Youth Homelessness Demonstration Program (YHDP)

FY 2021 Renewal Project Application

e-snaps Navigational Guide

Version 1

YHDP Renewal Project Application

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Introduction

Welcome to the Renewal Project Application Navigational Guide for the Youth Homelessness Demonstration Program (YHDP). This guide covers important information about accessing and completing the YHDP Renewal Project Application.

Who should use this navigation guide?

This guide pertains **ONLY** to YHDP grant recipients who received awards for projects that are now eligible for renewal. To be eligible for renewal in FY 2021, a project must have an executed grant agreement by December 31, 2021, and have an expiration date in Calendar Year (CY) 2022 (between January 1, 2022, and December 31, 2022).

- If you are a YHDP grant recipient who has used *e-snaps* before to submit CoC Program Project Applicants, the process is the same; however, instead of using the Renewal Project Application FY 2021 funding opportunity, you will need to select the YHDP Project Application FY 2021 funding opportunity.

- If you are a YHDP grant recipient who has **never** used *e-snaps* before to submit any CoC Program Project Applications, there are steps you need to take before you can use this navigational guide to complete the Project Application forms. Keep reading and the guide will notify you when you need to take those preparatory steps.

How is a YHDP grant recipient referred to in the context of the CoC Program Competition?

The organization submitting the Project Application for YHDP renewal funding is the Project Applicant. The Project Applicant submits Project Applications to the Continuum of Care (CoC) Collaborative Applicant, which submits the entire funding application to the U.S. Department of Housing and Urban Development (HUD) on or before the CoC Program Competition deadline.

All Project Applicants are strongly encouraged to read the FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) at https://www.hud.gov/program_offices/comm_planning/coc/competition.

Objectives

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

- Access *e-snaps*

- Register for the FY 2021 YHDP Project Application funding opportunity

- Create the Project Application under the funding opportunity

- Enter the Project Application from the "Submissions" screen

- Complete and submit the YHDP Project Application to the Collaborative Applicant

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.

e-snaps HUD Help Desk

The *e-snaps* Ask-A-Question (AAQ) on HUD Exchange is no longer active. If information in this document is not correct, or if you have questions, contact the *e-snaps* HUD Help Desk at:

- CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.

- [*e-snaps*@hud.gov](mailto:e-snaps@hud.gov) for questions about *e-snaps* technical issues, including 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 the Project Application Process

FY 2021 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [https://esnaps.hud.gov/.](https://esnaps.hud.gov/)

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

The CoCs will do the following:

1. Review and either approve and rank or reject properly submitted Project Applications. In this case, YHDP Renewal Projects are not ranked; they are either approved or rejected.

2. Submit the CoC Application and CoC Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD.

Overview of this Navigational Guide

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.

- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to continue with the Project Application process.

  o The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.

- o For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf.

- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the YHDP Project Application FY 2021 funding opportunity, creating a FY 2021 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.

- **Project Application.** After accessing the YHDP Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the YHDP Project Application to the Collaborative Applicant via *e-snaps*.

- **Submitting the Project Application.** This section provides instructions on submitting the YHDP Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the YHDP Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the YHDP Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.

- **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 Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

Amending an Application	*If the CoC amends the Project Application back to the Project Applicant for revision or correction, both of them must ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected 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.
	See Project Application Changes in this document.

YHDP Renewal Project Application

Highlights in e-snaps for the FY 2021 CoC Program Competition for YHDP Renewals

This section highlights items that are helpful for Project Applicants to know.

- **Importing Data is Not an Option for YHDP projects.** The importing of data from the previous year's Project Application only applies to returning renewal projects.

- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** HUD Form 2880 is located in both the Project Applicant Profile and the Project Applications. HUD Form 2880 in the Applicant Profile pulls in information for all of the FY 2021 Project Applications, including the YHDP Project Applications. Instructions on completing the HUD Form 2880 are in https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf

- **Removal of Budget Detail Screens for Renewal Project Applications.** Project Applicants submitting a **YHDP** Renewal Project Application will <u>not</u> be required to submit detailed information for supportive services, operating, or Homeless Management Information System (HMIS) budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.

- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.

- **The "Project Application" and "CoC Priority Listing."**
  - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
  - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, YHDP Project Listing, CoC Planning Project Listing, and, if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing.

- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

  This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC.

Accessing *e-snaps*

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

NOTE: Use your own login	*Each e-snaps user must have his or her unique login credentials.* *Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

Existing Users

1. Go to https://esnaps.hud.gov/.

2. On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.

3. If you forgot your password, select the "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.

For a refresher on how to navigate through the e-snaps system, please visit https://www.hudexchange.info/programs/e-snaps/.

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 Project Applicant Profile and Project Applications associated with the organization.

For information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource at https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf.

Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the "Complete" button on the "Submission Summary" screen.

- Note: YHDP project applicants who have <u>never</u> submitted any type of application in *e-snaps* must first establish the organization as a Project Applicant in *e-snaps*. An organization will establish itself as a Project Applicant **one time only**.

This section in the Renewal Project Application navigational guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.

Resource	*For step-by-step instructions on establishing a new Project Applicant Profile or updating an existing one, see the Project Applicant Profile Navigational Guide at* https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf.

- **Access the Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.

- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

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

  For questions about the NOFO, competition, and applications, contact CoCNOFO@hud.gov.

Resource	*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have* ***two separate Applicant Profiles****—a Collaborative Applicant Profile and a Project Applicant Profile.*
	If you need assistance, contact the e-snaps HUD Help Desk at e-snaps@hud.gov.

Establish the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Project Application screens. This section covers the following:

- Funding Opportunity Registration

- Projects

- Submissions

Funding Opportunity Registration

All YHDP Project Applicants must register the organization for the YHDP Project Application FY 2021 funding opportunity. Registering for the funding opportunity enables YHDP Project Applicants to apply for YHDP renewal funds 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, including CoC Planning, New, Renewal, UFA Costs, and YHDP.
	On this screen, you are indicating your intent to apply for a specific type of grant.

Steps

1. Confirm the correct Applicant is listed in the Applicant field.

2. Select "Funding Opportunity Registrations" on the left menu bar.

3. Identify the Funding Opportunity and select the "Register" icon to the left of "YHDP Project Application FY 2021."

4. The "Funding Opportunity Details" screen appears.

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.

Creating the Project Application Project

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

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

Terminology	*"Creating a Project" means "giving the project application a name."*
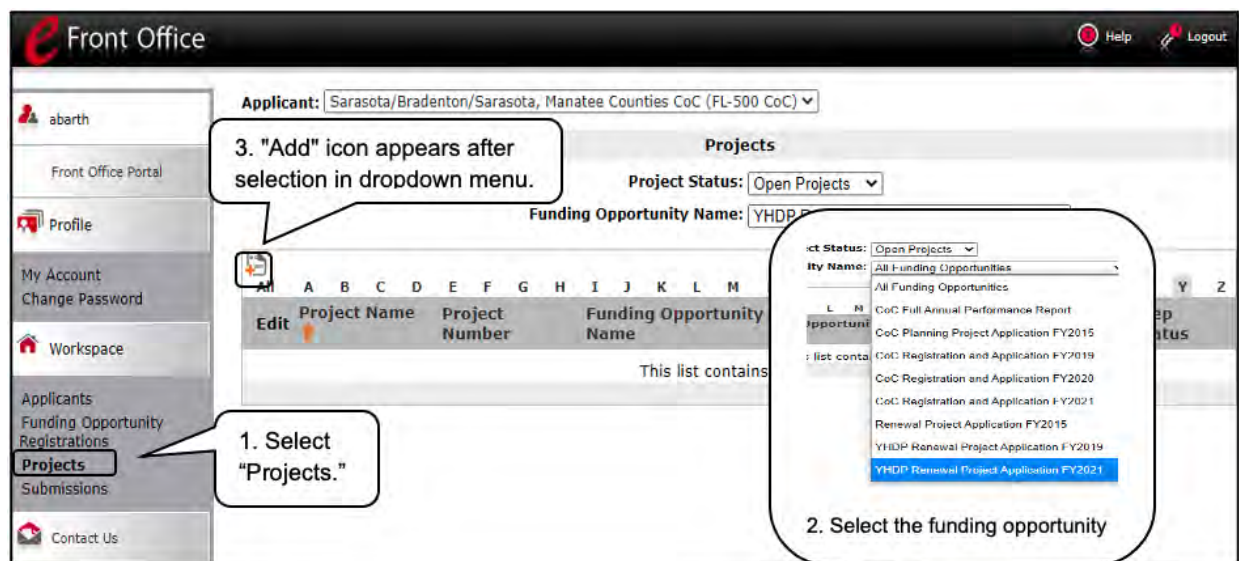
Steps

1. Select "Projects" on the left menu bar.

2. The "Projects" screen will appear.

3. Select "YHDP 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 will appear.

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

Steps

1. On the "Create a Project" screen, the "Funding Opportunity" and "Applicant" fields will be pre-populated.

2. In the "Applicant Project Name" field, enter the name of the project.

   - Enter the project name that is being renewed that will appear in the grant award letter.

3. Select "Save & Back" to return to the "Projects" screen.

4. The project name is listed in the menu.

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

Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the YHDP Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the YHDP Project Application screens 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.

2. The "Submissions" screen will appear.

3. Locate the Project Application project you established.

   - Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).

   - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."

4. Continue with the instructions in the next section for completing the YHDP Project Application.

FY 2021 Project Application

This section identifies the steps for completing the YHDP Renewal Project Application screens in *e-snaps*.

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

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

- *Select "Back to Submissions List."*

- *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*

- *Ensure that the Applicant Profile is in "edit" mode.*

- *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*

- *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*

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

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

- *Log out of e-snaps.*

- *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and save. If the information is correct, then edit it to something that is incorrect, save it, then change it back and save it.*

- *Navigate to the "Submission Summary" and select "Complete."*

- *Log out of e-snaps.*

- *Log in again. Navigate to your Project Application. The information should be updated.*

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

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

Accessing the Renewal Project Application

Access the YHDP (Renewal) Project Application through the "Submissions" screen.

Steps

1. Select "Submissions" on the left menu bar.

2. The "Submissions" screen will appear.

3. Select the "Folder" icon 📁 to the left of the Project Application Name you established with the Funding Opportunity Name "YHDP Project Application FY 2021."

4. The "Before Starting" screen will appear.

YHDP Renewal Project Application

Before Starting the Renewal Project Application

Before you begin the FY 2021 YHDP Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

Steps

1. Select "Next."

Back to Submissions List	*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.*
	From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.

YHDP Renewal 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 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.

   - In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "YHDP Project Application."

2. Leave fields 4, 5a, 6, and 7 blank.

3. In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number:

   - Review the final Grant Inventory Worksheet (GIW): https://www.hud.gov/program_offices/comm_planning/coc/competition/giws.

   - Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.

4. Select "Save & Next" to continue to the next screen.

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 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Step

1. Verify that all the information on this screen is complete and accurate.

2. Select "Next" at the bottom of the screen to move to the next screen.

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.

1C. Application Details

The following steps provide instruction on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.

    - Field 9 pre-populates from the Project Applicant Profile.

    - Fields 10, 11, and 12 pre-populate and cannot be edited.

2. Leave field 13 blank.

3. Select "Next" to continue to the next screen.

NOTE: *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.*

1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

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 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.

Editing the Project Name in Field 15	*To make changes to field 15, return to the "Projects" screen to edit the name:*
	- *From the left menu bar, select "Back to Submissions List."*
	- *From the left menu bar, select "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 YHDP Renewal Project Application and continue back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.

1D. Congressional Districts (continued)

Steps

1. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.

   - If the 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.

2. 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 to make more than one selection.

   - Using the single arrow key, move your selection from the left box to the right box.

3. In field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields using the "Calendar" [icon] icon function.

   - These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW.

   - For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.

4. Field 18 "Estimated Funding" cannot be edited.

5. Select "Save & Next" to continue to the next screen.

1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile."

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" 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.

   - If the State or U.S. Territory does not require review of the Project Application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."

   - If "Program is not covered by E.O. 12372" is selected, you will not be able to access the Project Application.

2. In field 20, select "Yes" or "No" to indicate whether the Applicant is delinquent on any federal debt.

   - If "Yes," an explanation must be entered in the field provided.

3. Select "Save & Next" to continue to the next screen.

> To access the lists of those states that have chosen to participate in the intergovernmental review process, please visit https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 21, verify that the Authorized Representative information is complete and accurate.

2. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2021 YHDP Renewal Project Application.

    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 renewal Project Application is selected for conditional award.

3. Select "Save & Next" to continue to the next screen.

NOTE:	*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.*
	To revise the Project Applicant Profile, see the instructions under the Submitting the Project Application section of this guide.

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, YHDP, 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).

The "How to Complete the HUD Form 2880 in *e-snaps*" resource is available at:

- https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-*e-snaps*/.

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

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

Steps

1. Review the "How to Complete the HUD Form 2880 in *e-snaps"* resource.
2. Complete the HUD Form 2880.
3. Select the check box to certify.
4. Select "Save & Next" to continue to the next screen.

1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (*) on the " HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY 2021 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Steps

1. Verify that the pre-populated information is complete and accurate.

2. Review certifications a through g.

3. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2021 YHDP Renewal Project Application is correct.

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

4. Select "Save & Next" to continue to the next screen.

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.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Verify that the Authorized Representative information is complete and accurate.

2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.

3. Additional questions will appear (see next pages).

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.

If "No" Lobbying Activities

Steps

1. If the answer to the question about lobbying activities is "No," review the pre-populated data.

2. Select the box stating 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.

If "Yes" Lobbying Activities

Steps

1. If the answer to the question about lobbying activities is "Yes," review the pre-populated data in fields 1, 2, and 3.

2. In field 4, indicate that the reporting entity is the Prime.

   Note: 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 text must be entered.

If "Yes" Lobbying Activities (continued)

Prime is the Required Selection:	The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient.
	The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.
	The subrecipient NEVER submits the Project Application.

Steps (continued)

7. After completing the questions, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.

8. Select "Save & Next" to continue to the next screen.

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.

Steps

1. Review the information on this screen, including assurances 1 through 19.

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.

Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, drawing funds quarterly from eLOCCS, etc.

The following steps provide instruction on completing all of the mandatory fields marked with an asterisk (*) on the "Recipient Performance" screen of the FY 2021 Project Application.

The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project.

The information provided on this screen will be verified by HUD.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Select "Yes," "No," or "Not Applicable" from the dropdown menu for each field on the screen.

   Depending on the selection, additional fields will appear, as identified in the screen capture on the next page.

Recipient Performance (continued)

Steps (continued)

2. In field 1, select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether you have successfully submitted the APR on time for *the most recently expired grant term* related to this renewal project request.

    - If you select "No," field 1a will appear. Describe why you did not submit your APR on time.

    - If you select "Not Applicable," field 1a will appear. Describe why submitting your APR on time is not applicable.

3. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning *any previous grant term* related to this renewal project request.

    - If you select "Yes," fields 2a and 2b will appear.

    - In field 2a, enter the date HUD or OIG issued the oldest unresolved finding(s) in the appropriate fields using the "Calendar" icon function.

    - In field 2b, explain why the finding(s) remain unresolved.

4. In field 3, select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project.

    - If you select "No," field 3a will appear. Explain why CoC Program funds are not drawn quarterly.

5. In field 4, select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for *the most recently expired grant term* related to this renewal project request.

- If you select "Yes," field 4a will appear. Explain the circumstances that led HUD to recapture funds.

6. Select "Save & Next" to continue to the next screen.

YHDP Renewal Grant Consolidation Screen

The FY 2021 CoC Competition will continue offering opportunities to consolidate CoC projects. A few changes have occurred that differentiate the process from FY 2019.

1. YHDP Consolidations will submit individual applications.

   a. YHDP Consolidations will ONLY submit individual YHDP renewal project applications, identifying the YHDP renewal application that will survive and the YHDP renewal applications that will terminate. Up to 10 grants may be included in a YHDP consolidation.

2. HUD HQ will combine the data (e.g., units, budgets) for YHDP Consolidation requests from the YHDP individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

As a reminder, YHDP projects are only eligible to consolidate with other YHDP projects.

All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2022 as confirmed on the FY 2021 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE, or HMIS).

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

For more information about the consolidation process, refer to the FY 2021 CoC Program NOFO as well as the "Consolidating Projects" section of the HUD Exchange *e-snaps* page at:

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

- https://www.hudexchange.info/programs/*e-snaps*/

Steps
1. In field 1, select "Yes—Individual Application in a Renewal Grant Consolidation" or "No" from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2021 CoC Program Competition.

   - If "No," select "Save & Next" to continue to the next screen.

   - If "Yes," field 2 will appear.

The Project Application is an Individual Application in a Renewal Grant Consolidation

The Consolidation is the Surviving Grant

Steps

1. In field 2, select from the dropdown menu whether the project is the Surviving or the Terminating grant.

   - If the project is the Surviving grant, additional fields will appear. Please complete the renewal grant consolidation table and check the acknowledgment boxes.

The Consolidation is the Terminating Grant

Steps (continued)

- If the project is the <u>Terminating</u> grant, fields 1a and 1b will appear. Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the Surviving grant in FY 2021 for the consolidation. Then check the acknowledgment box.

2. Select "Save & Next" to continue completing the remainder of this individual project application.

> *You can also refer to the following resources for more information:*
>
> - *Consolidating Eligible Renewals During the CoC Program Competition:*
>   *https://www.hudexchange.info/programs/e-snaps/*
>
> - *e-snaps FAQs, keyword "consolidation:"*
>   *—FAQs (pre-FY21):*
>   *https://www.hudexchange.info/e-snaps/faqs/*
>   *—FAQs (FY21):*
>   *https://www.hud.gov/program_offices/comm_planning/coc/competition*

Part 2. Subrecipient Information

2A. Project Subrecipients

> ❗ *Remember, applicants must complete Part 1: SF-424, including the Recipient Performance screen and the Renewal Grant Consolidation screen, before Parts 2 through 7 will appear.*

This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Subrecipient Information** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. The first step depends on whether your project has subrecipients.

    - If your project does not have any subrecipients, select "Next" to continue to the next screen.

    - If your project does have subrecipients, select the "Add" icon 🗐 to add a subrecipient.

2. The "2A. Project Subrecipients Detail" screen will appear.

2A. Project Subrecipients Detail

Steps

1. In field a, enter the legal name of the subrecipient organization.

2. In field b, indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.

   Options include: State Government; County Government; City or Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institution of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103),); and public housing agencies, as such term is defined in 24 CFR 5.100.

   Note: If the organization type does not appear on the list, it is not an eligible subrecipient.

   Nonprofit subrecipients (those who select options M or N) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *e-snaps* using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.

3. In field c, enter the subrecipient's 9-digit TAX ID/EIN number.

4. In field d, enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable).

5. In field e, enter the subrecipient's physical address, city, state, and zip code.

2A. Project Subrecipients Detail (continued)

Steps (continued)

6. In field f, select the Congressional district(s) in which the subrecipient is located.

   - Highlight one district, or hold the CTRL key to make more than one selection.

   - Using the single arrow key, move your selection from the left box to the right box.

7. In field g, select "Yes," or "No" to indicate whether the subrecipient is a faith-based organization.

8. In field h, select "Yes" or "No" to indicate whether the subrecipient has ever received a federal grant.

9. In field i, enter the total amount of funds that the Project Applicant expects to award to this subrecipient.

   - The amount must be in whole dollars (i.e., no decimals).

   - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.

10. In field j, enter the information of the subrecipient's Contact Person, including:

   - Prefix (from the dropdown menu).

   - First Name, Middle Name, Last Name, Suffix (optional), and Title.

   - Email address.

- Phone number, starting with area code.

- Extension (optional).

- Fax number (optional), starting with area code.

11. To add another subrecipient, select "Save & Add Another" and repeat steps 1–10.

12. When you are finished, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.

Steps (continued)

13. Review the "2A. Project Subrecipients" screen.

- 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 ⊗ .

14. When you are finished reviewing the list, select "Next" to continue to the next screen.

NOTE:	*Someone whose contact information is entered in e-snaps on the "Project Subrecipient" screen does not automatically have access to e-snaps.*
	Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization's application, may enter information in the Project Applicant Profile and all Project Applications associated with this Project Applicant Profile.
	Under no circumstances should a subrecipient complete the Project Application on the Project Applicant's behalf.
	Refer to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at:
	• *https://www.hudexchange.info/programs/e-snaps/*

Part 3. Project Information

3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Projects" screens in **Part 3: Project Information** of the FY 2021 Project Applicants—Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (*) on the "Project Detail" screen of the application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, verify that the "Expiring Grant Number" field populated with information from the "Federal Award Identifier" field on the "1A. Application Type" screen.

2. In field 2, select your "CoC Number and Name" from the dropdown menu.

3. In field 3, verify your "CoC Collaborative Applicant Name" from the dropdown menu.

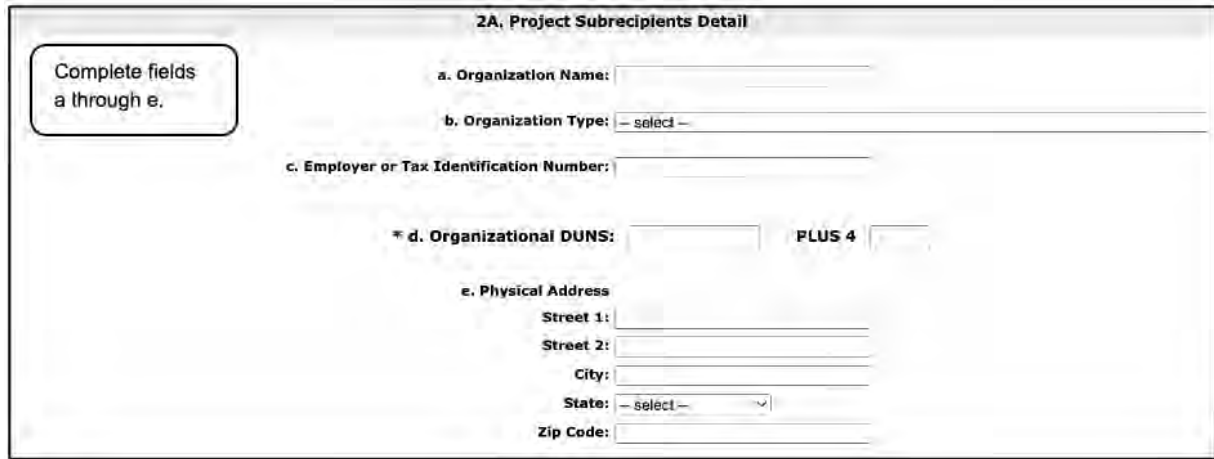| CoC Name and Number	*You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your Renewal Project Application will be submitted.*
	If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.
"No CoC"	*"No CoC" can only be selected if your CoC did not register for the FY 2021 CoC Competition or your project is located in a geographic area that is unclaimed.*
	If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area.
	See the About Grantees page: https://www.hudexchange.info/grantees/

Steps (continued)

4. In field 4, verify that the name of your project correctly populated with the project name listed on your "Projects" screen.

   If the project name is incorrect, follow the instructions in the following note box.

Incorrect Project Name	*If the project name is incorrect:*
	• *Select the "Save" button to save responses on this screen.*
	• *Select "Back to Submissions List" on the left menu bar.*
	• *Select "Projects" on the left menu bar.*
	• *Select the "View" icon to the left of your project to open the "Project Details" screen.*
	• *In the "Project Name" field, type in the correct name of the project and select the "Save" button.*
	Return to the Renewal Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.

5. In field 5, the "Project Status" automatically defaults to the "Standard" option and should not be changed.

3A. Project Detail (continued)

Steps (continued)

6. In field 6, select the project "Component Type" from the dropdown menu. Component types include PH, Joint TH & PH-RRH, SH, TH, SSO, HMIS, and other.

   Note: The component type determines what questions will appear on other forms on this screen and throughout the Project Application.

   - If you select "PH" from the dropdown menu, field 6a and field 9 will appear.

     In field 6a, select the type of PSH project: "PSH" or "RRH" to identify what the project will provide.

     In field 9, select "Yes" or "No" to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.

   - If you select "Joint TH & PH—RRH," from the dropdown menu, field 9a will appear.

     In field 9, select "Yes" or "No" to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.

   - If you select "SSO" from the dropdown menu, field 6a will appear.

     In field 6a, select the original type of SSO project from the dropdown menu. Options include "Street Outreach," Housing Project or Housing Structure Specific," "Coordinated Entry," Standalone Supportive Services," and "None." Continue to the next step.

   - If you select "SH," "TH," "HMIS," or "Other" from the dropdown menu, no additional fields appear. Continue to the next step.

7. In field 7, select "Yes" or "No" from the dropdown menu to indicate whether your agency or expected subrecipient is a victim service provider as defined in 24 CFR 578.3.

8. In field 8, select "Yes" to indicate that the project was funded under YHDP. YHDP renewal projects must select "Yes."

9. Select "Save & Next" to move to the next screen.

> *The component type determines what questions will appear on other forms throughout the Project Application.*
>
> - *PH (PSH or RRH)*
> - *Joint TH & PH—RRH*
> - *SH*
> - *TH*
> - *SSO*
> - *HMIS*
> - *Other*

3B. Project Description

The following pages provide instruction on completing mandatory fields marked with an asterisk (*) on the "Project Description" screen for **Part 3: Project Information** of the FY 2021 Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term. Visibility of the project description questions will be based on the applicable component type.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

> **!**
>
> *Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.*
>
> *See the following pages for instructions:*
>
> - *3B. Permanent Housing - PSH and RRH, Transitional Housing, Joint TH and PH-RRH, Save Haven, and HMIS projects*
> - *3B. Supportive Services Only projects*

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.

3B. PH Projects; TH Projects, Joint TH and PH-RRH Projects, Safe Haven, and HMIS Projects

The following instructions apply to screen 3B. Project Description for PH projects; TH Projects, SH Projects, and HMIS projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, provide a description of the entire scope of the proposed project.

2. In field 2, check the appropriate box(s) if this project If your project will have a specific population focus.

   - Check all of the boxes that apply.

   - Select "N/A" if the project serves all subpopulations.

Steps (continued)

3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.

4. In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.

   • If you check the first four boxes, the project will be considered low-barrier.

   • Select "None of the above" to indicate that these barriers exist at the time of application.

5. In field 3c, select the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.

   • If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.

   • Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.

6. Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

   Note: See the FY 2021 CoC Program NOFO regarding requirements for Housing First at https://www.hud.gov/program_offices/comm_planning/coc/competition.

7. Select "Save & Next" to continue to the next screen.

3B. SSO Projects

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, provide a description that addresses the entire scope of the proposed project.

2. In field 2, check the appropriate box(es) if the project will have a specific subpopulation focus.

   • Select all the boxes that apply.

3. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.

Steps (continued)

4. In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. Select all that apply.

    *   If you check the first four boxes, this project will be considered low-barrier.

    *   Select "None of the above" to indicate that these barriers exist at the time of application.

5. In field 3c, check the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.

    *   If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.

    *   Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.

6. Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

    Note: See the FY 2021 CoC Program NOFO regarding requirements for Housing First at:

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

Steps (continued)

7. If you selected "SSO—Coordinated Entry" in Screen 3A: Project Detail, then fields 4a through 4g will appear.

   - In field 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.

   - In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be affirmatively marketed and easily accessible.

   - In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

   - In field 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.

   - In field 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and services.

   - In field 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations and whether those differences are limited only to the following five groups: Individuals, Families, Unaccompanied Youth, DV, and Persons at Risk of Homelessness.

   - In field 4g, select "Yes" or "No" to indicate if the coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinate and integrate with mainstream health, social services, and employment programs.

8. Select "Save & Next" to continue to the next screen.

YHDP Renewal Project Application

Youth Homeless Demonstration Projects

The following instructions are for the Youth Homeless Demonstration Projects screen.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, select "Yes" or "No" to indicate if your project is a diversion project.

   - If "Yes," field 1a will appear. Select all of the boxes that apply.

   - If you select "Other," click "Save." A text box will appear. Provide a description of the specific type of housing problem-solving activities in the text box provided.

2. In field 2, select "Yes" or "No" to indicate if your project is a Host Homes Project.

3. In field 3, select the specific population types addressed in this project.

   - Select all of the boxes that apply.

   - If you select "Other," click "Save." A text box will appear. Provide a description of the specific type of population served in the text box provided.

Steps (continued)

4. In field 4, select "Yes" or "No" to indicate if your project plans to use Rental Assistance in the 2021 CoC Competition. If you select "Yes," fields 4a–4d will appear.

    - In field 4a, select "Yes" or "No" to indicate if this project will use Rental Deposits.

    - In field 4b, select "Yes" or "No" to indicate if the project will cover the first month's rent.

    - In field 4c, select "Yes" or "No" to indicate if the project will provide short-term rental assistance

    - In field 4d, select "Yes" or "No" to indicate if the project will provide medium-term rental assistance.

5. In field 5, select "Yes" or "No" to indicate if your project was awarded a waiver in the last YHDP or CoC Competition.

    - If "Yes," field 5a will appear. In field 5a, list the activity(s) approved in the waiver and the date of approval letter from HUD.

    - Attach a copy of the waiver in the 7A. Attachments screen.

6. In field 6, select "Yes" or "No" to indicate if your project plans to apply for a waiver in the 2021 CoC Competition.

    - If "Yes, field 6a will appear. Describe the activity(s) for which you are requesting a waiver of YHDP Special Activity(s).

    - Attach all documents related to the YHDP Special Activity in the 7A. Attachments screen.

    - If your YHDP project received approval for a waiver or YHDP Special Activity, you must attach a new waiver or YHDP Special Activity request to the FY 2021 YHDP renewal project application.

7. Select "Save & Next" to continue to the next screen.

Part 4. Housing, Services, and HMIS

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2021 Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

4A. Supportive Services for Participants

The supportive services on this screen should match the previously approved services for this project that is under grant agreement, or grant agreement as amended.

Steps

1. In field 1, using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

4A. Supportive Services for Participants (continued)

Steps (continued)

2. In field 2, select "Yes" or "No" to indicate whether the project provides transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs.

3. In field 3, select "Yes" or "No" to indicate whether the project conducts annual follow-ups with program participants to ensure mainstream benefits are received and renewed.

4. In field 4, select "Yes" or "No" to indicate whether program participants have access to SSI/SSDI technical assistance provided by the project applicant, a subrecipient, or a partner agency.

   - If "Yes," is selected, field 4a will appear. In field 4a, select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance has completed SOAR training in the last 24 months.

5. Select "Save & Next" to continue to the next screen.

4A. HMIS Standards (HMIS)

The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on the "3A. Project Detail screen). Only HMIS projects should complete these screens unless otherwise notified. All other YHDP renewal project types can skip this screen and move to Screen 4B. Housing Type.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.

   - If you answered "No" in field 1, field 1a will appear. In field 1a, explain why and discuss the planned steps for correction.

2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is able to produce all HUD-required reports and provide data as needed for HUD reporting.

   - If you answered "No," in field 2, field 2a will appear. In field 2a, explain why and discuss the planned steps for correction

3. In field 3, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all federal partners including HUD, Veterans Affairs (VA), and Health and Human Services (HHS).

   - If you answered "No" in field 3, field 3a will appear. In field 3a, explain why and discuss the planned steps for achieving this.

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.

4A. HMIS Standards (HMIS) (continued)

Steps (continued)

4. In field 4, select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently provide the CoC with an unduplicated count of program participants receiving services in the CoC.

5. In field 5, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a staff person responsible for ensuring the implementation meets all privacy and security standards as required by HUD and the federal partners.

6. In field 6, select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.

7. In field 7, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.

8. In field 8, select "Yes" or "No" from the dropdown menu to indicate if your organization has a process in place to remove licenses for former users who no longer need access to HMIS (e.g., leave their job, fired, etc.).

   - If you answered "Yes" in field 8, field 8a will appear. In field 8a, select from the dropdown menu to indicate how long it takes to remove access rights for former HMIS users. Options include: within 24 hours, within 1 week, within 2 weeks, within 1 month and longer than 1 month.

9. Select "Save & Next" to continue to the next screen.

4B. Housing Type and Location

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2021 Project Application.

Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description:

- HMIS and YHDP renewal projects with no housing (CoC or non-CoC funded).

- PH-PSH, PH-RRH, and SSO that is tied to housing.

- Joint TH and PH-RRH component renewal projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

> **!** ***Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.***
>
> *See the following pages for instructions:*
> - *4B. Housing Type and Location—HMIS and YHDP Renewal Projects with No Housing*
> - *4B. Housing Type and Location—PH-PSH, PH-RRH, and SSO that is tied to Housing*
> - *4B. Housing Type and Location—Joint TH & PH-RRH*

4B. Housing Type and Location—HMIS and YHDP Renewal Projects with No Housing

The following screen, 4B. Housing Type and Location, applies to HMIS and YHDP Renewal projects with no housing (CoC- or non-CoC-funded). This screen is based on the components selected on screen 3A. Project Detail and 3B. Project Description.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Click the "Add" icon to open the 4B. Housing Type and Location Detail screen.

2. In field 1, Housing Type, select "None" from the dropdown menu. The screen will refresh.

3. Select "Save & Back to List."

4. Select "Next" to continue to the next screen.

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4B. Housing Type and Location—PH-PSH, PH-RRH, and SSO that is tied to Housing

The following screen, 4B. Housing Type and Location, applies to PH-PSH, PH-RRH, and SSO that is tied to housing. This screen is based on the components selected on screen 3A. Project Detail and 3B. Project Description.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon .

2. The "4B. Housing Type and Location Detail" screen will appear.

4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing

4B. Housing Type and Location Detail

Select a housing type from the dropdown menu.

* 1. Housing Type: -- select --

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

* a. Units:

* b. Beds:

* 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?

* 4. Beds for Youth:

3. In field 1, select the housing type from the dropdown menu that most closely resembles the type of housing the project provides. Choices include:

- Barracks
- Dormitory, shared or private rooms
- Shared housing
- Single Room Occupancy (SRO) units
- Clustered apartments
- Scattered site apartments (including efficiencies)
- Single-family homes/townhouses/duplexes
- None

4. In fields 2a and 2b, enter the maximum number of units and beds available for project participants at the selected housing site.

5. In field 3, indicate how many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless.

6. In field 4, enter the number of beds for youth.

4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing (continued)

Steps (continued)

7. In field 5, enter the physical address for this proposed project.

8. In field 6, select the geographic area(s) associated with the address.

9. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 8.

10. After you have entered all of the housing types and locations for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

11. To view and edit, select the "View" icon 🔍. To delete, select the "Delete" icon ⊗.

12. When your list is complete, select "Next" to continue to the next screen.

NOTE:	On the "4B. Housing Type and Location" screen, review the information you entered for each housing type.

> • To edit the information on the "Housing Type and Location" screen, select the "View" icon 🔍 to the left of the housing type. Make any necessary changes and select "Save & Back to List."
>
> • To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon ⊗ to the left of the housing type.

4B. Housing Type and Location—Joint TH & PH-RRH

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

This screen captures the number of units and beds for both the TH and PH-RRH portions of this project and should match the previously approved information for this project that is under grant agreement, or grant agreement as amended.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. To begin adding information to this list, add a housing site by selecting the "Add" icon .

2. The "4B. Housing Type and Location Detail" screen appears.

4B. Housing Type and Location Detail—Joint TH & PH-RRH

Steps

1. In field 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project the housing type is for.

   - If "TH" is selected, field 1a will appear. In field 1a, select "Yes" or "No" from the dropdown menu to indicate if the TH portion of the project has private rooms for each household.

2. In field 2, from the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. Choices include:

   - Barracks
   - Dormitory, shared or private rooms
   - Shared housing
   - Single Room Occupancy (SRO) units
   - Clustered apartments
   - Scattered site apartments (including efficiencies)
   - Single-family homes/townhouses/duplexes.
   - None

     Note: If "None" is selected, the form will truncate and no other questions will appear. Select "Save & Next" to continue to the next screen.

3. In field 3, identify the funding source for the unit and beds from the dropdown menu. Choices include:

   - CoC
   - ESG
   - Section 8
   - HUD-VASH
   - Mixed Funding—*select this option if the funds are from multiple sources*
   - Other

     Note: If "Other" is selected, an "Other Funding Source" field will appear. In this field, please identify the other funding source.

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

> **4. Indicate the maximum number of units and beds available for program participants at the selected housing site.**
>
> * a. Units: [   ]
>
> * b. Beds: [   ]
>
> * 5. Beds for Youth: [   ]
>
> **6. Address:**
>
> Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.
>
> * Street 1: [   ]
>
> Street 2: [   ]
>
> * City: [   ]
>
> * State: [-- select -- ▾]
>
> * ZIP Code: [   ]

Steps (continued)

4. In fields 4a and 4b, enter the maximum number of units and beds available for project participants at the selected housing site.

5. In field 5, enter the number of beds available for youth.

6. In field 6, enter the physical address for this proposed project.

7. In field 7, select the geographic area(s) in which the project is located.

   - Highlight one geographic area, or hold the CTRL key to make more than one selection.

   - Using the single arrow, move your selection from the left box to the right box.

8. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 7.

9. After you have entered all housing types and locations for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.

10. When your list is complete, select "Next" to continue to the next screen.

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NOTE: On the "4B. Housing Type and Location" screen, review the information you entered for each housing type.

- *To edit the information on the "Housing Type and Location" screen, select the "View" icon* 🔍 *to the left of the housing type. Make any necessary changes and select "Save & Back to List."*

- *To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon* ❌ *to the left of the housing type.*

Preface to Part 5: Participant Screens

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

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

NOTE: (1)	*The data gathered on these "Project Participants" screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).*
NOTE: (2)	*Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.*
NOTE: (3)	*For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*
NOTE:	*See also the Additional Guidelines for 5A. Project Participants—Households and 5B. Project Participants—Subpopulations subsection on the next page.*

Additional Guidelines for 5A. Program Participants—Households and 5B. Project Participants—Subpopulations

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

These guidelines also apply to the other two Household Types—Adult Households Without Children and Households With Only Children.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

5A. Program Participants—Households

The "Total Persons" field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B.

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

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

5B. Program Participants—Subpopulations

Field Calculations	Refer to the following guidance about the calculations in the rows and columns:
	• While individuals may be shown under more than one sub-population—in addition to being either a chronically homeless non-veteran, a chronically homeless veteran, or a non-chronically homeless veteran—column 10, "Persons not represented by listed sub-populations," is mutually exclusive. If someone is listed in column 10, the person cannot be listed in any of columns 1 through 9.
	For example, in a project with 15 adults, if one adult is listed under column 10, the column total for each individual column (for columns 1 through 9) cannot exceed 14 individuals.

Part 5. Program Participants

5A. Program Participants—Households

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Under the "Households" section, enter the total number of households for each household type.

2. Select "Save" and the system will calculate the total for the "Total Number of Households" field.

3. Under the "Characteristics" section, enter the number of persons by household type for each demographic row.

4. Select "Save" and the system will calculate the remaining fields in the columns and totals for each demographic based on the values you entered.

5. Select "Save & Next" at the bottom of the screen once all information is complete on this screen.

5B. Program Participants—Subpopulations

The following steps provide instructions on completing the "Program Participants—Subpopulations" screen for **Part 5: Program Participants** to indicate the number of persons served at maximum program capacity at a single point in time as well as the characteristics/status, according to their respective household types.

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

- The first three columns that are in dark gray, along with column 10 "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).

- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 4 through 9.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics of each person in the project on any given day.

2. Select "Save" and the system will calculate all totals based on the values you entered for each subpopulation.

3. Select "Save & Next" once all information is complete on this screen.

NOTE: **Subpopulations**	• *Chronically Homeless includes disabled adults in households with or without children.* • *Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the "Chronically Homeless Veterans" column.*

Preface to Part 6: Budget Information

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

- **Rental Assistance**. There is only one rental assistance screen to use for short-/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.

- **Fair Market Rents (FMRs).** Project Applicants will apply for projects in the FY 2021 CoC Program Competition using the FY 2020 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2021 application process, GIWs will also use FY 2020 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY 2021 application submission deadline.

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

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

- "Part 1—SF-424"

- "Part 3—Project Information, 3A. Project Detail" screen

- "Homeless Youth Demonstration Projects" screen

- "Part 6—Budget Information, 6A. Funding Request" screen

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Part 6: Budget Information

This section captures the budget information for the project application.

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

- Whether your project is a new or renewal project, as reflected on screen **1A. Application Type**.

- The component type selected on screen **3A. Project Detail.**

  o If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.

- The items you select on the **Youth Homeless Demonstration Projects** screen.

- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

Regardless of the items selected on the screens noted above, the only budget screens that will appear are:

- **6B. Leased Units Budget**, if you checked "Leased Units" on Screen 6A.

- **6C. Leased Structures Budget**, if you checked "Lease Structures" on Screen 6A.

- **6D. Rental Assistance Budget**, if you checked "Rental Assistance" on Screen 6A.

- **6E. Supportive Services Budget**, if you checked "Supportive Services" on Screen 6A.

- **6F. Operating Budget**, if you checked "Operating" on Screen 6A.

- **6H. HMIS Budget,** if you checked "HMIS" on Screen 6A.

All projects will complete these budget screens:

- **Screen 6A. Funding Request.**

- **Screen 6H. Match.**

- **Screen 6I. Summary Budget.**

  Note: The only item that can be entered on the Summary Budget is Admin (up to 10 percent). All other budget items are automatically populated from the other budget screens.

The information for your project application's budget must match your current grant agreement or grant agreement as amended.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

> **NOTE:** *You will only be able to enter a number in a category on 6I. Budget Summary if you selected it on the 6A. Funding Request screen.*

YHDP Renewal Project Application

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

Renewal Projects:
Possible Component Types and Eligible Activities

PH (PSH)	PH (RRH)	SH	TH	SSO	HMIS	Joint TH/PH-RRH
Leased Units	(n/a)	Leased Units	Leased Units	(n/a)	(n/a)	Leased Units
Leased Structures	(n/a)	Leased Structures	Leased Structures	Leased Structures	(n/a)	Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance	(n/a)	Short-term/Medium-term Rental Assistance	(n/a)	(n/a)	Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	(n/a)	Supportive Services
Operations	(n/a)	Operations	Operations	(n/a)	(n/a)	Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

6A. Funding Request

This screen requests information on whether your renewal project intends to use indirect costs, the renewal grant term, and the Budget Line Items (BLIs) for which funding is being requested.

The activities you select on this screen will determine the budget categories that *e-snaps* will require you to enter, which will then appear on the 6I. Summary Budget screen.

This screen shows only the eligible costs applicable for renewal projects, not including Admin (up to 10 percent). The cost selection must match your current grant agreement, or grant agreement as amended.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.

- If you select "Yes," in field 1, then field 1a will appear. In field 1a, complete the indirect cost rate schedule.

  Note: Indirect cost rate proposals should be submitted as soon as you are notified of a conditional award. Conditional award recipients will be asked to submit the proposal or approved rate during the *e-snaps* post-award process. Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

2. In field 2, the grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.

3. In field 3, select all of the eligible costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.

4. Select "Save & Next" to proceed to the next screen.

6B. Leased Units Budget

The "Leased Units Budget" screen is applicable when **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the project applicant must complete the Rental Assistance budget, not the Leased Units budget.

The following steps provide instructions on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. To add information to this list, select the "Add" icon 📑 above the word "All" at the left side of the alphabetic listing to open the "Leased Units Budget Detail" screen.

2. The "Leased Units Budget Detail" screen will appear.

Leased Units Budget Detail

Steps

1. In the dropdown menu, select the FMR area in which the project is located.

2. In the "Leased Units Annual Budget" column, enter the number of units of each bedroom size for which the project is requesting leased units assistance.

3. In the "Total Request" column, enter the amount of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent grant agreement or grant agreement as amended.

4. The "Grant Term" field is populated with the grant term selected on the "6A. Funding Request" screen. The grant term for renewal projects must be one year only.

5. Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will automatically calculate.

6. If the project is housed in one structure, select "Save & Back to List" to return to the "Leased Units Budget" screen.

    - If the project is housed in more than one FMR area, select "Save & Add Another" and repeat steps 1 through 4 for each structure in the project for which you are requesting leased units funds.

7. Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

Completion of Leased Units Budget

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

Steps

1. Review the following items on the "Leased Units Budget" screen.

   - The "Leased Units Budget" screen should have been populated with your total Leased Units budget amount.

   - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.

2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.

   - If you want to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon   next to the appropriate entry.

   - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon   next to the appropriate entry.

   - If the list seems to be missing one or more items, select the "Add" icon and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.

3. When the list is complete, select "Next" to continue to the next screen.

6C. Leased Structures Budget

The "Leased Structures Budget" screen is applicable if you are leasing a structure. This screen is visible if you checked "Leased Structures" on Screen 6A.

The following steps provide instruction on completing the "Leased Structures Budget" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. To add information to this list, select the "Add" icon ⬚ above the word "All" at the left side of the alphabetic listing to open the "Leased Structures Budget Detail" screen.

2. The "Leased Structures Budget Detail" screen will appear.

Leased Structures Budget Detail

Leased Structures Budget Detail

Enter name and address of structure to be leased.

* Structure Name: Test Structure Name
* Street Address 1: 123 Any Street
Street Address 2:
* City: San Francisco
* State: California
* Zip Code: 94110

Enter HUD Paid Rent (per month), then click "Save" to calculate.

HUD Paid Rent (per Month): $2,400
12 Months: 12
Total Annual Assistance Requested: $28,800
Grant Term: 1 Year
Total Request for Grant Term: $28,800

Click "Save & Add Another" to add another structure.

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

When finished adding all structures, click "Save & Back to List."

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

Steps

1. Enter the structure name and address.

2. Enter the amount of HUD Paid Rent (per month).

3. Click "Save." The amount of leased funds will calculate by 12 months to populate the total request for the grant term.

4. If the project has another structure, click "Save & Add Another" to return to the "Leased Structures Budget" screen.

5. Once you completed all of the "Leased Structures Budget Detail" screens that your project requires, click "Save & Back to List" to return to the "Leased Structures Budget" screen.

Completion of Leased Structures Budget

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

Steps

1. Review the following items on the "Leased Structures Budget" screen.

    - The "Leased Structures Budget" screen should have been populated with your total Leased Structures budget amount.

    - The "Leased Structures Budget Detail" information you entered for each structure will appear as a separate entity under the "View" header.

2. After completing the "Leased Structures Budget Detail" screen(s) and reviewing the "Leased Structures Budget" screen, you may want to make changes.

    - If you want to view and edit any of the "Leased Structures Budget Detail" screens, select the "View" icon next to the appropriate entry.

    - If you have created a "Leased Structures Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.

    - If the list seems to be missing one or more items, select the "Add" icon and complete the additional "Leased Units Budget Detail" screen(s), as discussed previously.

3. When the list is complete, select "Next" to continue to the next screen.

6D. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short-/medium- or long-term) must complete the "Rental Assistance Budget" screen. If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the Project Applicant and the landowner, then the Project Applicant must complete the Leased Units budget, not the Rental Assistance budget.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. To add information to this list, select the icon 🔁 to open the "Rental Assistance Budget Detail" screen.

   Note: The Renewal Project Application screen 6C will only have two auto-fill rows since renewals by definition are only one year.

2. The "Rental Assistance Budget Detail" screen will appear.

Rental Assistance Budget Detail

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Select the "Type of Rental Assistance" from the following choices:

   - PRA (Project-based rental assistance).

   - TRA (Tenant-based rental assistance).

   - SRA (Sponsor-based rental assistance).

2. Select the metropolitan or non-metropolitan FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the "FMR Area" column.

3. Indicate whether the applicant is requesting rental assistance funding for less than the area's per-unit fair market rents.

4. Enter the number of units of each bedroom size for which the project is requesting rental assistance. The number of units for each unit size on this table must match your current grant agreement or grant agreement as amended.

Steps (continued)

5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed.

   - If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.

   - If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.

6. The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.

   - For renewal projects, the grant term may only be one year.

7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

8. If the project is requesting rental assistance for only one location, select "Save & Back to List" to return to the "Rental Assistance Budget" screen.

   - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each location in the project for which you are requesting rental assistance funds.

9. Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

Completion of Rental Assistance Budget

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

Steps

1. Review the following items on the "Rental Assistance Budget" screen.

    *   The "Rental Assistance Budget" screen should have auto-calculated with your total rental assistance request for the grant term.

    *   Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.

2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.

    *   If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon 🔍 next to the appropriate entry.

    *   If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon ⊗ next to the appropriate entry.

    *   If the list is missing one or more items, select the "Add" icon 🗎 and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.

3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

6E. Supportive Services Budget

The "Supportive Services Budget" screen is applicable if you are requesting supportive services. This screen is visible if you checked "Supportive Services" on Screen 6A.

The following steps provide instruction on completing the "Supportive Services Budget" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Enter the quantity and description of each service requested.

2. Enter the annual assistance request for each service requested.

3. Select "Save" and the annual amounts will automatically calculate.

4. Select "Save & Next" to continue to the next screen.

   Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the "4A. Services" screen. If necessary, return to this screen to complete any missing information.

6F. Operating Budget

The "Operating" screen is applicable if you are requesting operating costs. This screen is visible if you checked "Operating" on Screen 6A.

The following steps provide instruction on completing the "Operating" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Enter the quantity and description of each service requested.

2. Enter the annual assistance request for each service requested.

3. Select "Save" and the annual amounts will automatically calculate.

4. Select "Save & Next" to continue to the next screen.

   Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the "4A. Services" screen. If necessary, return to this screen to complete any missing information.

6G. HMIS Budget

The "HMIS Budget" screen is applicable if you are requesting operating costs. This screen is visible if you checked "HMIS" on Screen 6A.

The following steps provide instruction on completing the "HMIS Budget" screen of the YHDP Renewal Project Application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Enter the quantity and description of each service requested.

2. Enter the annual assistance request for each service requested.

3. Select "Save" and the annual amounts will automatically calculate.

4. Select "Save & Next" to continue to the next screen.

6H. Sources of Match

The following steps provide instruction on completing the "Sources of Match" screen of the new and renewal Project Applications.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether the project will generate program income to use as match.

   - If "Yes," fields 1a and 1b will appear.

   - In field 1a, describe the source of the program income.

   - In field 1b, estimate the amount of program income that will be used as match for this project.

   - Select "Save" to save fields 1a and 1b.

2. To add information to the list on the screen, select the "Add" icon 🗔 to open the "Sources of Match Details" screen.

3. The "Sources of Match Details" screen will appear.

Sources of Match Detail

Steps

1. In field 1, from the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.

   - If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

   - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.

2. In field 2, enter the type of source. Select "Government" or "Private" to denote the source of the contribution.

3. In field 3, enter the name of the entity providing the contribution. Be as specific as possible and include the office or grant program as applicable.

4. In field 4, enter the total dollar value of the written commitment.

5. If this is the project's only source of match, select "Save & Back to List" to return to the "Sources of Match" screen.

   - If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 4 for each source of match.

6. Once you have completed all of the "Sources of Match Detail" screens that your project requires, select "Save & Back to List."

Completion of Sources of Match

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

Steps

1. Review the following items on the "Sources of Match" screen.

    *   The "Sources of Match" screen should have auto-calculated with your total rental assistance request for the grant term.

    *   Each "Sources of Match Detail" screen you entered will appear as a separate entry under the "View" header.

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

    *   If you want to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon 🔍 next to the appropriate entry.

    *   If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon ⊗ next to the appropriate entry.

    *   If the list is missing one or more items, select the "Add" icon 🗐 and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.

3. If the list is complete, select "Save & Next" to continue to the next screen.

6I. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. The grant term for Renewal Project Applications is limited to one year.

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

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Review the total requested assistance funding amounts in the gray-shaded fields.

   - If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.

2. In the "Admin" field (line 7 for renewal projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."

3. Click "Save & Next" to continue to the next screen.

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

Part 7. Attachment(s) and Certification

7A. Attachment(s)

The "Attachment(s)" screen includes three links that allow you to upload and attach supplementary information to the project application.

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

- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.

  - **CoC Rejection Letter.** A project identified as an "Appeal" project on screen 3A. Project Details under "Project Status" is required to upload documentation to one of the "Other Attachment" screens. Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.

NOTE:	*If your project has not been rejected, the CoC Reject Letter does not pertain to you.*
	If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. Please visit the CoC Program Competition Resources page at https://www.hud.gov/program_offices/comm_planning/coc/competition.
	You will find a resource for Project Applicants that are submitting an Appeal.

  - **Consolidated Plan Certification.** Projects that are applying for CoC funds from a geographic area that is not claimed by a CoC and that has selected "No CoC" on Form 3A, must upload the HUD-2991 Certification of Consistency with the Consolidated Plan signed by the authorized official from the local or regional government.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Select the document name under Document Type.

2. The "Attachment Details" screen appears.

7A. Attachment Details

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

Steps

1. Enter the name of the document in the "Document Description" field.

2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.

   - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.

3. Select "Save & Back to List" to return to the "Attachments" screen.

4. After you have attached all of the attachments, on the "Attachments" screen, select "Next."

NOTE:	*To delete an uploaded attachment.*
	- *Select the "Delete" icon ⊗ that appears to the left of the document name.*
	- *Confirm the deletion in the pop-up window.*

7A. In-Kind Match MOU Attachment

If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an 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.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Select In-Kind Match MOU under Document Type.

2. The "Attachment Detail" screen appears. Select "Save & Back to List" to return to the "Attachments" screen.

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

Steps

1. Enter the name of the document in the "Document Description" field.

2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.

   • The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.

3. Select "Save & Back to List" to return to the "Attachments" screen.

4. On the "Attachments" screen, select "Next."
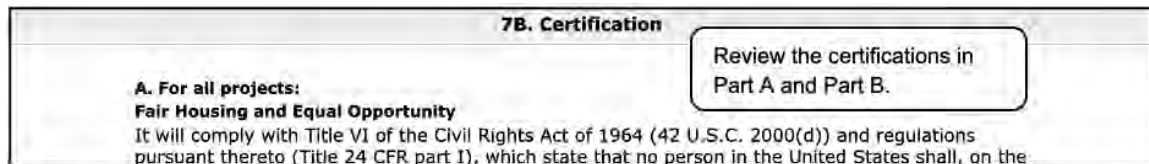
7B. Certification

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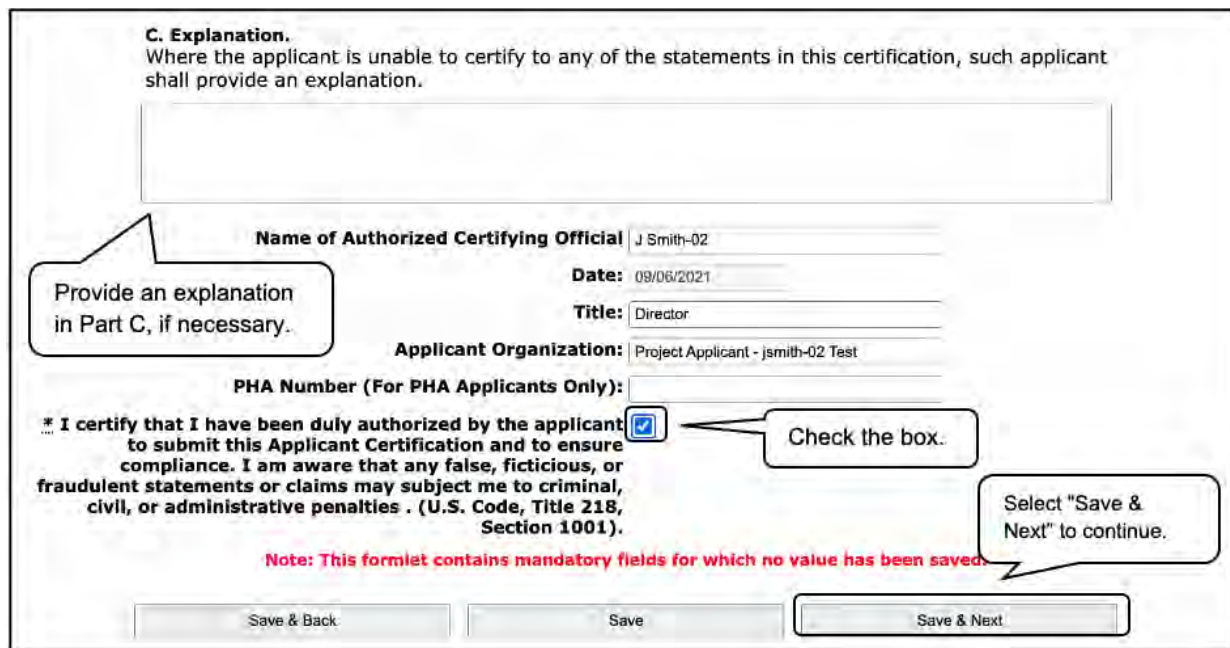
The following steps provide instruction on completing all mandatory fields marked with an asterisk (*) on the "Certification" screen of the application.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Steps

1. Review sections A and B on the screen.

2. If you are unable to certify any of these sections, provide an explanation in part C.

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. For PHA Applicants only, enter the PHA Number.

8. Review the certification statement and select the check box to the right of the certification statement.

9. Select "Save & Next" to continue to the next screen.

Part 8. Submission Summary

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

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

- A date if the screen is complete.

- "No Input Required" if there is no input required.

- "Please Complete" if more information is needed.

Users can go back to any screen by selecting the screen name on the left menu or 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 continue to the next step in the e-snaps system.*
	In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process.
	HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.

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

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant that the application is ready for their review.

Review the FY 2021 CoC Program Competition NOFO and the FY 2021 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

8B. Submission Summary

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

Steps

1. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.

2. Complete the screen, saving the information on each screen.

3. Return to the "Submission Summary" screen.

4. When you have an active "Submit" button, continue to the next section.

Submitting the Project Application

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

Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.

2. Select the "Submit" button.

3. Notify the Collaborative Applicant that you have submitted your Project Application.

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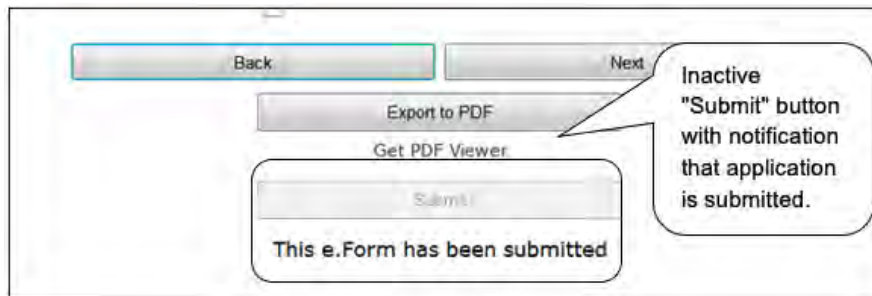
Exporting to PDF

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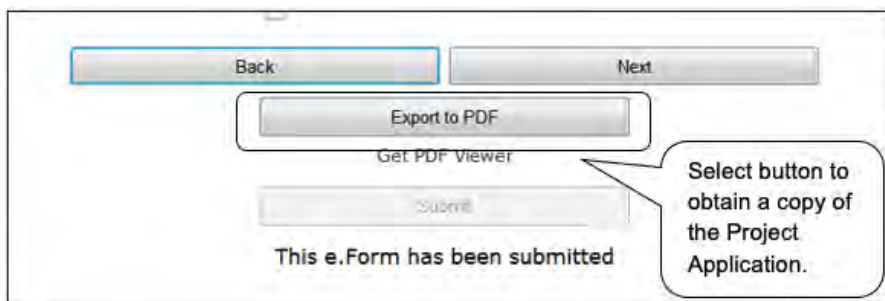
Steps

1. Select the "Export to PDF" button.

2. On the "Configure PDF Export" screen, select the screen(s) you would like included.

3. Select "Export to PDF."

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 screen at this time. The "Submit" button will appear gray if information is missing on any of the required Project Application screens or in the Applicant Profile.

The following image shows the Renewal 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.

Steps

1. Review the Submission Summary screen to determine which Project Application screen needs to be completed.

2. Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.

3. Return to the Submission Summary screen to select the "Submit" button.

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

- "Please Complete" identifies a screen with information missing in one or more required fields.

- "No Input Required" identifies the screens that are not required for completion by all projects. You are strongly encouraged to double-check these screens to ensure that all appropriate project information is completed.

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

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.

- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable screen and error(s).

NOTE:	*If you are still unable to submit the Renewal Project Application after following these instructions, please contact the HUD Help Desk at e-snaps@hud.gov.*
	Use the above email address for other e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a project applicant's e-snaps account, navigating e-snaps, updating the Applicant Profile, accessing the application on the Submissions screen, etc.
	For questions about the NOFO, competition, and applications, contact the HUD Help Desk at CoCNOFO@hud.gov.

Updating the Applicant Profile

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

Steps

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

Project Application Changes

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

Steps—Who

1.	Collaborative Applicant or Project Applicant	If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of *e-snaps* (via email or phone).

- If a Project Applicant determines that a change to the Project Application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.
- If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.

2.	Collaborative Applicant	The Collaborative Applicant will notify the Project Applicant outside of *e-snaps* (via email or phone) that the Project Application has been sent back for changes.
3.	Project Applicant	After the Project Application has been sent back for amendment, any person who is an authorized *e-snaps* user with the Project Applicant's organization will be able to reopen the project.

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

- Log in to *e-snaps*.
- Select "Submissions" on the left menu bar.
- 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.
- Make the required change(s), saving each form as it is revised.
- Select the "Submit" button.
- Notify the Collaborative Applicant that the Project Application has been re-submitted.

4.	Collaborative Applicant	After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.

Next Steps

Congratulations on submitting your YHDP Renewal Project Application!

At this point, your Project Application has been submitted to the CoC's Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2 and 3.

Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every Project Application and either approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2021 CoC Program Competition. In this case, YHDP renewal projects are not ranked; they are either approved or rejected.

Please keep in contact with the Collaborative Applicant in case any changes need to be made.

For additional FY 2021 CoC Program NOFO Competition and *e-snaps* resources, see the HUD.gov and *e-snaps* webpages at:

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

- https://www.hudexchange.info/programs/*e-snaps*/.