

# *e-snaps Instructional Guide*

## **New Project Application**



**2014, Version 1**

# New Project Application

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# New Project Application

## Introduction

Welcome to the New Project Application instructional guide. This instructional guide covers important information about accessing and completing the Project Application for new projects.

The entity submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which will submit the entire funding application to HUD on or before the application deadline.

Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile. In order to meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

The *Notice of Funding Availability (NOFA) for the Fiscal Years 2013 and 2014 Continuum of Care Competition* combines the FY 2013 and FY 2014 CoC Program Competition so that the CoC Application score for FY 2013 will apply for both funding years. While the CoC Application will cover both FY 2013 and FY 2014, Project Applicants will apply as normal for FY 2014 funds. All Project Applicants are strongly encouraged to read the FY 2013 - FY 2014 CoC Program Competition NOFA and the FY 2014 Registration Notice in full.

## Objectives

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

- Access *e-snaps*
- Register for the FY 2014 New Project Application funding opportunity
- Create a New Project Application under the funding opportunity
- Enter a New Project Application from the "Submissions" screen
- Complete and submit a New Project Application to the Collaborative Applicant
- *Only if needed*, coordinate with the Collaborative Applicant prior to the submission deadline to make changes to a Project Application in *e-snaps*

## Overview of the Project Application Process

FY 2014 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at [www.hud.gov/esnaps](http://www.hud.gov/esnaps).

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

(1) Review and either rank or reject properly submitted Project Applications received; and,



# New Project Application

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

## ***Overview of this Instructional Guide***

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

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords in order to log in to *e-snaps*. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and click on the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this instructional guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.
- **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 FY 2014 New Project Application funding opportunity, creating an FY 2014 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2014 New Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions on how to complete each screen. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the New Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review, and either rank or reject the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will amend the project back to the Project Applicant. Notification for amending a project back to the applicant occurs outside of *e-snaps*. Once the Collaborative Applicant has finalized the CoC Project Priority Listing, it will submit to the CoC Consolidated Application to HUD.

# New Project Application

## Highlights in e-snaps in 2014

This section highlights several items in *e-snaps* this year.

- **Permanent Supportive Housing Bonus, Reallocation, and Program Component.** During the FY 2014 CoC Program Competition, HUD will not consider requests for new funding outside of the permanent supportive housing bonus, reallocation process, CoC Planning, and UFA Costs. Therefore, the only program component for which Project Applicants may apply when completing and submitting a New Project Application is Permanent Housing (PH), and all New Projects other than PSH bonus must be created through reallocation (Sections I.B.b, and II.C of the FY 2014 Funding Notice). Subcomponents available for selection under PH are PSH and RRH. HUD has developed separate processes and instructional guides concerning the CoC Planning and UFA Costs project applications.
- **The "Project Application" and "CoC Priority Listing."**
  - The Project Application includes the information submitted on the SF-424 forms as well as the application submitted by renewal and/or new Project Applicants for funding consideration.
  - The CoC Priority Listing consists of the New Project Listing, Renewal Project Listing, CoC Planning Project Listing, and, if designated as a Unified Funding Agency (UFA), a UFA Project Listing. Additional forms added to the CoC Priority Listing in FY 2014 are the reallocation forms that the Collaborative Applicant will need to complete if projects are being reallocated and an attachment form.
- **Prepopulating of Data from the Project Applicant Profile.** When the CoC Program Competition opens and Project Applicants are able to begin a New Project Application, 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.
- **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.

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

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

- **Uploading Attachments.** The Applicant Profile information will stay in *e-snaps* throughout the year; however, once the CoC Program Competition opens and modifications to the Applicant Profile (for Collaborative Applicants and Projects Applicants) are implemented, Applicants will be

## New Project Application

required to upload their attachments again. For example, a current and accurate HUD 2880 must be uploaded during the FY 2014 CoC Program Competition.

- **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 Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Program Competition application.
- **Unified Funding Agency (UFA).** During the CoC Program Competition, Project Applicants may see references to the "UFA." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs.

# New Project Application

## Accessing e-snaps

The Project Application is submitted electronically in e-snaps during the annual competition under the NOFA for the FY 2013 - FY 2014 CoC Program Competition.

The screenshot shows the 'Front Office Portal' interface. On the left, there is a login section with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Below this is a 'Locale:' dropdown set to 'English - United States' and a 'Create Profile' button with a person icon. On the right, the 'Welcome to e-snaps' message is displayed. A callout bubble points to the 'Login' button with the text 'Log in here'. Another callout bubble points to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The main text area contains a welcome message, instructions for authorized users, and information about the registration process and OMB control numbers. At the bottom right, it says 'OMB Approval No. 2506-0182 (exp. 12/31/2014)'.

**NOTE:**

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



# New Project Application

## Existing Users

Step	Description
1.	Direct your Internet browser to <a href="http://www.hud.gov/esnaps">www.hud.gov/esnaps</a> .
2.	On the left menu bar, enter your username and password. You will then enter <i>e-snaps</i> and arrive at the "Welcome" screen.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

## New e-snaps Users

Step	Description
1.	Create an <i>e-snaps</i> 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, the "Introduction to *e-snaps* Features and Functions" instructional guide is available on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

## Adding and Deleting Registrants

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 "Adding and Deleting Users" resource on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

# New Project Application

## Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. For the Project Applicant Profile to be complete, the Project Applicant needs to ensure the data entered in the profile screens is accurate and must select the “Complete” button on the “Submission Summary” screen.

This section in the instructional guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.



*Organizations must complete the Project Applicant Profile for the CoC Program Competition. To meet this requirement, the "Complete" button must be selected within the time period of the competition (i.e., between the opening and closing date of the competition).*

*Therefore, when you log in the first time after the CoC Program Competition period opens, even if there is a statement "This e.Form has been marked as complete," you must put the forms in edit-mode (select the "Edit" button on the "Submission Summary" screen) and select the "Complete" button again.*

*The Project Applicant Profile instructional guide has more information on this requirement, which is available at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.*

- **Accessing the Project Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Project Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Project Applicant name on the screen.
- **Selecting the "Complete" button after the Competition opening date.** See the informational box near the top of this page.
- **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, submit a ticket to OneCPD Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the *e-snaps* Reporting System.

- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as a Project Applicant in *e-snaps*. Review the Project Applicant Profile on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

# New Project Application

[competition-resources/](#). An organization will establish itself as a Project Applicant in *e-snaps* one time only.



*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have both a Collaborative Applicant Profile and a Project Applicant Profile. Contact the OneCPD Ask-A-Question if you need assistance:*  
<https://www.hudexchange.info/get-assistance/my-question/>.



*For detailed instructions, see the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at:*  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

# New Project Application

## Accessing the Project Application

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

- Funding Opportunity Registration
- Creating projects
- Accessing Project Applications from the Submissions screen

# New Project Application


## Funding Opportunity Registration

All Project Applicants must register the organization for the FY 2014 New Project Application funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY 2014 CoC Program Competition.

**Front Office** Logout Help

**Applicant:** City of New York Acting by and through its Department of Housing Preservation and Development (137538489 1793)

Funding Opportunity Registrations				
Register	View	Funding Opportunity Name	Applicants Registered	Start Date
		CoC Full Annual Performance Report	1	Jul 19, 2010
		CoC Planning Project Application FY2014	1	Nov 22, 2013
		CoC Registration and Application FY2014	0	Jun 24, 2010
		New Project Application FY2014	1	Nov 22, 2013
		Renewal Project Application FY2014	1	Nov 22, 2013
		Test CoC Registration FY2014	0	Apr 30, 2020
		ation FY2014	1	Nov 22, 2013

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "New Project Application FY 2014."
4.	The "Funding Opportunity Details" screen appears.

# New Project Application

 Front Office

LogoutHelp

 Rouged

Front Office Portal

 Profile

My Account

Change Password

 Workspace

Applicants

Funding Opportunity Registrations

Applicant: City of New York Acting by and through its Department of Housing Preservation and Development (137538489 1793)

**Funding Opportunity Details**  
**Funding Opportunity Name:** New Project Application FY2014  
**Start Date:** Nov 22, 2013  
**End Date:** Dec 1, 2015

**Funding Opportunity Registration**  
City of New York Acting by and through its Department of Housing Preservation and Development (137538489 1793) has been registered.  
[Back](#)

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



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

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

# New Project Application

## Creating the Project Application Project

Project Applicants must create a project for the New 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 Project Applicant "creates" the project, it will appear on this screen and the term "New Project Application" will appear under the "Funding Opportunity Name" column.



Front Office

Test2014 (8622598)

Project Status: Open Projects

Funding Opportunity Name: New Project Application FY2014

Projects					
Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
New Project Application 2014	103662	New Project Application FY2014	Project Applicant A	578622598	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "New Project Application FY 2014" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5.	Select the "Add" icon. 
6.	The "Create a Project" screen appears.

# New Project Application

**Front Office** Logout Help

**Test2014**  
Front Office Portal  
Profile  
My Account  
Change Password  
Workspace  
Applicants


**Applicant:** Project Applicant A (578622598)

**Create a Project**

**Funding Opportunity Name:** New Project Application FY2014  
**\* Applicant:** Project Applicant A (578622598)  
**\* Applicant Project Name:**

Enter the Project Name

Save Save & Add Another  
Save & Back Cancel

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none"><li>You should enter the name that you want to appear in the grant award letter.</li></ul>
3.	Select "Save & Back" to return to the "Projects" screen.
4.	The project name is listed in the menu. <ul style="list-style-type: none"><li>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</li></ul>



*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.*



# New Project Application

## Submissions

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

Front Office

Logout Help

Test2014

Applicant: Project Applicant A (578622598)

[Hide Filters] [Clear Filters]

**Submissions Filters**

Applicant Project Name: All Projects

Date Submitted: On 12/23

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Select "Submissions"

Use the Filters to find the project name

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
New Project Application 2014 103662	New Project Application FY2014 New Project Application FY2014	Nov 22, 2013	Nov 30, 2015	Primary Applicant	1	
ST-XXX CoC Planning Application FY 2014 103660	CoC Planning Project Application FY2014 CoC Planning Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	
UFA Costs Project Application FY2014 103663	UFA Costs Project Application FY2014 UFA Costs Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	

- | Step | Description   |
|------|---|
| 1.   | Select "Submissions" on the left menu bar.  |
| 2.   | The "Submissions" screen appears.   |
| 3.   | Locate the Project Application project you established. <ul style="list-style-type: none"><li>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).</li><li>Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "New Project Application."</li></ul> |
| 4.   | Continue with the instructions in the next section for the completing the New Project Application.  |



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 Applicant.

# New Project Application

## FY 2014 Project Application

Completing the New Project Application screens in e-snaps is a fairly straightforward process. This section identifies the steps for completing the screens.

**NOTE:**

*Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must 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. Next, make the appropriate corrections as needed.*

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

# New Project Application

## Accessing the New Project Application

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

Front Office

Logout Help

Test2014

Front Office Portal

Profile

My Account

Change Password

Workspace

Projects

Submissions

Contact Us

Applicant: Project Applicant A (578622598)

[Hide Filters] [Clear Filters]

**Submissions Filters**

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects


Submission Version: Latest Version

Associate Type: All

Filter

**Submissions**

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
New Project Application 2014 103662	New Project Application FY2014 New Project Application FY2014	Nov 22, 2013	Nov 30, 2015	Primary Applicant	1	
ST-XXX CoC Planning Application FY 2014 103660	CoC Planning Project Application FY2014 CoC Planning Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	
UFA Costs Project Application FY2014 103663	UFA Costs Project Application FY2014 UFA Costs Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the Funding Opportunity Name " New Project Application FY 2014."
4.	The "Before Starting" screen appears.

# New Project Application

## Before Starting the New Project Application

Before you begin the FY 2014 New Project Application, review the following information on the "Before Starting the Project Application" screen.

The "Before Starting the Project Application" screen also contains links to resources needed to complete the project application.

The screenshot shows the eForms interface. The sidebar menu on the left includes sections like 'Applicant Name', 'Project Name', 'New Project Application FY 2014', and a detailed list of application steps from 'Part 1 - SF-424' to 'Part 9 - Submission Summary'. The main content area is titled 'Before Starting the Project Application' and contains a warning to review information before starting, followed by a 'Things to Remember' list. At the bottom of the sidebar, there is a 'Back to Submissions List' link. A callout box points to the 'Next' button in the main content area, and another callout box points to the 'Back to Submissions List' link.

Step	Description
1.	Select "Next."

### NOTE:

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

# New Project Application

## 1A. Application Type



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

The following steps provide instruction on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2014 Project Application.

**eForms** Logout

**Test2014**

**Applicant Name:** Project Applicant A  
**Applicant Number:** 578622598  
**Project Name:** New Project Application 2014  
**Project Number:** 103662

New Project Application FY2014

New Project Application FY2014

Before Starting  
Part 1 - SF-424  
**1A. Application Type**  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information

**1A. Application Type**

Instructions: [show]

Verify the data in fields 1, 2 and 3

**1. Type of Submission:** Application

**2. Type of Application:** New Project Application

**If Revision, select appropriate letter(s):** -- select --

**If "Other", specify:**

**3. Date Received:** 08/22/2014

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:** (e.g., expiring grant number)

**6. Date Received by State:**

**7. State Application Identifier:**

Back Next

Step	Description
1.	Verify the information in field 2, "Type of Application," <ul style="list-style-type: none"><li>Confirm that you have registered for the correct funding opportunity, "New Project Application." Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.</li></ul>
2.	Leave fields 4 through 7 blank.
3.	Select "Next" to proceed to next screen.

# New Project Application

## 1B. Legal Applicant

The following steps provide instruction on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2014 Project Application.

**eForms** Logout

**Test2014**

**Applicant Name:**  
Project Applicant A  
**Applicant Number:**  
576922594  
**Project Name:**  
New Project Application  
2014  
**Project Number:**  
103662

New Project Application FY2014  
New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
**1B. Legal Applicant**  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
3C. Expansion  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request  
7B. Acq/Rehab/Const  
7L. Match/Leverage  
7I. Summary Budget  
Part 8 - Attachment(s) & Certification  
8A. Attachment(s)  
8B. Certification  
Part 9 - Submission Summary  
9B. Summary

**1B. Legal Applicant**

Instructions: [show]

**8. Applicant**  
**a. Legal Name:** Applicant A

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 00-0000000

**c. Organizational DUNS:** 123456789 PLUS 4 0000

**d. Address**  
**Street 1:** test  
**Street 2:**  
**City:** test  
**County:** test  
**State:** Alaska  
**Country:** United States  
**Zip / Postal Code:** 00000

**e. Organizational Unit (optional)**  
**Department Name:**  
**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application**  
**Prefix:** Dr.  
**First Name:** test  
**Middle Name:**  
**Last Name:** test  
**Suffix:** -- select --  
**Title:** test  
**Organizational Affiliation:** Applicant A  
**Telephone Number:** (123) 456-7890  
**Extension:**  
**Fax Number:** (123) 456-7890  
**Email:** test@test.com

Verify the data is accurate

Save Save & Back Save & Next  
Back Next  
Check Spelling

Step	Description
------	-------------

- |    |   |
|----|---|
| 1. | Verify that all of 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. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.

# New Project Application

## 1C. Application Details

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Application Details" screen for **Part 1: SF-424** of the FY 2014 Project Application.

**1C. Application Details**

Instructions: [show]

Verify data in fields 9, 10, 11, and 12

9. Type of Applicant: M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) ▼  
If "Other" please specify:

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program  
CFDA Number: 14.267

12. Funding Opportunity Number: FR-5700-H-31B  
Title: Continuum of Care Homeless Assistance Com

13. Competition Identification Number:   
Title:

Back Next


Step	Description
1.	Verify that the information populated in fields 9, 10, 11 and 12 is correct. <ul style="list-style-type: none"><li>Field 9 pre-populates from the Project Applicant Profile.</li><li>Fields 10, 11, and 12 pre-populate and cannot be edited.</li></ul>
2.	Leave field 13 blank.
3.	Select "Save and Next" to save your information and move to the next screen.

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# New Project Application

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2014 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

- | Step | Description   |
|------|---|
| 1.   | In field 14, select the State(s) in which the proposed project will operate and serve persons experiencing homelessness. <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| 2.   | Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated. To make changes to this field, return to the "Projects" screen to edit the name; select the "Back to Submissions List" link on the left menu bar. <ul style="list-style-type: none"> <li>From the left-menu bar click "Projects" .</li> <li>On the "Projects" screen, locate the name of the project you wish to rename and select the View  icon to the left of the project name.</li> <li>On the "Project Details" screen, change the name you originally entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.</li> <li>When you re-enter the New Project Application and navigate back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.</li> </ul> |
| 3.   | Field 16a "Congressional Districts" is pre-populated from the Project Applicant Profile. <ul style="list-style-type: none"> <li>Project Applicants cannot modify the populated data on this screen; however, Project applicants may modify the Project Applicant Profile to correct any errors identified.</li> </ul>   |



# New Project Application

3A. Project Detail

3B. Description

3C. Expansion

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

7J. Match/Leverage

7K. Summary Budget

Part 8 - Attachment(s) & Certification

8A. Attachment(s)

8B. Certification

Part 9 - Submission Summary

9B. Summary

[View Applicant Profile](#)

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

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

Available Items:

- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006

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Selected Items:

AK-000

Move correct Congressional Districts from left hand box

**17. Proposed Project**

\* a. Start Date: 01/01/2016

\* b. End Date: 12/31/2016

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

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

Save

Save & Back

Save & Next

Back

Next

[Check Spelling](#)

- | Step | Description  |
|------|--|
| 4.   | For field 16b, select the congressional district(s) in which the project is expected to operate in the "Projects" field. <ul style="list-style-type: none"> <li>Highlight one district or hold the CTRL+Key to make more than one selection.</li> <li>Using the single arrow key, move your selection from the left box to the right box.</li> </ul> |
| 5.   | For field 17, under "Proposed Project," enter the project's estimated operating start and end dates in the appropriate fields using the calendar  icon function.   |
| 6.   | Leave the "Estimated Funding" fields blank.  |
| 7.   | Select "Save and Next" to save your information and move to the next screen.   |

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# New Project Application

## 1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2014 Project Application, as well as reviewing information populated from the "Applicant Profile."

**1E. Compliance**

Instructions: [show]

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

If "YES", enter the date this application was made available to the State for review: 08/08/2014

\* 20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

Save Save & Back Save & Next Back Next Check Spelling

Step	Description
1.	<p>In the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.</p> <ul style="list-style-type: none"><li>If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar icon function.</li><li>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."</li><li>If "Program is not covered by E.O. 12372" is selected, then the project is not eligible for this funding opportunity and you will not be able to access the project application.</li></ul>
2.	<p>Select "Yes" or "No" to indicate whether the Project Applicant is delinquent on any Federal debt.</p> <ul style="list-style-type: none"><li>If "Yes," an explanation must be entered in the field provided.</li></ul>
3.	<p>Select "Save and Next" to save your information and move to the next screen.</p>



To access the lists of those states that have chosen to participate in the intergovernmental review process, visit [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

# New Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2014 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screens.

**1F. Declaration**

Instructions: [show]

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\* I AGREE: ☒ Select

**21. Authorized Representative**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

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

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

Email:

Signature of Authorized Representative:

Date Signed:

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

Step	Description
1.	Verify that the all project 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 2014 New Project Application.
3.	Select "Save & Next" to save your information and move to the next screen.

**NOTE:** *If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the Submitting the Project Application section in this guide. Do not use the "View Applicant Profile" link on the left menu bar.*

# New Project Application

## 2A. Subrecipients



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

The screen lists all of the project's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Recipient and Subrecipient Information** of the FY 2014 Project Application.



The screenshot displays the '2A. Project Subrecipients' screen in the eForms application. The sidebar on the left contains a 'Test2014' section with applicant details and a list of application steps. The main content area has a title '2A. Project Subrecipients' and instructions: 'This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.' Below the instructions is a 'Total Expected Sub-Awards' input field and filter links. A table header is visible with columns 'Organization', 'Type', and 'Sub-Award Amount', and a message 'This list contains no items'. At the bottom are 'Back' and 'Next' buttons. Two callouts are present: one pointing to the 'Add' icon with the text 'Select "Add"', and another pointing to the 'Next' button with the text 'Select "Next" when finished adding project subrecipients'.

Step	Description
------	-------------

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

# New Project Application

## 2A. Subrecipients (continued)

 e.Forms  Logout

**Test2014**

Applicant Name:  
Project Applicant A  
Applicant Number:  
578622598  
Project Name:  
New Project Application  
2014  
Project Number:  
103662

New Project  
Application FY2014

New Project  
Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional  
District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and  
Subrecipient Information  
**2A. Subrecipients**  
2B. Experience  
Part 3 - Project  
Information

### 2A. Project Subrecipients Detail

Instructions: [show]

\* a. Organization Name:

\* b. Organization Type: -- select --  
If "Other" specify:

\* c. Employer or Tax Identification Number:

\* d. Organizational DUNS:  PLUS 4:   
*Not a valid DUNS number*

e. Physical Address  
\* Street 1:   
Street 2:   
\* City:   
\* State: -- select --  
\* Zip Code:

Enter Subrecipient  
Organization's  
DUNS number

Step	Description
1.	Enter the legal name of the subrecipient organization.
2.	Indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu. <ul style="list-style-type: none"><li>Nonprofit sponsors (those who select options M or N as an organization type) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.</li><li>If you select "Other," you must provide an explanation in the "If 'Other' specify" field. If you do not, the "Submission Summary" screen will show this screen as incomplete.</li></ul> If the information entered is for an individual, select "Other" and provide an explanation.
3.	Enter the subrecipient's 9-digit TAX ID/EIN number.
4.	Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)
5.	Enter the subrecipient's address, city, state, and zip code. If the mailing address is different from the street address; enter the mailing address.

# New Project Application

## 2A. Subrecipients (continued)

3A. Project Detail

3B. Description

3C. Expansion

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

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

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005

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Selected Items:

Use arrow to move selection from right to left box

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

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

**\* i. Expected Sub-Award Amount:**

Step	Description
6.	Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located. <ul style="list-style-type: none"> <li>Highlight one district, or hold the CTRL+Key to make more than one selection.</li> <li>Using the single arrow key, move your selection from the left box to the right box.</li> </ul>
7.	Select "Yes" or "No" to indicate if the subrecipient is a faith-based organization.
8.	Select "Yes" or "No" to indicate if the subrecipient has ever received a federal grant.
9.	Enter the total amount of funds that the Project Applicant expects to award to this subrecipient. <ul style="list-style-type: none"> <li>The amount must be in whole dollars (i.e. no decimals).</li> <li>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.</li> </ul>

# New Project Application

## 2A. Subrecipients (continued)

**j. Contact Person**

\* Prefix: -- select --

\* First Name:

Middle Name:

\* Last Name:

Suffix: -- select --

\* Title:

\* E-mail Address:

\* Confirm E-mail Address:

\* Phone Number:

Extension:

Fax Number:



Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Select "Save & Back to List" when finished adding subrecipients

Select "Save & Add Another" to add more subrecipients

Step	Description
10.	Select the appropriate prefix from the dropdown menu.
11.	Enter the contact person's first, middle (optional), last name, suffix (optional), and title.
12.	Enter the contact person's email address, and in the next field re-enter the contact person's email address to verify that you entered it correctly.
13.	Enter the contact person's telephone number, starting with the area code.
14.	Enter the extension of the contact person's telephone number, if applicable.
15.	Enter the contact person's fax number, starting with the area code (optional).
16.	To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15. <ul style="list-style-type: none"> <li>Repeat these steps for each subrecipient you need to add.</li> <li>When you are finished adding subrecipients, select "Save &amp; Back to List" to return to the "2A. Project Subrecipients" screen.</li> </ul>
17.	After you return to the "2A. Project Subrecipients" screen, review the list. <ul style="list-style-type: none"> <li>To edit the information you entered, select the "View" icon  to the left of the entry.</li> <li>To delete an entry from the list, select the red "Delete" icon. </li> </ul>
18.	When your sponsor list is complete, select "Next" to continue to the next screen.

# New Project Application

**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 instructional guide on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.*



# New Project Application

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

The following steps provide instruction on completing all the mandatory fields marked with an asterisk (\*) on the “Experience of Applicant, Subrecipient(s), and Other Partners” screen for **Part 2: Recipient and Subrecipient Information** of the FY 2014 Project Application.

The screenshot shows the eForms application interface. On the left is a sidebar with a navigation menu. The main content area is titled '2B. Experience of Applicant, Subrecipient(s), and Other Partners'. It contains two text input fields, each preceded by an instruction marked with an asterisk (\*). The first instruction is: '\* 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.' The second instruction is: '\* 2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.' Both fields contain the placeholder text 'Test text.'.

**Test2014**

Applicant Name:  
Project Applicant A  
Applicant Number:  
578922593  
Project Name:  
New Project Application  
2014  
Project Number:  
105662

New Project  
Application FY2014

New Project  
Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional  
District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and  
Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project

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

Instructions: [show]

\* 1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

Test text.

\* 2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

Test text.

Step	Description
1.	Describe the experience of the Project Applicant and potential subrecipients (if any) in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
2.	Describe the experience of the Project Applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
3.	Describe the basic organization and management structure of the Project Applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
4.	Select “Yes” or “No” from the dropdown menu regarding monitoring findings for any HUD grants (including ESG) operated by the Project Applicant or potential subrecipient(s). <ul style="list-style-type: none"><li>If “Yes,” provide an explanation in the text box provided.</li></ul>
5.	Select “Save and Next” to save your information and continue to the next screen.

### NOTE:

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

# New Project Application

## 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Project" screens on the "Project Detail" screen in **Part 3: Project Information** of the FY 2014 New Project Application, as well as, completing all mandatory fields marked with an asterisk (\*) on the "Project Detail" screen of the application.

**Test2014**

Applicant Name: Project Applicant A  
Applicant Number: 578622598  
Project Name: New Project Application 2014  
Project Number: 103662

New Project Application FY2014  
New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information

**3A. Project Detail**

Instructions: [show]

\* 1a. CoC Number and Name: OH-503 - Columbus/Franklin County CoC  
\* 1b. CoC Applicant Name: Columbus/Franklin County Continuum of Care

2. Project Name: New Project Application 2014

\* 3. Project Status: Standard

4. Component Type: PH

\* 5. Is Energy Star used at one or more of the proposed properties? No

\* 6. Does this project use one or more properties that have been conveyed through the Title V process? No

Save Save & Back Save & Next  
Back Next  
Check Spelling

1a and 1b determine which CoC receives the project application when submitted in e-snaps

Component Type determines questions on other screens

### NOTE:

You must select the correct CoC in the "CoC Number and Name" field. This field identifies the CoC to which your New Application will be submitted. If the CoC is incorrect, your application ultimately might not be submitted to HUD.


Only if your CoC did not register for the FY 2013 - FY 2014 CoC Program Competition or you are not located in any CoC geographic area, select "No CoC." You should contact CoCs next to your location to determine if the geographic area in which you reside have been claimed and/or the state CoC that is there is a Balance of State.

Step	Description
1.	Select your "CoC Number and Name" from the dropdown menu.
2.	Select your "CoC Applicant Name" from the dropdown menu.
3.	Verify the name of your project populated with the project name listed on your "Project" screen. This name is based on the Project Name you provided when you created the project.

# New Project Application

---

If the project name is incorrect:

- Select the "Save" button.
- Select "Back to Submissions List" on the left menu bar.
- Select "Projects" on the left menu bar.
- Select the "View" icon  to the left of your project to open the "Project Details" screen.
- In the "Project Name" field, type in the correct name of the project, and select the "Save" button.
- Return to the New Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.

---

4. Select your "Project Status" from the dropdown menu.

- Project Applicants typically select "Standard."
- If you select "Appeal," this note will appear on the screen:

You have selected "Appeal" and therefore are designating this application as an appeal to the CoC's decision to not fund this project. To proceed, you must fill out an additional form, Part 9 - Notice of Intent to Appeal, and submit the details of your appeal to be considered for funding. If you are filling out this application for the first time, or are otherwise not intending to appeal a rejection, please select "Standard."

**Note:** The selection of "Appeal" should only be used by the Project Applicant if it believes that it was not allowed to participate in a fair and open process and if the project has been rejected by the CoC. In this case, the Project Applicant may appeal the rejection directly to HUD by selecting "Appeal" and submitting a Solo Application prior to the application deadline.

---

5. The "Component Type" field is set to Permanent Housing (PH) and is read only.

**Note: PH is the only eligible component type for new projects during the FY 2013 - FY 2014 CoC Program Competition.**

---

6. Select "Yes" or "No" to indicate if the project uses Energy Star.

---

7. Select "Yes" or "No" to indicate if the project includes one or more of the project properties conveyed under Title V.

---

8. Select "Save and Next" to save your information and continue to the next screen.

---

# New Project Application

## 3B. Project Description

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the "Project Description" screen for **Part 3: Project Information** of the FY 2014 New 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 term being requested.

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 instructions that follow.

**NOTE:**

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

# New Project Application

Logout

**Test2014**  
**Applicant Name:**  
Project Applicant A  
**Applicant Number:**  
576632598  
**Project Name:**  
New Project Application  
2014  
**Project Number:**  
103662

New Project Application FY2014  
New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information  
3A. Project Detail  
**3B. Description**  
3C. Expansion  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request  
Funding Request HIDDEN  
7B. Acq/Rehab/Const  
7C. Match/Leverage  
7D. Summary Budget  
Part 8 - Attachment(s) & Certification  
8A. Attachment(s)  
8B. Certification  
Part 9 - Submission Summary  
9B. Summary

View Applicant Profile  
Export to PDF  
Get PDF Viewer  
Back to Submissions List

**3B. Project Description**  
Instructions: [show]  
\* 1. Provide a description that addresses the entire scope of the proposed project.  
Test text.  
\* 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.  
Test text.  
\* 3. Will your project participate in the CoC Coordinated Assessment System? Yes  
\* 4. Will your project have a specific population focus? Yes  
\* 4a. Please identify the specific population focus. (Select ALL that apply)  

Chronic Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input checked="" type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Other	<input type="checkbox"/>
(Click 'Save' to update)			

Other:   
\* 5. Will the project follow a "Housing First" model? Yes  
6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.  
\* 7. Will the PH project provide PSH or RRH? PSH  
\* 7a. Indicate the maximum length of assistance: Unlimited assistance  
\* 8a. Will the project request costs under the rental assistance budget line item? Yes  
\* 8b. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.  
\* 9a. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? Yes  
\* 9b. If yes, explain how and why the project will implement this requirement.  
The project is going to be located in one building that is being converted for this purpose.  
\* 10a. Will more than 16 persons live in one structure? No  

Save
Save & Back
Save & Next
Back
Next
Check Spelling

Field 8b appears if 8a is "Yes," requesting rental assistance

- | Step | Description  |
|------|--|
| 1.   | Provide a description of the scope of the project.   |
| 2.   | Provide a description of the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. |
| 3.   | Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System. Select "No" if your CoC has not yet implemented a Coordinated        |

# New Project Application

---

## Assessment System.

---

4. Select "Yes" or "No" to indicate if your project has a specific population focus.
    - If "No," select "Save & Next" to proceed to the next screen.
    - If "Yes," one new question will appear.
      - Select all of the boxes that apply. Multiple selections are permissible.
      - If you select "Other," please save the screen and then provide a description of the specific type of population in the text box provided.
  5. Select "Yes" or "No" to indicate if your project will follow a "Housing First" model.
  6. If applicable, provide a description of the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.
  7. Select "PSH" or "RRH" to indicate if your project will provide PSH or RRH.
    - Once a selection has been made one new question will appear
      - If "PSH," the field is pre-populated with "unlimited assistance" and cannot be edited.
      - If "RRH," select up to 3 months, up to 12 months, up to 18 months, or up to 24 months to indicated the maximum length of assistance.
  8. Select from the dropdown to indicate whether rental assistance is applicable, and if so, the type of rental assistance that will be provided.
    - If not applicable, select "N/A" from the dropdown menu.
    - If applicable, select "PRA," "SRA," or "TRA" to indicate the type of rental assistance.
    - If "PRA," "SRA," or "TRA," one new question will appear.
      - Describe the method used to determine the type, amount, and duration of rental assistance that participants can receive.
  9. Select "Yes" or "No" to indicate whether participants will be required to live in a particular structure, unit, or locality.
    - If "Yes," one new question will appear.
      - Provide a description of how and why this project will implement this requirement.
  10. Select "Yes" or "No" to indicate if there will be more than 16 persons living in one structure.
    - If "No," select "Save & Next" to continue to the next screen.
    - If "Yes," two new questions will appear.
      - In the two text boxes available, provide a description of the local market conditions that necessitate a project of this size and how the project will be integrated into the neighborhood.
  11. Select "Save & Next" to continue to the next screen.
-

# New Project Application

## 3C. Project Expansion

The following steps provide instruction on completing mandatory fields marked with an asterisk (\*) on the "Project Expansion" screen for **Part 3: Project Information** of the FY 2014 New Project Application.

The screenshot displays the 'e.Forms' interface for '3C. Project Expansion Information'. On the left sidebar, the user is identified as 'Test2014' with the role 'Project Applicant A'. The application details include 'Applicant Number: 578622598', 'Project Name: New Project Application 2014', and 'Project Number: 103662'. The main content area features a title bar '3C. Project Expansion Information' and an 'Instructions: [show]' link. A mandatory question is displayed: '\* 1. Will the project use an existing homeless facility or incorporate activities provided by an existing project?'. Below the question is a dropdown menu currently showing 'No'. A callout box points to this dropdown with the text 'Select "Yes" or "No" from dropdown'. At the bottom of the form are five buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

Step	Description
1.	<p>Indicate whether or not your project will expand using an existing homeless facility or incorporate activities provided by an existing project.</p> <ul style="list-style-type: none"><li>• If "No," select "Save &amp; Next" and continue to the next screen.</li><li>• If "Yes," select "Save." After you select "Save," a new field will appear that you are required to complete. Continue on to Step 2.</li></ul>

# New Project Application

**Project Number:**  
103662

New Project  
Application FY2014

New Project  
Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional  
District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and  
Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project  
Information

**\* Select the activities below that describe the expansion project, and click on the "Save" button below to provide additional details.**

Available Items:

- Increase the number of homeless persons served
- Provide additional supportive services to homeless persons
- Bring existing facilities up to state/local government health and safety standards
- Replace the loss of nonrenewable funding (private, federal, other excluding state/local government)

Add All
Add
Remove
Remove All

Selected Items:

Save
Save & Back
Save & Next

Back
Next


Selections  
will appear  
here

- | Step | Description  |
|------|--|
| 2.   | <p>Select the activities that describe the expansion project from the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All."</p> <ul style="list-style-type: none"> <li>If you make a mistake, you can remove items from the "Selected Items" box by selecting "Remove" or "Remove All."</li> <li>Select "Save." Continue on to Step 3.</li> </ul> |
| 3.   | <p>Based on your selection of activities in Step 2, several new fields will appear that you are required to complete. The tables below outlines which fields a Project Applicant may be required to complete; however, completion is based on your expansion activity selection. <b>Remember, you will only need to follow the steps associated with the activities you selected in Step 2.</b></p>    |
| 4.   | <p>Once all of the fields that were required based on your activity selection are completed, select "Save &amp; Next" to continue to the next screen.</p>  |



# New Project Application

## 3C. Project Expansion (continued)

PH Expansion Activities	Steps
<b>Increase the number of persons experiencing homelessness served</b>	<p>Indicate how your project is proposing to increase the number of persons experiencing homelessness served.</p> <ul style="list-style-type: none"> <li>First, enter the "Current Level of Effort" for the following categories: <ul style="list-style-type: none"> <li># of persons served at a point-in-time</li> <li># of units</li> <li># of beds</li> </ul> </li> <li>Next, enter the "New Effort" your proposed project will provide for the same three categories listed in the preceding step.</li> </ul>
<b>Provide additional supportive services to persons experiencing homelessness</b>	<p>Identify how you will be providing additional services.</p> <ul style="list-style-type: none"> <li>Select one or more reasons provided in the "Available Items" text box and move them to the "Selected Items" text box by selecting "Add" or "Add All."</li> <li>Provide an explanation in the "Describe the reason for the supportive service increase indicated above" text box.</li> </ul>
<b>Bring existing facilities up to state/local gov. health and safety standards</b>	<p>Describe how the project is proposing to bring the existing facility(ies) up to state/local government health and safety standards in the text box provided.</p>
<b>Replace the loss of non-renewable funding</b>	<p>Indicate how the project is proposing to replace the loss of non-renewable funding from private, federal, and/or other (excluding state/local government).</p> <ul style="list-style-type: none"> <li>List the source of nonrenewable funding. Be sure to indicate that funds are not controlled by the state or local government.</li> <li>Explain why the project funds are non-renewable.</li> <li>Select the date that the nonrenewable funds expired or will expire.</li> </ul> <p>Use the "Calendar" icon  to the right of the date field to select the correct date from the pop-up calendar.</p> <ul style="list-style-type: none"> <li>Identify any steps the Project Applicant or subrecipient took to identify other funding sources.</li> <li>Provide text to explain why CoC Program funds are necessary to continue operating the project.</li> </ul>

# New Project Application

## 4A. Supportive Services for Participants

The information entered into screen 4A, "Supportive Services for Participants," the first screen of **Part 4: Housing, Services, and HMIS** of the FY 2014 Project Application, should capture the capacity of the project to efficiently provide supportive services to program participants. Please ensure that the information provided is both accurate and complete.

The screenshot displays the 'eForms' application interface. On the left is a sidebar with a 'Test2014' header and a list of navigation items: 'Applicant Name: Project Applicant A', 'Applicant Number: 578922593', 'Project Name: New Project Application 2014', 'Project Number: 103662', 'New Project Application FY2014', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', '1D. Congressional District(s)', '1E. Compliance', and '1F. Deduction'. The main content area is titled '4A. Supportive Services for Participants' and contains the following instructions and questions:

Instructions: [show]

\* 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families? Not Applicable

\* 1b. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate? Not Applicable

\* 2. Describe how participants will be assisted to obtain and remain in permanent housing.  
Test text.

\* 3. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.  
Test text.

Step	Description
1.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the project policies provide for educational and related services to individuals and families experiencing homelessness, and if the policies are consistent with local and federal educational laws, including the McKinney-Vento Act. <ul style="list-style-type: none"><li>Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li></ul>
2.	Select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether the project has a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services. <ul style="list-style-type: none"><li>Only projects that do not serve families or unaccompanied youth should select "Not Applicable."</li><li>If "No" is selected, the project applicant is required to answer an additional question.</li></ul>
3.	Describe the supportive services that will be provided to help project participants locate and remain in permanent housing.
4.	Describe the supportive services that will be provided to help project participants locate employment, increase their employment income, and maximize their ability to live independently.

# New Project Application

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Expansion

Part 4 - Housing, Services, and HMIS

**4A. Services**

4B. Housing Type

Part 5 - Participants and Outreach

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

7B. Acq/Rehab/Const

7I. Match/Leverage

7J. Summary Budget

Part 8 - Attachment(s) & Certification

8A. Attachment(s)

8B. Certification

Part 9 - Submission Summary

9B. Summary

**\* 4. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided.**  
Click 'Save' to update.

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

**\* 5. How accessible are most community amenities to project participants?**

**Most Community Amenities**  
Schools, libraries, houses of worship, grocery stores, Laundromats, doctors, dentists, parks or recreation facilities.

**Access**  
Very accessible: No transportation barriers, easily within reach of all participants.

- | Step | Description  |
|------|--|
| 5.   | In the table provided, using the dropdown next to each service type, indicate who will provide the service, how the service will be accessed, 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.   |
| 6.   | <p>Indicate the level of accessibility of community amenities for project participants. Basic community amenities should be within reach of participants via walking, public transportation, driving, or transportation provided by the project.</p> <ul style="list-style-type: none"> <li>Select "Yes, very accessible" if there are no transportation barriers and amenities are easily within reach of all participants.</li> <li>Select "Somewhat accessible" if there are minor transportation barriers.</li> <li>Select "Not accessible" if significant barriers prevent reasonable access to community amenities.</li> </ul> |
| 7.   | Select "Save & Next" to navigate to the next screen.   |

**NOTE:** You must enter at least one type of service in the "Supportive Services Provided" table.

# New Project Application

## 4B. Housing Type and Location

The list in this Housing Type and Location screen of **Part 4: Housing, Services, and HMIS** of the FY 2014 Project Application summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

**eForms** Logout

Test2014

Applicant Name: Project Applicant A  
Applicant Number: 578622598  
Project Name: New Project Application 2014  
Project Number: 103662

New Project Application FY2014

New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information

**4B. Housing Type and Location**

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

Total Units:   
Total Beds:   
Total Dedicated CH Beds:   
Total Non-Dedicated CH Beds:

Select "Add"

View	Housing Type	Units	Beds	CH Beds
	Dormitory, shared or privat...	1	12	12

1

Back Next

- | Step | Description   |
|------|---|
| 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.                                  |

# New Project Application

## 4B. Housing Type and Location (continued)

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

**4B. Housing Type and Location Detail**

Instructions: [show]

\* 1. Housing Type:

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

\* a. Units:

\* b. Beds:

\* c. How many of the total beds entered in "b. Beds" are dedicated to the chronically homeless?

\* d. How many of the total beds entered in "b. Beds" are not dedicated to the chronically homeless but will still be used to assist the chronically homeless?

3. Address:

\* Street 1:

Street 2:

\* City:

\* State:

\* ZIP Code:

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

Available Items:

- 029220 Sitka City and Borough
- 029240 Southeast Fairbanks Cens
- 029261 Valdez-Cordova Census Ar
- 029188 Northwest Arctic Borough
- 029100 Haines Borough
- 029013 Aleutians East Borough

Selected Items:

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling



Callouts:

- Select from dropdown menu
- Select "Save & Back to List" when finished adding housing types
- Select "Save & Add Another" to add another

### Step Description

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

# New Project Application

2. Enter the estimated number of units, beds, and chronically homeless beds in the respective fields.
  - *When you enter the estimated number of beds that are not currently dedicated for the chronically homeless, understand that these beds will be used to assist the chronically homeless when turnover occurs. These beds can be used by all eligible persons, but chronically homeless will have priority.*
3. Enter the physical address for this proposed project. For scattered-site housing, or other unit configurations with multiple addresses, enter the address where the majority of beds are located, or where most beds are located as of the application submission.
  - *If the project uses tenant based rental assistance, 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 administration office.*
4. Select the geographic area(s) in which the project is located.
  - Highlight one geographic area, or hold the CTRL Key to make more than one selection.
  - Using the single arrow, move your selection from the left box to the right box.
5. To add additional housing sites, select “Save & Add Another” and repeat steps 1 through 4.
6. When you have entered all of the types of housing for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
7. On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.
  - To edit the information on the “Housing Type and Scale” screen, select the “View” icon  to the left of the housing type. Make any necessary changes, and select “Save & Back to List.”
  - To delete the information on the “Type and Scale of Housing” screen, select the red “Delete” icon  to the left of the housing type.
8. When your list is complete, select “Next” to continue to the next screen.

# New Project Application

## ***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”

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 Participant” screens consist of the number of participants in the program when the program is at full capacity (at a point in time, not over the course of a year or term of the grant). For a new grant, this count is based on the Project Applicant’s estimate at the time of application. The data describes the number of households as well as the number of persons in households.*
- 
- NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled automatically.*
- 
- NOTE:** (3) *The “Households” column on screen 5A is automatically populated with Total Number of Households.*
- 
- NOTE:** (4) *The “Characteristics” column on both screens is automatically populated with standard reporting categories determined by HUD.*
- 
- NOTE:** (5) *For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.*
- 
- NOTE:** (6) *Additional characteristics have been added to this screen for the FY 2014 CoC Program Competition.*
- 
- NOTE:** *See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection on the next page.*
-

# New Project Application

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

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

**eForms** Logout

**Test2014**

Applicant Name: Project Applicant A  
Applicant Number: 576622598  
Project Name: New Project Application 2014  
Project Number: 10542

New Project Application FY2014

New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A: Application Type  
1B: Legal Applicant  
1C: Application Details  
1D: Congressional District(s)  
1E: Compliance  
1F: Declaration  
Part 2 - Recipient and Subrecipient Information  
2A: Subrecipients  
2B: Experience  
Part 3 - Project Information  
3A: Project Detail  
3B: Description  
3C: Expansion  
Part 4 - Housing, Services, and HMIS  
4A: Services  
4B: Housing Type  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C: Outreach  
Part 6 - Performance

**5A. Project Participants - Households**

Instructions: [show]

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

Households	Households with <u>at Least</u> One Adult and One Child	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Total Number of Households	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value=""/>	<input type="text" value="12"/>
<b>Characteristics</b>	<b>Persons in Households with <u>at Least</u> One Adult and One Child</b>	<b>Adult Persons in Households <u>without</u> Children</b>	<b>Persons in Households with <u>Only</u> Children</b>	<b>Total</b>
Disabled Adults over age 24	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
Non-disabled Adults over age 24	<input type="text" value=""/>	<input type="text" value="6"/>	<input type="text" value=""/>	<input type="text" value="6"/>
Disabled Adults ages 18-24	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
Non-disabled Adults ages 18-24	<input type="text" value=""/>	<input type="text" value="6"/>	<input type="text" value=""/>	<input type="text" value="6"/>
Accompanied Disabled Children under age 18	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
Accompanied Non-disabled Children under age 18	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
Unaccompanied Disabled Children under age 18	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
Unaccompanied Non-disabled Children under age 18	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>
<b>Total Number of Adults over age 24</b>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value=""/>	<input type="text" value="6"/>
<b>Total Number of Adults ages 18-24</b>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value=""/>	<input type="text" value="6"/>
<b>Total Number of Children under age 18</b>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Persons</b>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="12"/>

Click Save to automatically calculate totals

Save Save & Back Save & Next  
Back Next

**"Total Persons" for this Household Type**



# New Project Application

The “Total Persons” field on screen 5A will not necessarily be the sum of the 10 column totals for the corresponding household type on screen 5B. While the first three columns on screen 5B are mutually exclusive, people might be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-CH veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually-diagnosed, fitting into more than one subpopulation. Therefore, an HIV positive and chronic substance abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

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

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

These columns are mutually exclusive.

The total of these 3 columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type

The total in each of these 7 individual columns cannot exceed the “Total Persons” field on 5A for the corresponding Household type

The sum of the 10 columns for a particular Household Type may exceed the “Total Persons” field on 5A for the Household Type because a person can be placed in 1 of the first 3 columns AND 1 or more of the next 7 columns.

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Disabled Adults over age 24										
Non-disabled Adults over age 24										
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24										
Disabled Children under age 18										
Non-disabled Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

Persons in Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
		6		6			
		6		6			
<b>Total Persons</b>	0	12	0	12	0	0	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Accompanied Disabled Children under age 18							
Unaccompanied Disabled Children under age 18							
Unaccompanied Non-disabled Children under age 18							
<b>Total Persons</b>	0	0	0	0	0	0	0

Save Save & Back Save & Next Back Next

# New Project Application

## 5A. Project Participants - Households

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

For a new project, you will not have historical data on persons served, so you will need to estimate the maximum number of persons experiencing homelessness the project will serve.

**5A. Project Participants - Households**

Instructions: [show]

Households	Households with <u>at Least</u> One Adult and One Child	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Total Number of Households	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>

Characteristics	Persons in Households with <u>at Least</u> One Adult and One Child	Adult Persons in Households <u>without</u> Children	Persons in Households with <u>Only</u> Children	Total
Disabled Adults over age 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Non-disabled Adults over age 24	<input type="text"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text" value="6"/>
Disabled Adults ages 18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Non-disabled Adults ages 18-24	<input type="text"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text" value="6"/>
Accompanied Disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Accompanied Non-disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Unaccompanied Disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Unaccompanied Non-disabled Children under age 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total Number of Adults over age 24</b>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text" value="6"/>
<b>Total Number of Adults ages 18-24</b>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text" value="6"/>
<b>Total Number of Children under age 18</b>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Persons</b>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="12"/>

Click Save to automatically calculate totals

Select "Save" to calculate totals

Select "Save & Next" to proceed

- | Step | Description   |
|------|---|
| 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 four fields in the columns and the totals for each demographic based on the values you entered. |
| 5.   | Select "Save & Next" at the bottom of the screen once all information is complete on this screen.   |

# New Project Application

## 5B. Project Participants - Subpopulations

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

For a new project, you will not have historical data on persons served, so you will need to estimate the maximum number of persons experiencing homelessness the project will serve.

For each household type included on the previous screen, 5A, Project Applicants must fill in at least one cell on the corresponding chart on for screen 5B.

e.Forms Logout

**Test2014**

**Applicant Name:** Project Applicant A  
**Applicant Number:** 11402299  
**Project Name:** New Project Application  
**2014 Project Number:** 109627

New Project Application FY2014  
New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
3C. Expansion  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request  
7B. Match/Leverage  
7C. Summary Budget  
Part 8 - Attachment(s) & Certification  
8A. Attachment(s)  
8B. Certification  
Part 9 - Submission Summary

**5B. Project Participants - Subpopulations**

Instructions: [show]

**Persons in Households with at Least One Adult and One Child**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Disabled Adults over age 24										
Non-disabled Adults over age 24										
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24										
Disabled Children under age 18										
Non-disabled Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

**Persons in Households without Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Disabled Adults over age 24										0
Non-disabled Adults over age 24		6		6						
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24		6		6						0
<b>Total Persons</b>	0	12	0	12	0	0	0	0	0	0

Click Save to automatically calculate totals

**Persons in Households with Only Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Disabled Children under age 18										
Unaccompanied Disabled Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

Select "Save" to calculate totals

Select "Save & Next" to proceed

Save Save & Back Save & Next Back Next

# New Project Application

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

**NOTE:**

*Information should only be entered into certain fields. Please refer to the following guidance:*

- *For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart on for screen 5B.*
- *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.*

# New Project Application

## 5C. Outreach for Participants

The following steps provide instructions on completing the “Outreach to Participants” screen for **Part 5: Participants and Outreach Information** to indicate the places from which participants are coming to the project.

The screenshot shows the '5C. Outreach for Participants' screen in the eForms application. The sidebar on the left contains a list of navigation links, including 'Test2014', 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Number', and various parts of the application. The main content area displays instructions for entering the percentage of project participants from different locations. The instructions are as follows:

Instructions: [show]

1. Enter the percentage of project participants that will be coming from each of the following locations.

40% Directly from the street or other locations not meant for human habitation.

20% Directly from emergency shelters.

40% Directly from safe havens.

From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.

Persons fleeing domestic violence.

100% Total of above percentages

2. If the total is less than 100 percent, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.

3. Describe the outreach plan to bring these homeless participants into the project.

At the bottom of the screen, there are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. Callouts highlight the 'Save' button and the 'Save & Next' button.

Step	Description
1.	Enter the percentage of persons experiencing homelessness who will be served by the proposed project for each of the following locations: <ul style="list-style-type: none"><li>• Directly from the street or other locations not meant for human habitation</li><li>• Directly from emergency shelters</li><li>• Directly from safe havens</li><li>• From Transitional Housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens</li><li>• Persons fleeing domestic violence</li></ul>
2.	Select “Save” and the system will calculate the total based on the values you entered.
3.	If the calculated total percentage is less than 100 percent, in the text box provided, identify how the persons meet HUD's definition of homeless and the project type eligibility requirements.
4.	In the next text box provided, describe the outreach plan to bring these participants experiencing homelessness into the project.
5.	Select “Save & Next” at the bottom of the screen once all information is complete on this screen.

# New Project Application

## ***Part 6: Performance Measures***

Project Applicants are required to submit quantitative/numerical goals as a basis for measuring project housing performance during the operating year in the screens for **Part 6: Performance Measures**. The questions related to performance measures are applicable to all projects except HMIS-dedicated projects.

Because the measures and instructions that apply to each project type are slightly different across the different programs, there is a **separate instructional guide on performance measures** that may be found on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

Next, this instructional guide will discuss the Budget screens.

# New Project Application

## ***Part 7: Budget Information***

In *e-snaps*, the budget screens that appear for **Part 7: Budget Information** in the left menu bar of the Project Application are determined by the answers provided on the “Funding Request” screen.

- You will select the relevant budgets on the “Funding Request” screen. Once you make these selections, your left menu bar will re-populate and will list only those budget screens that you are required to complete.
- For CoC project budgets that are being reduced through the CoC’s Reallocation process, please ensure that the total amount requested for the project does not exceed the reduced amount approved by the CoC.

Because there are numerous budget screens and instructions on how to complete these screens, there is a **separate instructional guide on budgets** that may be found on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

Next, this instructional guide will discuss Attachments.

# New Project Application

## 8A. Attachments


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


- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu,), then proof of subrecipient's nonprofit status is required.
- **CoC Reject Letter.** 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.
  - If your project has not been rejected, this attachment 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 webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. You will find a resource for Project Applicants that are submitting an Appeal.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
  - **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.



# New Project Application

## 8A. Attachments (continued)

Logout

**Test2014**  
**Applicant Name:**  
Project Applicant A  
**Applicant Number:**  
578622598  
**Project Name:**  
New Project  
2014  
**Project Number:**  
103662  
  
New Project  
Application FY2014  
  
New Project  
Application FY2014  
  
Before Starting  
Part 1 - SF-424  
1A. Application Type

### 8A. Attachment(s)

Instructions: [show]

Select a link

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

Back

Next

Step	Description
------	-------------

- |    |   |
|----|---|
| 1. | Select the document name under "Document Type." |
| 2. | The "Attachment Details" screen appears.        |

# New Project Application

## 8A. Attachments (continued)


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

The screenshot shows the e.snaps application interface. On the left is a sidebar with a user profile for 'Test2014' and a list of application steps: 'New Project Application FY2014', 'Before Starting', 'Part 1 - SF-424', '1A. Application Type', '1B. Legal Applicant', '1C. Application Details', and '1D. Congressional District(s)'. The main area is titled 'Attachment Details'. It contains fields for '\* Document Description:' and '\* File Name:' with a 'Choose File' button. Below these are fields for 'Document Type:' (set to '2) Other Attachment(s)'), 'Maximum Size:' (5 MB), and 'Allowable Formats:' (listing various file types like zip, xls, pdf, etc.). An 'Instructions:' section explains that multiple documents should be zipped. At the bottom are buttons for 'Save', 'Save & Back to List', 'Back to List', and 'Check Spelling'. A callout bubble from the 'Document Description' field contains the text: 'Enter the Description, including the Project Number'.

Step	Description
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. <ul style="list-style-type: none"><li>The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt.</li></ul>
3.	Select "Save & Back to List" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

### NOTE:

#### ***To delete an uploaded attachment.***

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



For instructions on how to zip a file that may be too large to upload, refer to the *How to Zip a File* document on the CoC Program Competition Resources webpage on the OneCPD Resource Exchange at: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

# New Project Application

## 8B. Certification

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

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

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

**Name of Authorized Certifying Official:**

**Date:**

**Title:**

**Applicant Organization:**

**PHA Number (For PHA Applicants Only):**

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

Step	Description
1.	Review sections A, B, and C of the screen.
2.	Verify the name of the Project Applicant organization's Authorized Certifying Official.
3.	Verify that the current date auto populates in the Date field.
4.	Verify the title of the Project Applicant organization's Authorized Certifying Official.
5.	Verify the name of the Project Applicant Organization.
6.	For PHA Applicants only, enter the PHA Number.
7.	Review the certification statement and select the check box to the right of the certification statement.
8.	Select "Save & Next" to navigate to the next screen.

# New Project Application

## 9B. 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

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

**NOTE:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the Project Applicant to proceed to the next step in e-snaps. In the context of this instructional guide, the Project Applicant may proceed to the next steps in the Project Application process. HUD, however, may require you to address the particular item prior to the awarding of program funds.*

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

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

# New Project Application

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.

**eForms** Logout

**Test2014**

Applicant Name: Project Applicant A  
 Applicant Number: 578622598  
 Project Name: New Project Application 2014  
 Project Number: 103662

New Project Application FY2014

New Project Application FY2014

Before Starting  
 Part 1 - SF-424  
 1A. Application Type  
 1B. Legal Applicant  
 1C. Application Details  
 1D. Congressional District(s)  
 1E. Compliance  
 1F. Declaration  
 Part 2 - Recipient and Subrecipient Information  
 2A. Subrecipients  
 2B. Experience  
 Part 3 - Project Information  
 3A. Project Detail  
 3B. Description  
 3C. Expansion  
 Part 4 - Housing, Services, and HMIS  
 4A. Services  
 4B. Housing Type  
 Part 5 - Participants and Outreach  
 5A. Households  
 5B. Subpopulations  
 5C. Outreach  
 Part 6 - Performance Measures  
 6A. Standard  
 6B. Additional Performance Measures  
 Part 7 - Budget Information  
 7A. Funding Request  
 7I. Match/Leverage  
 7J. Summary Budget

**9B. Submission Summary**

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	09/08/2014
1E. Compliance	09/08/2014
1F. Declaration	09/08/2014
2A. Subrecipients	No Input Required
2B. Experience	09/08/2014
3A. Project Detail	09/08/2014
3B. Description	09/08/2014
3C. Expansion	09/08/2014
4A. Services	09/08/2014
4B. Housing Type	09/08/2014
5A. Households	09/08/2014
5B. Subpopulations	No Input Required
5C. Outreach	09/08/2014
6A. Standard	09/08/2014
6B. Additional Performance Measures	Please Complete
7A. Funding Request	Please Complete
7I. Match/Leverage	No Input Required
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	Please Complete

Back Next Submit

- | Step | Description   |
|------|---|
| 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.   | When you have an active "Submit" button, continue to the next section.  |

# New Project Application

## Submitting the Project Application

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

**eForms** Logout

**Test2014**

**Applicant Name:** Project Applicant A  
**Applicant Number:** 571022591  
**Project Name:** New Project Application 2014  
**Project Number:** 103662

New Project Application FY2014

New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures

**9B. Submission Summary**

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	09/08/2014
1E. Compliance	09/08/2014
1F. Declaration	09/08/2014
2A. Subrecipients	No Input Required
2B. Experience	09/08/2014
3A. Project Detail	09/08/2014
3B. Description	09/08/2014
3C. Expansion	09/08/2014
4A. Services	09/08/2014
4B. Housing Type	09/08/2014
5A. Households	09/08/2014
5B. Subpopulations	No Input Required
5C. Outreach	09/08/2014
6A. Standard	09/08/2014
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	09/08/2014

Back Next

Submit

Review "Last Updated" column

Active "Submit" button

Step	Description
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Select the "Submit" button.
3.	The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."
4.	Notify the Collaborative Applicant that you have submitted your Project Application.

# New 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 message "This e.Form has been submitted" appears at the bottom of the screen.

**e.Forms**

**twebster**

**Applicant Name:**  
Tom Test Org  
**Applicant Number:**  
2535640336  
**Project Name:**  
New Project Sample  
**Project Number:**  
083467

New Project Application FY2013

New Project Application FY2013

Before Starting

Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Expansion

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

**9B. Submission Summary**

**Applicant must click the submit button once all forms have a status of complete**

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	12/05/2013
1E. Compliance	12/05/2013
1F. Declaration	12/05/2013
2A. Subrecipients	No Input Required
2B. Experience	12/05/2013
3A. Project Detail	12/05/2013
3B. Description	12/05/2013
3C. Expansion	12/05/2013
4A. Services	12/05/2013
4B. Housing Type	12/05/2013
5A. Households	12/05/2013
5B. Subpopulations	No Input Required
5C. Outreach	12/05/2013
6A. Standard	12/05/2013
6B. Additional Performance Measures	No Input Required
7A. Funding Request	12/05/2013
7C. Leased Units	12/05/2013
7J. Match/Leverage	12/05/2013
7K. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	12/05/2013

Back Next

Export to PDF

Get PDF Viewer

Submit

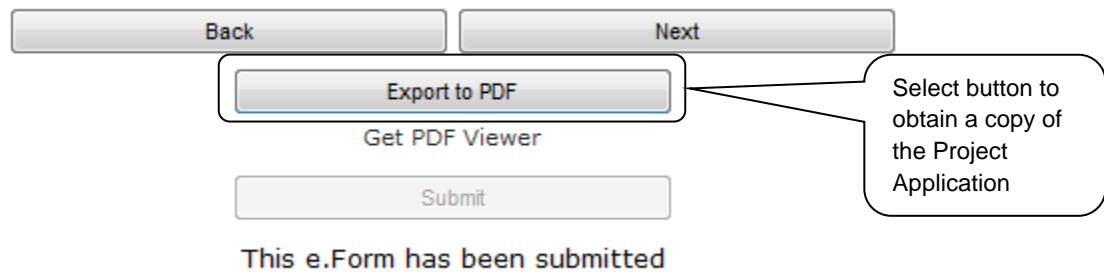
This e.Form has been submitted

e.Form has been submitted

# New Project Application

## ***Exporting to PDF***

Project Applicants can obtain a copy of the Project Application (to retain on a computer or to print out) using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



Step	Description
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."



# New Project Application

## Trouble-shooting when you cannot submit the Project Application

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

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

**eForms** Logout

**Test2014**

**Applicant Name:** Project Applicant A  
**Applicant Number:** 578622598  
**Project Name:** New Project Application 2014  
**Project Number:** 103662

New Project Application FY2014

New Project Application FY2014

Before Starting  
Part 1 - SF-424  
1A. Application Type  
1B. Legal Applicant  
1C. Application Details  
1D. Congressional District(s)  
1E. Compliance  
1F. Declaration  
Part 2 - Recipient and Subrecipient Information  
2A. Subrecipients  
2B. Experience  
Part 3 - Project Information  
3A. Project Detail  
3B. Description  
3C. Expansion  
Part 4 - Housing, Services, and HMIS  
4A. Services  
4B. Housing Type  
Part 5 - Participants and Outreach  
5A. Households  
5B. Subpopulations  
5C. Outreach  
Part 6 - Performance Measures  
6A. Standard  
6B. Additional Performance Measures  
Part 7 - Budget Information  
7A. Funding Request  
7I. Match/Leverage  
7J. Summary Budget

**9B. Submission Summary**

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

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	09/08/2014
1E. Compliance	09/08/2014
1F. Declaration	09/08/2014
2A. Subrecipients	No Input Required
2B. Experience	09/08/2014
3A. Project Detail	09/08/2014
3B. Description	09/08/2014
3C. Expansion	09/08/2014
4A. Services	09/08/2014
4B. Housing Type	09/08/2014
5A. Households	09/08/2014
5B. Subpopulations	No Input Required
5C. Outreach	09/08/2014
6A. Standard	09/08/2014
6B. Additional Performance Measures	Please Complete
7A. Funding Request	Please Complete
7I. Match/Leverage	No Input Required
7J. Summary Budget	No Input Required
8A. Attachment(s)	No Input Required
8B. Certification	Please Complete

Review "Last Updated" column

Back Next

Submit

Inactive "Submit" button

# New Project Application

Step	Description
1.	Review your Submission Summary screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the screen, saving the information on each screen.
3.	Return to the Submission Summary screen and select the "Submit" button.

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

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

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

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

**NOTE:**


*If you are still unable to submit the New Project Application after following these instructions, please submit a question to the OneCPD Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the e-snaps Reporting System.*

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

# New Project Application

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

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

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

**NOTE:**

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


# New Project Application

## ***Project Application Changes***

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

Step	Who	Description
1.	Either	<p>If a submitted Project Application needs to be changed, contact needs to be made between the Project Applicant and the Collaborative Applicant (via email or phone,) outside of <i>e-snaps</i>.</p> <ul style="list-style-type: none"><li>• If a Project Applicant determines that a change is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the applicant.</li></ul>
2.	Collaborative Applicant	<p>The Collaborative Applicant will notify the Project Applicant (via email or phone) that the Project Application has been sent back for changes.</p>

# New Project Application

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|----|-------------------|---|
| 3. | Project Applicant | <p>After the Project Application has been sent back for changes, the only person who will be able to select the “Submit” button to open the Project Application for editing is the person who originally submitted the Project Application.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none"><li>• Log in to <i>e-snaps</i>.</li><li>• Select “Submissions” on the left menu bar.</li><li>• Find the Project Application that was sent back to the applicant.</li></ul> <p>Review the list under the Project Name column, or use the Project Name dropdown menu and “Filter” button.</p> <p>The Project Name for the Project Application will be listed, but it will no longer have a date under the “Date Submitted” column.</p><br><ul style="list-style-type: none"><li>• Select the “Open Folder” icon  to the left of the project with no submission date.</li><li>• Make the required change(s), saving each form as it is revised.</li><li>• Select the “Submit” button.</li><li>• Notify the Collaborative Applicant that the Project Application has been re-submitted.</li></ul> |
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| 4. | Collaborative Applicant | <p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listing for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.</p> |
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# New Project Application

## Next Steps

Congratulations on submitting your New Project Application!

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

The Collaborative Applicant will review every project application and approve and rank or reject the project applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2014 CoC Program Competition. Please make sure you keep in contact with the organization in case any amendments need to be made.

For additional resources go to the CoC Program Competition: *e-snaps* Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.