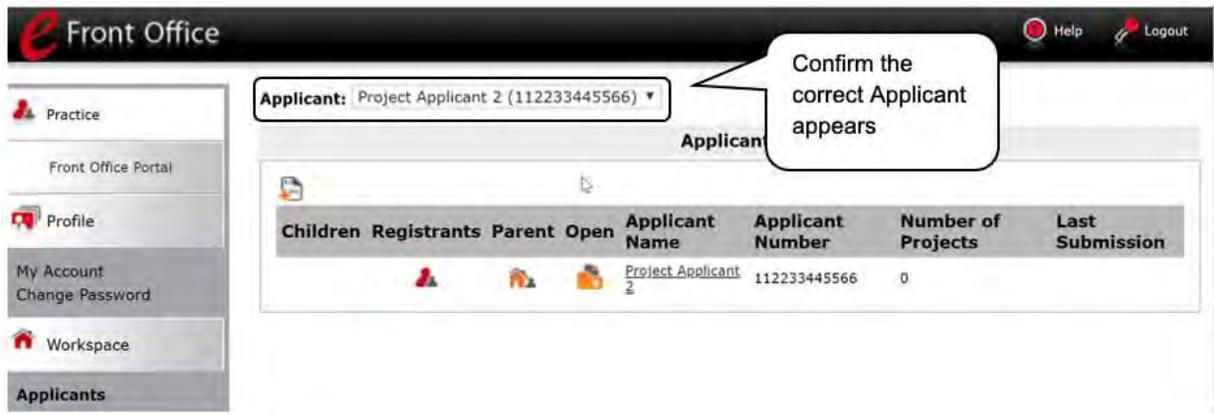
- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

CoC Planning Project Application

Alternating Roles

Collaborative Applicant organizations must NOT use the CoC's Collaborative Applicant *e-snaps* account to create and submit a project application of any kind, including a New, Renewal, or UFA Costs (if applicable) Project Application.

The Collaborative Applicant will need to switch between the two different *e-snaps* accounts, depending on whether staff are working on a project application or the CoC Application and Priority Listing. When *e-snaps* users log in to the system, they need to select "Applicants" in the left menu bar to 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.

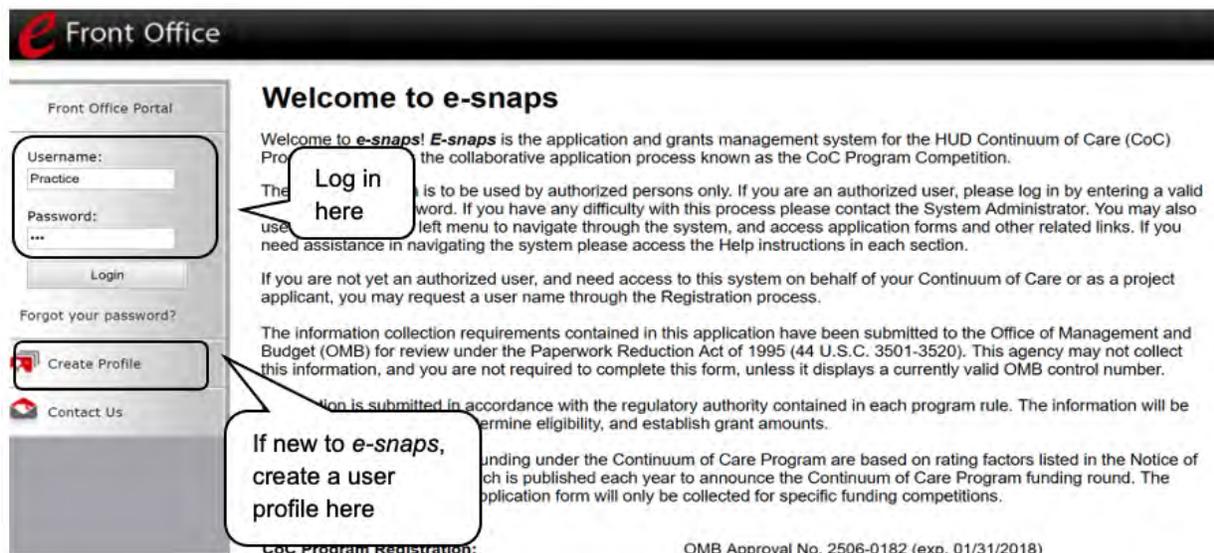


**e-snaps
Help Desk**

If you have issues with identifying the correct Applicant, send an email to: e-snaps@hud.gov. The e-snaps AAQ on HUD Exchange is no longer active.

Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the NOFO for the FY 2021 CoC Program Competition.



CoC Planning Project Application



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 log-in 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 the username and password. You will then enter the e-snaps system and arrive at the "Welcome" screen.
3. If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

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

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

Having a user profile enables a person to access e-snaps; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) 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 on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

CoC Planning Project Application

Project Applicant Profile

Collaborative Applicants applying for CoC Planning costs must complete the Project Applicant Profile before moving forward in the CoC Planning Project Application process. To complete 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* at:

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

CoC Planning Project Application

Accessing the CoC Planning Application

After the Project Applicant Profile is completed, Applicants can move to the next steps required to access the CoC Planning Application 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 Project Application funding opportunity. Registering for the funding opportunity enables Applicants to apply for CoC Planning costs during the FY 2021 CoC Program Competition.

Terminology:

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

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

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

The screenshot shows the 'Front Office' web application interface. The left navigation menu has 'Funding Opportunity Registrations' selected. The main content area displays a table titled 'Funding Opportunity Registrations' with columns for 'Register View', 'Funding Opportunity Name', 'Applicants Registered', 'Start Date', and 'End Date'. The table lists several registrations, including 'CoC Planning Project Application FY2021'. Callouts indicate the following steps: 1. Select 'Funding Opportunity Registrations' in the left menu. 2. Confirm the correct Project Applicant in the dropdown menu. 3. Note the Funding Opportunity Name in the table. 4. Select the 'Register' icon next to the desired registration.

Register View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	CoC Planning Project Application FY2021		Jan 11, 2021	Dec 31, 2025
	CoC Registration and Application FY2021	1	Nov 30, 2020	Dec 31, 2025
	Renewal	1		Dec 31, 2026
	UFA	1		Dec 31, 2026
	UFA Costs	1		Dec 31, 2022
	UFA Costs Project Application FY2021	1	Jan 11, 2021	Dec 31, 2025
	Project Application	1	Mar 8, 2021	Dec 31, 2026
	Project Application	0	Mar 8, 2021	Dec 31, 2026

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen appears.
3. Select the "Register" icon  next to "CoC Planning Project Application FY 2021."
4. The "Funding Opportunity Details" screen appears.

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

The following image shows the screen that appears when the organization has successfully registered for the CoC Planning Project Application funding opportunity.



CoC Planning Project Application

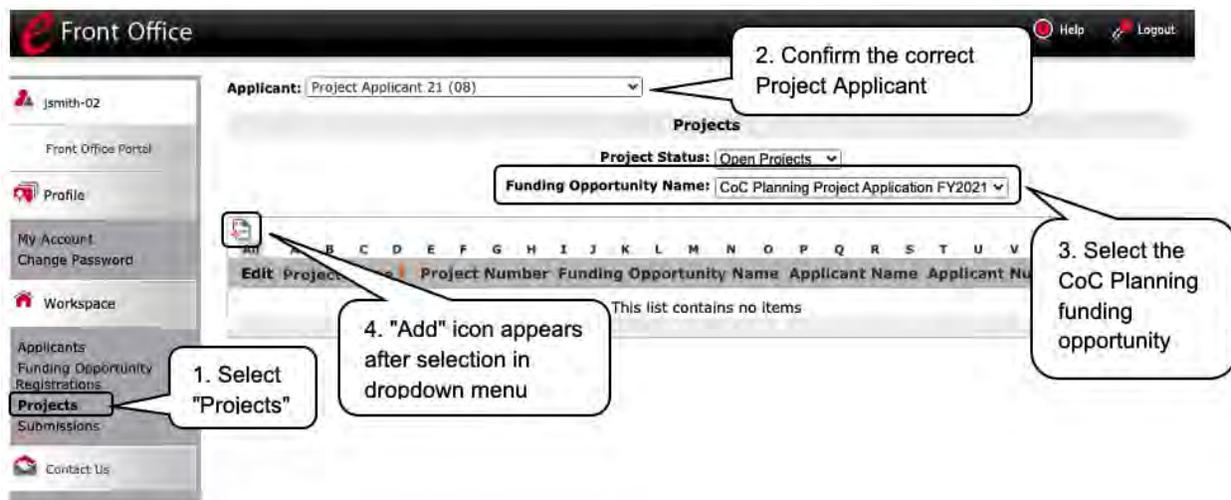
Creating the CoC Planning Application Project

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

After the Applicant "creates" the project, it will appear on this screen and "CoC Planning Project Application FY 2021" 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.
2. The "Projects" screen appears.
3. Select "CoC Planning Project Application FY 2021" from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5. Select the "Add" icon. 
6. The "Create a Project" screen appears.

CoC Planning Project Application

Front Office

Help Logout

jsmith-02

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Project Applicant 21 (08)

Create a Project

Funding Opportunity Name: CoC Planning Project Application FY2021

* Applicant: Project Applicant 21 (08)

* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name. 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 Application FY 2021."
 - 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 Application FY 2021."
3. Select "Save & Back" to return to the "Projects" screen.

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

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

CoC Planning Project Application

Submissions

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

Terminology:

"Submissions" refers to both submitted project applications and 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 'Submissions' screen in the Front Office system. The interface includes a left-hand navigation menu with options like Profile, My Account, Workspace, and Submissions. The main area features a filter box with dropdowns for Applicant, Applicant Project Name, Date Submitted, Project Status, Submission Version, and Associate Type. A 'Filter' button is located below these dropdowns. Below the filter box is a table listing project applications. Three 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.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-500 CoC Planning Application FY2021 137108	CoC Planning Project Application FY2021 CoC Planning Project Application FY2021	Jan 12, 2021	Dec 31, 2021	Primary Applicant	1	

Steps

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

CoC Planning Project Application

CoC Planning Project Application

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

NOTE:

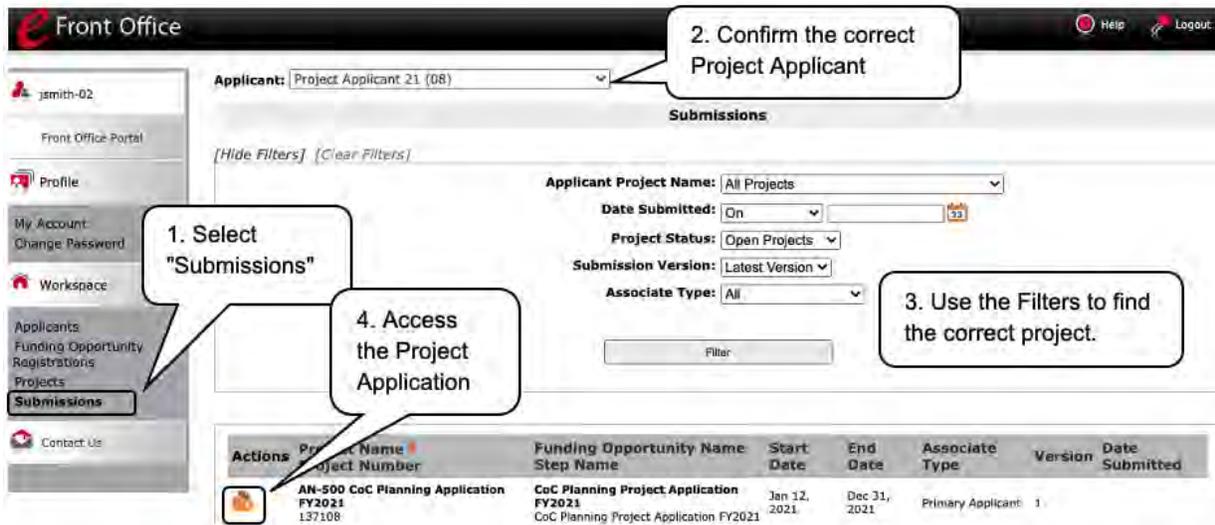
Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward).

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

To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) 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.
2. The "Submissions" screen appears.
3. Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name "CoC Planning Project Application FY 2021."
4. The "Before Starting" screen appears.

CoC Planning Project Application

Before Starting the Project Application

Before you begin the FY 2021 CoC Planning Project Application, review the following information highlighted on this "Before Starting the Project Application" screen. The "Before Starting the Project Application" screen also contains a quick link to the CoC Program Competition Resources pages at <https://www.hudexchange.info/programs/e-snaps/> and https://www.hud.gov/program_offices/comm_planning/coc/competition. Program policy questions and problems related to completing the application in e-snaps may be directed to HUD using the quick link for the HUD Exchange Ask A Question: <https://www.hudexchange.info/program-support/my-question/>.

e.Forms Logout

jsmith-02

CoC Planning Project Application FY2021

Applicant Name:
Project Applicant: 21
Applicant Number:
00
Project Name:
AN-500 CoC Planning Application FY2021
Project Number:
137108

FY2021 CoC Planning Project Application

FY2019 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
5A. Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

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 FY 2021 CoC Program grant competition.
- Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc or on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the [HUD Exchange Ask A Question](#).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2021 CoC Program NOFO.

Back Next

Review this screen

Back to Submissions

Step

1. Select "Next."

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.

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 instruction on reviewing the fields on the "Application Type" screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application.

The screenshot shows the '1A. SF-424 Application Type' form. The fields are as follows:

- 1. Type of Submission: Application
- 2. Type of Application: CoC Planning Project Application
- If Revision, select appropriate letter(s): -- select --
- If "Other", specify: [text input]
- 3. Date Received: 05/17/2021
- 4. Applicant Identifier: [text input]
- 5a. Federal Entity Identifier: [text input]
- 5b. Federal Award Identifier: [text input]
- 6. Date Received by State: [text input]
- 7. State Application Identifier: [text input]

Buttons: Back, Next (highlighted with a red box).

Callout box: Verify the data is correct (pointing to field 2).

Steps

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

CoC Planning Project Application

1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the “Legal Applicant” screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application.

NOTE:

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

The screenshot shows the '1B. SF-424 Legal Applicant' form. On the left is a sidebar with navigation options. The main form area contains the following fields:

- 8. Applicant**
 - a. Legal Name:** Project Applicant - jsmith-02 Test
 - b. Employer/Taxpayer Identification Number (EIN/TIN):** 11-1222333
 - c. Organizational DUNS:** 111222333 **PLUS 4** []
 - d. Address**
 - Street 1:** 111 jsmith-02 Street
 - Street 2:** []
 - City:** Anytown
 - County:** []
 - State:** California
 - Country:** United States
 - Zip / Postal Code:** 60602
 - e. Organizational Unit (optional)**
 - Department Name:** []
 - Division Name:** []
 - f. Name and contact information of person to be contacted on matters involving this application**
 - Prefix:** Mrs.
 - First Name:** J
 - Middle Name:** []
 - Last Name:** Smith-02
 - Suffix:** -- select --
 - Title:** Director
 - Organizational Affiliation:** Project Applicant - jsmith-02 Test
 - Telephone Number:** (111) 222-3333
 - Extension:** []
 - Fax Number:** (111) 222-3333
 - Email:** mrsjsmith-02@testuser.test

A callout box with a black border and rounded corners contains the text: "Verify the data is correct".

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” at the bottom of the screen to move to the next screen.

CoC Planning Project Application

1C. Application Details

The following steps provide instruction on reviewing the fields on the “Application Details” screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application.

The screenshot shows the '1C. SF-424 Application Details' screen in the e.Forms system. The left sidebar contains navigation links for 'CoC Planning Project Application FY2021', 'FY2021 CoC Planning Project Application', and 'FY2019 CoC Planning Detailed Instructions'. The main content area displays the following information:

- 9. Type of Applicant:** M. Nonprofit with 501 C3 IRS Status
- 10. Name of Federal Agency:** Department of Housing and Urban Develop
- 11. Catalog of Federal Domestic Assistance Title:** CoC Program
- CFDA Number:** 14.267
- 12. Funding Opportunity Number:** FR-6400-N-25
- Title:** Continuum of Care Homeless Assistance C
- 13. Competition Identification Number:** (blank)
- Title:** (blank)

At the bottom of the screen are 'Back' and 'Next' buttons. A callout box with the text 'Verify the data is correct' points to fields 9, 10, 11, and 12.

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" at the bottom of the screen to save your information and move to the next screen.

CoC Planning Project Application

1D. Congressional Districts

The following steps provide instruction on completing the "Congressional Districts" screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application.

1D. SF-424 Congressional District(s)

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

Available Items:
Alabama
Alaska
American Samoa
Arizona
Arkansas
California

Selected Items:

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:

* b. End Date:

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.

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 click 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:
 - From the left menu bar, select "Back to Submissions List."
 - From the left menu bar, click "Projects."
 - On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass  icon to the left of the project name. On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.
 - When you re-enter the CoC Planning Project Application and proceed back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.
3. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
 - Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified.
4. Select in field 16b 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 move to the next screen.

CoC Planning Project Application

1E. Compliance

The following steps provide instruction on completing the "Compliance" screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application.

The screenshot shows the '1E. SF-424 Compliance' screen in the e.Forms application. On the left, a sidebar displays user information for 'jsmith-02' and application details for 'CoC Planning Project Application FY2021'. The main content area contains two questions:

- Question 19:** "Is the Application Subject to Review By State Executive Order 12372 Process?" with a dropdown menu. Below it, a prompt says "If 'YES', enter the date this application was made available to the State for review:" followed by a date input field with a calendar icon.
- Question 20:** "Is the Applicant delinquent on any Federal debt?" with a dropdown menu. Below it, a prompt says "If 'YES,' provide an explanation:" followed by a text input field.

At the bottom of the form, there are several buttons: "Save & Back", "Save", "Save & Next", "Back", "Next", and "Check Spelling".

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 in order to submit for review.
2. In field 20, select "Yes" or "No" from the dropdown menu to indicate whether the Applicant is delinquent on any Federal debt.
 - If "No," select "Save & Next."
 - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" at the bottom of the screen to save your information and move to the next screen.

CoC Planning Project Application

1F. Declaration

The following steps provide instruction on completing the "Declaration" screen for Part 1: SF-424 of the FY 2021 CoC Planning Project Application, 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

21. 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

Signature of Authorized Representative: Considered signed upon submission in e-ar

Date Signed: 05/17/2021

Save & Back Save Save & Next Back Next Check Spelling

Screens for Parts 2-5 will appear after selecting the "Save and Next" button.

jsmith-02

CoC Planning Project Application FY2021

Applicant Name: Project Applicant 21
Applicants Number: 08
Project Name: AN-500 CoC Planning Application FY2021
Project Number: 137108

FY2021 CoC Planning Project Application

FY2019 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

Steps

1. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2021 CoC Planning Project Application.
2. In field 21, verify that the Authorized Representative information is complete and accurate.

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

3. Select "Save & Next" at the bottom of the screen to save your information and move to the next screen.

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 (New, Renewal, CoC Planning, and UFA Costs). It is no longer uploaded as an attachment.

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

Refer to the following resource:

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

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

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



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

CoC Planning Project Application

1H. HUD 50070

REMINDER:

If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. To revise the Project Applicant Profile, see the instructions under the [Submitting the Project Application](#) 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 FY 2021 UFA Cost Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

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

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

Authorized Representative

Prefix: Mr
First Name: J
Middle Name:
Last Name: Smith-CO
Suffix:
Title: Director
Telephone Number: (111) 222-3333
(Format: 123-456-7890)
Fax Number: (111) 222-3333
(Format: 123-456-7890)
Email: jsmith-020@restuser-test
Signature of Authorized Representative: Considered signed upon submission in e-e
Date Signed: 05/17/2021

Save & Back Save Save & Next
Back Next

Steps

1. Review parts A through G of the Certification statement.
2. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2021 CoC Planning Project Application is correct.
3. Verify that the Authorized Representative information is complete and accurate.

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

4. Select "Save & Next" at the bottom of the screen to save your information and move to the next screen.

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 FY 2021 Project Application.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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 Applicants - janith-02 Test

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

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

Date Signed: 05/17/2021

Save & Back Save Save & Next

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.

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 FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

1J. SF-LLL

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

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

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

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

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

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

CoC Planning Project Application

If "No" Lobbying Activities

e.Forms 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:** Project Applicant - Jamith-02 Test

*** Street 1:** 111 Jamith-02 Street

Street 2:

*** City:** Anytown

*** County:**

*** State:** California

*** Country:** United States

*** Zip / Postal Code:** 90902

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: 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: jamith-02@testuser.test

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

Date Signed: 05/17/2021

jsmith-02

CoC Planning Project Application FY2021

Applicant Name: Project Applicant 21
Applicant Number: 09
Project Name: AN-500 CoC Planning Application FY2021
Project Number: 137108

FY2021 CoC Planning Project Application

FY2019 CoC Planning Detailed Instructions

Before Starting Part I - 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**
- 6A. Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Submissions List](#)

CoC Planning Project Application

Steps

1. If "No" 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.

CoC Planning Project Application

If "Yes" Lobbying Activities

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

10/2012

1. Yes No

2. Prime Subrecipient

3. I certify that this information is true and correct.

Steps

1. If "Yes" lobbying activities, review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the Prime.
 - The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3. 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 Project Application 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.

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 FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the 'e.Forms' interface for 'IK. SF-424B'. The main heading is '(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS'. It includes the OMB Number: 4040-0007 and Expiration Date: 02/28/2022. A 'Review the assurances' button is present. A note states: '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.' Below this is a certification statement: 'As the duly authorized representative of the applicant, I certify that the applicant:'. A callout box points to the checkbox for 'As the duly authorized representative of the applicant, I certify:'. The form fields for the Authorized Representative are: City and County of San Francisco, Prefix: Ms., First Name: Joyce JJJ TT, Middle Name: (empty), Last Name: Crum CCC, Suffix: (empty), Title: DDDDDDirector, Housing & Homeless Programs, Signature of Authorized Certifying Official: (empty), and Date Signed: 08/12/2021. Navigation buttons include 'Save & Back', 'Save', 'Save & Next', 'Back', and '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.

CoC Planning Project Application

2A. Project Detail



Remember, Project Applicants must complete 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 Project Application will be submitted. If the "CoC Number and Name" is incorrect, your CoC Planning Project Application 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 Project Application for FY 2021. The change should have pulled forward.

CoC Planning Project Application

2B. Project Description

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

NOTE:

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

The screenshot shows the '2B. Project Description' screen in the e.Forms system. On the left is a navigation sidebar with the user 'jsmith-02' and various application options. The main area contains four text input fields, each with a specific instruction. The instructions are: 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 the provisions of 24 CFR 578.7. 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. 3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects? 4. How will the planning activities continue beyond the expiration of HUD financial assistance? At the bottom of the form are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Steps

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

CoC Planning Project Application

3A. Governance and Operations

The following steps provide instruction on completing the “Governance and Operations” screen for Part 3: CoC Governance of the FY 2021 CoC Planning Project Application.

The screenshot displays the '3A. Governance and Operations' form. The sidebar on the left contains the following navigation items: 'jsmith-02', 'CoC Planning Project Application FY2021', 'Applicant Name: Project Applicant 21', 'Applicant Number: 08', 'Project Name: AN-500 CoC Planning Application FY2021', 'Project Number: 137108', 'FY2021 CoC Planning Project Application', 'FY2019 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', 'Part 2 - Project Information', '2A. Project Detail', and '2B. Description'. The main form area contains the following questions and options:

- * 1. How often does the CoC conduct meetings of the full CoC membership? (Dropdown menu: -- select --)
- * 2. Does the CoC include membership of a homeless or formerly homeless person? (Dropdown menu: -- select --)
- * 2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)
 - Participates in CoC meetings:
 - Votes, including electing Coc Board:
 - Sits on CoC Board:
 - None:
- At least one box must be checked.
- 3. Does the CoC's governance charter incorporate written policies and procedures for each of the following
 - * 3a. Written agendas of CoC meetings? (Dropdown menu: -- select --)
 - * 3b. Coordinated Entry? (Also known as centralized or coordinated assessment) (Dropdown menu: -- select --)
 - * 3c. Process for monitoring outcomes of ESG recipients? (Dropdown menu: -- select --)
 - * 3d. CoC policies and procedures? (Dropdown menu: -- select --)
 - * 3e. Written process for board selection? (Dropdown menu: -- select --)
 - * 3f. Code of Conduct for board members that includes a recusal process? (Dropdown menu: -- select --)
 - * 3g. Written standards for administering assistance? (Dropdown menu: -- select --)
- * 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? (Dropdown menu: -- select --)

At the bottom of the form, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Steps

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

CoC Planning Project Application

- 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."

CoC Planning Project Application

3B. Committees

The following steps provide instruction on completing the “Committees” screen for Part 3: CoC Governance of the FY 2021 CoC Planning Project Application.

NOTE:

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

The screenshot shows the '3B. Committees' screen in the e.Forms application. The sidebar on the left contains the user's name 'jsmith-02' and various navigation links. The main content area features a table with the following columns: 'Name of Group', 'Role of the Group (max 750 characters)', 'Meeting Frequency', and 'Name of Individuals and/or Organizations Represented'. The first row is pre-filled with 'Test Group', 'Test Role', 'Bi-Monthly', and 'Test FY2021'. Below the table are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A note above the table instructs the user to provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups.

Steps

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

NOTE:

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

CoC Planning Project Application

4A. Sources of Match

The following steps provide instruction on completing the “Sources of Match” screen for Part 4: Funding Request of the FY 2021 CoC Planning Project Application. The purpose of the screen is to summarize the match (in-kind and cash commitments) for your CoC Planning project.

The screenshot displays the '4A. Sources of Match' screen in the e.Forms application. The sidebar on the left contains the user's name 'jsmith-02' and various application details. The main content area includes a 'Summary for Match' section with three input fields for 'Total Value of Cash Commitments', 'Total Value of In-Kind Commitments', and 'Total Value of All Commitments'. Below this is a question: '1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?' with a dropdown menu. A table with columns 'Delete', 'View', 'Type', 'Source', 'Contributor', and 'Value of Commitments' is shown, with a message 'This list contains no items'. A callout box points to an 'Add' icon above the table header. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next', along with a note: 'Note: This formlet contains mandatory fields for which no value has been saved.'

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.

CoC Planning Project Application

4A. Sources of Match Details

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

The screenshot shows the 'Sources of Match Details' form in the e.Forms system. The form is titled 'Sources of Match Details' and contains four numbered fields:

- 1. Type of commitment: Cash (dropdown menu)
- 2. Source: Private (dropdown menu)
- 3. Name of source: Test Private Cash Donation (text box)
- 4. Value of Written Commitment: 10,000 (text box)

Below the fields are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. There is also a 'Check Spelling' button. A red note at the bottom of the formlet states: 'Note: This formlet contains mandatory fields for which no value has been saved.'

The left sidebar shows the user 'jsmith-02' and project details for 'CoC Planning Project Application FY2021'. The sidebar also includes links for 'FY2021 CoC Planning Project Application' and 'FY2019 CoC Planning Detailed Instructions'.

Steps

1. In field 1, select "Cash" or "In-Kind" as the Type of Commitment from the dropdown menu.
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.

CoC Planning Project Application

4B. Funding Request

The following steps provide instruction on completing the "Funding Request" screen for Part 4B: Funding Request of the FY 2021 CoC Planning Project Application.

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

4B. Funding Request

* 1 Will it be feasible for the project to be under grant agreement by September 15, 2023?

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

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the 60-days post-award process.

* a. Please complete the indirect cost rate schedule below:
(At least one row must be entered)

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10 % de minimis rate

The applicant must complete at least one row in the indirect cost rate schedule.

* b. Has this rate been approved by your cognizant agency?

* c. Do you plan to use the 10% de minimis rate?

3. Select a grant term:

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities		
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities	Test FY2021	\$1,000
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities		
Total Costs Requested		\$1,000
Cash Match		\$10,000
In-Kind Match		\$0
Total Match		\$10,000
Total Budget		\$11,000

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

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

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether it is feasible for the project to be under grant agreement by September 30, 2023.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether the project is proposing to allocate funds according to an indirect cost rate.
 - If "Yes," complete the indirect cost rate schedule under 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.

CoC Planning Project Application

3. In field 3, e-snaps will pre-populate the grant term as "1 Year." 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 much as possible.
 - Under the "Annual Assistance Requested (Applicant)" column, enter the dollar request for each year of the grant term.
 - The eight eligible costs categories include the following:
 - 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 calculate the "Total Costs Requested" and "Total Budget."
6. Select "Save & Next."

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

NOTE: *A minimum of a 25 percent total match is required for ALL requested CoC Planning costs. The system will notify project applicants if an ineligible amount is displayed with a warning message and will prevent the submission of the application. See 24 CFR 578.73 regarding match requirements to ensure the in-kind match reported is documented appropriately if this method of match is selected.*

CoC Planning Project Application

5A. Attachments

There are no attachments required for the CoC Planning Project Application.

The screenshot shows the 'e.Forms' application interface. The sidebar on the left contains the following information:

- jsmith-02
- CoC Planning Project Application FY2021
- Applicant Name: Project Applicant 21
- Applicant Number: 08
- Project Name: AN-500 CoC Planning Application FY2021
- Project Number: 137108
- FY2021 CoC Planning Project Application

The main content area is titled '5A. Attachment(s)' and contains a table with the following columns: Delete, Document Type, Required?, Download, Document Description, and Date Attached. The table lists two attachments:

Delete	Document Type	Required?	Download	Document Description	Date Attached
	1. Other Attachment(s)	No	--		No Attachment
	2. Other Attachment(s)	No	--		No Attachment

Below the table are two buttons: 'Back' and 'Next'.

Step

1. Select "Next."

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 instruction on completing the “Certification” screen of the application.

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).

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Steps

1. Review part A of the Certification statement.
2. If the 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 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 PHA, enter the PHA Number. Otherwise, leave it blank.
8. Select the box next to the certification statement.
9. Select "Save & Next."

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 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 indicates that additional information for that screen is not required for the applicant to proceed to the next step in the e-snaps system. In the context of this training module, the Applicant may proceed to the next steps in the Project Application process. HUD, however, may require the item prior to the awarding of program funds.

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

CoC Planning Project Application

Submitting the Project Application

The following image shows the Project Application "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

6A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
--	1B. SF-424 Legal Applicant	No Input Required	No
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	05/17/2021	Yes
✓	1E. SF-424 Compliance	05/17/2021	Yes
✓	1F. SF-424 Declaration	05/17/2021	Yes
✓	1G. HUD 2880	05/17/2021	Yes
✓	1H. HUD 50070	05/17/2021	Yes
✓	1I. Cert. Lobbying	05/17/2021	Yes
✓	1J. SF-LLL	05/18/2021	Yes
✓	2A. Project Detail	05/17/2021	Yes
✓	2B. Description	05/17/2021	Yes
✓	3A. Governance and Operations	05/18/2021	Yes
✓	3B. Committees	05/17/2021	Yes
✓	4A. Match	05/18/2021	Yes
✓	4B. Funding Request	05/18/2021	Yes
--	5A. Attachment(s)	No Input Required	No
✓	5B. Certification	05/18/2021	Yes

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

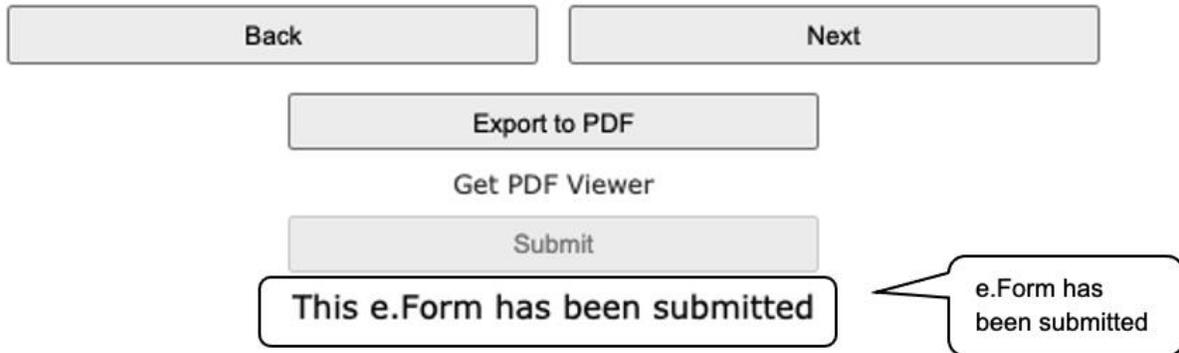
Callouts: Review "Last Updated" column, Active "Submit" button

Steps

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

CoC Planning Project Application

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



Exporting to PDF

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



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."

CoC Planning Project Application

Trouble-Shooting When You Cannot Submit the Project Application

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

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

The screenshot displays the '6A. Submission Summary' screen in the e.Forms application. The left sidebar shows the user 'jsmith-02' and application details for 'CoC Planning Project Application FY2021'. The main table lists various application components with their completion status, page numbers, last updated dates, and mandatory status. Two items, '1D. SF-424 Congressional District(s)' and '1J. SF-LLL', are marked as incomplete with a red 'X'. Callouts highlight these items, the 'Last Updated' column, and the inactive 'Submit' button.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
--	1B. SF-424 Legal Applicant	No Input Required	No
--	1C. SF-424 Application Details	No Input Required	No
X	1D. SF-424 Congressional District(s)	Please Complete	Yes
✓	1E. SF-424 Compliance	05/17/2021	Yes
✓	1F. SF-424 Declaration	05/17/2021	Yes
✓	1G. HUD 2880	05/17/2021	Yes
✓	1H. HUD 50070	05/17/2021	Yes
✓	1I. Cert. Lobbying	05/17/2021	Yes
X	1J. SF-LLL	Please Complete	Yes

Steps

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

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 Project Application after following these instructions, please submit a question to HUD Exchange Ask a Question at <https://www.hudexchange.info/program-support/my-question/>.

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

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 Project Application. The change should have pulled forward.

CoC Planning Project Application

Project Application Changes

NOTE:

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

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

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

Steps—Who

1. Collaborative Applicant

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

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

NOTE: Specific instructions for Collaborative Applicants are available in the Project Priority Listings instructional guide on the CoC Program Competition Resources page at: <https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/>.
2. Project Applicant

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

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

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

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

CoC Planning Project Application

Next Steps

Congratulations on submitting your CoC Planning Project Application!

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

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