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Introduction

Welcome to the Renewal Project Application Instructional Guide. This instructional guide covers important information about accessing and completing the Project Application for renewal 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 in turn 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: e-snaps Resources webpage on the HUD Resource 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 instructional guide, you will be able to do the following:

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

Overview of the Project Application Process

FY 2014 Project Applicants must complete the Project Applicant Profile and Project Application using e-snaps, a web-based portal accessible at 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:
Renewal Project Application

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

(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 the online e-snaps system. In order to see an organization's Project Applicant Profile and Project Applications; the e-snaps user needs to be associated as a "registrant" with the organization's e-snaps account. This section identifies the steps to create user profiles and add/delete registrants.

- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the Project Application process.
  - The Project Applicant Profile section of this instructional guide briefly highlights key information for Project Applicants who 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: e-snaps Resources webpage on the HUD Exchange at: [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/](https://www.hudexchange.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 Renewal Project Application funding opportunity, creating a FY 2014 project, and accessing the Project Application screens.

- **Project Application.** After accessing the FY 2014 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for renewal funding. This section provides instructions for 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 Renewal Project Application in e-snaps to the Collaborative Applicant. The Collaborative Applicant will review and either rank or reject Project Applications. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of e-snaps. This process is similar to the process Project Applicants encountered during previous years’ competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.
Highlights in e-snaps in 2014

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

- **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.

- **Importing of Data from Prior Year Project Application.** When the CoC Program Competition opens and Project Applicants are able to begin the Project Application, you will be able to import data from previous years’ Project Application(s). All information will not need to be re-entered.

- **Prepopulating of Data from the Project Applicant Profile.** When the CoC Program Competition opens and Project Applicants are able to begin a 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, Project Applicants will be required to upload their attachments again. For example, a complete 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 "Unified Funding Agency." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA costs.
Accessing e-snaps

The Project Application is submitted electronically in e-snaps during the annual competition under the Notice of Funding Availability (NOFA) for the CoC Program Competition.

**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.
Existing Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>2.</td>
<td>On the left menu bar, enter your username and password. You will then enter the e-snaps system and arrive at the &quot;Welcome&quot; screen.</td>
</tr>
<tr>
<td>3.</td>
<td>If you forgot your password, select the &quot;Forgot your password?&quot; under the &quot;Login&quot; button.</td>
</tr>
</tbody>
</table>

New e-snaps Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Create an e-snaps username and password by selecting the &quot;Create Profile&quot; link.</td>
</tr>
<tr>
<td>2.</td>
<td>Log in as instructed under Existing Users above.</td>
</tr>
</tbody>
</table>

For a refresher on how to proceed through the e-snaps system, the "e-snaps Features and Functions" instructional guide is available on the CoC Program Competition: e-snaps Resources webpage on the HUD Exchange at: [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/](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 Registrants in e-snaps” resource on the CoC Program Competition: e-snaps Resources webpage on the HUD Exchange at: [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/).
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 Renewal Project Application instructional guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step 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 for 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: https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/.

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

- **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 the HUD Exchange Ask A Question, at: https://www.hudexchange.info/get-assistance/my-question/, under the e-snaps Reporting System (the header for which is featured on Step 2 of the AAQ page).

- **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 an Applicant in e-snaps. Review the
Project Applicant Profile Instructional Guide on the CoC Program Competition: e-snaps Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snapsguidedescoc-program-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 HUD Exchange Ask-A-Question if you need assistance: https://www.hudexchange.info/get-assistance/my-question/
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
- Projects
- Submissions
**Funding Opportunity Registration**

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

**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 “Renewal Project Application FY 2014.”
4. | The "Funding Opportunity Details" screen appears.
Renewal Project Application

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

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

*Please ensure you are working under the correct Applicant.*
Creating the Project Application Project

Project Applicants must create a project for the Renewal Project Application in e-snaps on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the “Projects” screen to complete the Application screens. [That step will occur on the "Submissions" screen.]

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

Project Applicants applying for renewal funding must import the previous year's project application.

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<table>
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<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select &quot;Projects&quot; on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>The &quot;Projects&quot; screen appears.</td>
</tr>
<tr>
<td>3.</td>
<td>Select &quot;Renewal Project Application FY 2014&quot; from the &quot;Funding Opportunity Name&quot; dropdown.</td>
</tr>
<tr>
<td>4.</td>
<td>The screen refreshes and an &quot;Add&quot; icon appears on the left side of the screen above the column headings.</td>
</tr>
<tr>
<td>5.</td>
<td>Select the &quot;Add&quot; icon.</td>
</tr>
<tr>
<td>6.</td>
<td>The &quot;Create a Project&quot; screen appears.</td>
</tr>
</tbody>
</table>
## 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.
   - Enter the project name that is being renewed that will appear in the grant award letter.

3. In the “Import Data From:” field, select the project that is being renewed. This will ensure that your project information is imported and will decrease the amount of information that must be entered in the FY 2014 Project Application.

4. Select “Save & Back” to return to the “Projects” screen.

5. The project name is listed in the menu.
   - Select the “View” icon to view project details; however, it is not necessary to enter any notes on that page.

---

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.
Submissions

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

Step 1. Select "Submissions" on the left menu bar.
Step 2. The "Submissions" screen appears.
Step 3. Locate the Project Application project you established.
   - Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).
   - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."
Step 4. Continue with the instructions in the next section for completing the Renewal 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.
FY 2014 Project Application

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

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. 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.

Importing: If you chose to import, information in the project application from which you imported will pre-populate in e-snaps. Please review and update each screen to ensure that the imported information is current and all fields have been completed.

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.
Accessing the Renewal Project Application

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

### 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 “Renewal Project Application FY 2014.”
4. The "Before Starting" screen appears.
Before Starting the Renewal Project Application

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

The "Before Starting the Project Application" screen also contains the links to resources needed to complete the Project Application at [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources) and HUD Exchange Ask a Question.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select &quot;Next.&quot;</td>
</tr>
</tbody>
</table>

**NOTE:** When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.
1A. Application Type

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verify the information in field 1, &quot;Type of Application,&quot; Confirm that you have entered registered for the correct funding opportunity, &quot;Renewal Project Application.&quot; Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.</td>
</tr>
<tr>
<td>2.</td>
<td>Leave fields 4, 5a, 6 and 7 blank.</td>
</tr>
</tbody>
</table>
| 3.   | Enter the expiring grant number in field 5b, "Federal Award Identifier."  

- Be sure to enter the correct expiring grant number that was on the Grant Inventory Worksheet (GIW) approved by HUD. The number should consist of either 11 or 15 characters. |
| 4.   | Select "Save and Next" to proceed to next screen. |
1B. Legal Applicant

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

**Step** | **Description**
--- | ---
1. | Verify that all the information on this screen is complete and accurate.
2. | Select "Next" at the bottom of the screen to move to the next screen.

**NOTE:** If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. 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.
1C. Application Details

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

### Step Description

1. Verify that the information populated in fields 9, 10, 11 and 12 is correct.
   - Field 9 pre-populates from the Project Applicant Profile.
   - Fields 10, 11, and 12 pre-populate and cannot be edited.

2. Leave field 13 blank.

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

**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.
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" screen.

1. In field 14, select the State(s) in which the proposed project will operate and serve homeless persons.
   - Highlight one State, or hold the CTRL+Key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.

2. Field 15 is pre-populated with the name entered on the “Projects” screen when the Project Application was initiated. 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.
   - From the left-menu bar, select “Projects.”
   - On the “Projects” screen, locate the name of the project you want to rename and select the magnifying glass icon to the left of the project name.
   - On the “Project Details” screen, change the name you entered in the “Applicant Project Name” field and select “Save” at the bottom of the screen.
   - When you re-enter the Renewal Project Application and proceed back to the “Congressional Districts” screen, the correct project name should now be displayed in the “Descriptive Title of Applicant’s Project” field.
Step | Description
--- | ---
3. | Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. 
   - Applicants cannot modify the populated data on this screen; however, applicants may modify the Applicant Profile to correct any errors identified.
4. | Select in field 16b the congressional district(s) in which the project operates in the "Projects" field. 
   - Highlight one district, or hold the CTRL+Key to make more than one selection. 
   - Using the single arrow key, move your selection from the left box to the right box.
5. | Under field 17 "Proposed Project," enter the project's operating start and end dates in the appropriate fields using the calendar icon function. 
   As a renewal Project Application, the start and end dates must mirror the start and end dates of the current grant agreement with only the year changing (e.g., current grant period may be 02/01/2013 to 01/31/2014; therefore the proposed project's operating start and end dates for this year's project application will be 02/01/2014 to 01/31/2015).
6. "Estimated Funding" cannot be edited.

7. Select "Save and Next" at the bottom of the screen 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.
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."

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | In the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu.  
- If the State or U.S. Territory requires review of the application, select "Yes" and enter the date on which the application was made available to the State, using the calendar icon function.  
- If the State or U.S. Territory does not require review of the project application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."  
- If "Program is not covered by E.O. 12372" is selected, you will not be able to access the project application. |
| 2.   | Select "Yes" or "No" to indicate whether the Applicant is delinquent on any Federal debt.  
- If "Yes," an explanation must be entered in the field provided. |
| 3.   | Select "Save and Next" at the bottom of the screen to save your information and move to the next screen.  
*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).*
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" screen.

### Step Description

1. Verify that 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 Renewal Project Application.

3. Select "Save & Next" at the bottom of the screen 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.
2A. Project Subrecipients

Remember, applicants must complete Part 1: SF-424 before the rest of the application will appear.

The screen lists all of the Project Applicant's subrecipients as applicable. 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To begin adding subrecipient organization(s) to this list, select the &quot;Add&quot; icon to add a subrecipient.</td>
</tr>
<tr>
<td>2.</td>
<td>The “Project Subrecipients” screen will appear.</td>
</tr>
</tbody>
</table>

NOTE: Data from the FY 2013 Project Application will populate this screen. Returning Project Applicants will not have to re-enter the information for all subrecipients, unless information has changed and needs to be updated.
### 2A. Subrecipients (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the legal name of the subrecipient organization.</td>
</tr>
<tr>
<td>2.</td>
<td>Indicate the subrecipient’s organization type by selecting the appropriate option from the dropdown menu.</td>
</tr>
<tr>
<td></td>
<td>- Nonprofit subrecipients (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 e-snaps using the “Attachments” link on the left menu bar. This link appears prior to the “Submission Summary” link.</td>
</tr>
<tr>
<td></td>
<td>- If “Other” is selected, 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.</td>
</tr>
<tr>
<td></td>
<td>If the information entered is for an individual, select “Other” and provide an explanation.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the subrecipient's 9-digit TAX ID/EIN number.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the subrecipient's 9-digit DUNS number (or 13-digit number, if applicable.)</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the subrecipient's address, city, State, and zip code.</td>
</tr>
</tbody>
</table>
2A. Subrecipients (continued)

**Step**  
**Description**

6. Under “Congressional Districts,” select the Congressional district(s) in which the subrecipient is located.
   - Highlight one district, or hold the CTRL+Key to make more than one selection.
   - Using the single arrow key, move your selection from the left box to the right box.

7. 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.
   - The amount must be in whole dollars (i.e. no decimals)
   - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.

Select “Save & Back to List” when finished adding subrecipients  
Select “Save & Add Another” to add more
# Renewal Project Application

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Select the appropriate prefix from the dropdown menu.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the contact person’s first, middle (optional), last name, suffix (optional), and title.</td>
</tr>
<tr>
<td>12.</td>
<td>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.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the contact person’s telephone number, starting with the area code.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the extension of the contact person’s telephone number, if applicable.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the contact person’s fax number, starting with the area code.</td>
</tr>
<tr>
<td>16.</td>
<td>To add another subrecipient, select “Save &amp; Add Another” and repeat steps 1 – 15.</td>
</tr>
<tr>
<td></td>
<td>• Repeat these steps for each subrecipient you need to add.</td>
</tr>
<tr>
<td></td>
<td>• When you are finished, select “Save &amp; Back to List” to return to the “2A. Project Subrecipients” screen.</td>
</tr>
<tr>
<td>17.</td>
<td>After you return to the “2A. Project Subrecipients” screen, review the list.</td>
</tr>
<tr>
<td></td>
<td>• To edit the information you entered, select the “View” icon to the left of the entry.</td>
</tr>
<tr>
<td></td>
<td>• To delete an entry from the list, select the red “Delete” icon.</td>
</tr>
<tr>
<td>18.</td>
<td>Select “Next” when you have completed reviewing the list.</td>
</tr>
</tbody>
</table>

**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: e-snaps Resources webpage on the HUD Exchange at:* [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources).
3A. Project Detail

The following steps provide instruction on updating fields populated with information from the "Applicant Type" and "Projects" screens in Part 3: Project Information of the FY 2014 Project Applicants - Renewal Application, as well as completing all mandatory fields marked with an asterisk (*) on the "Project Detail" screen of the application. The fields on the screens for the remaining forms will vary based on the component selected on this screen.

**NOTE:** You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your Renewal Project Application will be submitted. If the "CoC Number and Name" is incorrect, your Project Application will not be submitted to HUD.

"No CoC" can only be selected if your CoC did not register for the FY 2014 CoC Competition or your project is located in geographic area that is unclaimed.

**Step** | **Description**
--- | ---
1. | Verify that the “Expiring Grant Number” field populated with information from the “Federal Award Identifier” field on the “Applicant Type” screen.
2. | Select your “CoC Number and Name” from the dropdown menu.
3. Select your “CoC Applicant Name” from the dropdown menu.

4. Verify the name of your project populated with the project name listed on your “Projects” screen.
   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 Renewal Application by navigating to the “Submissions” screen and selecting the orange folder next to the Project.

5. 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.

6. Select the correct “Component Type” from the dropdown menu.
   - **Component types** include PH, TH, SH, SSO, and HMIS.
   - **Note:** The component type determines what questions appear on other forms throughout the Project Application.

7. Select “Yes” or “No” to indicate if the project uses Energy Star.

8. Select “Yes” or “No” to indicate if the project includes one or more of the project properties conveyed under Title V.

9. Select “Save & Next” to move to the next screen.
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 Project Application.

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

The questions that appear on screen 3B: Project Description depend on the selection of the component type on screen 3A: Project Detail and, when applicable, whether rental assistance is provided as indicated on screen 3B: Project Description.

The following pages identify the different versions of screen 3B: Project Description.

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.
### HMIS and SH Projects

This screen appears when applicants select the “HMIS” or “SH” component on screen 3A. Project Detail.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | Provide a detailed description of the scope of the project.  

- Applicants must not exceed the maximum character limit.  

| 2.   | Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System. |
| 3.   | 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.  
  - If you select “Other,” provide a description of the specific type of population in the text box provided.  
  - Select “Save & Next” to proceed to the next screen. |
PH Projects, With Rental Assistance and Without Rental Assistance

The following screen image identifies a PH project (the component selected on screen 3A. Project Detail) with rental assistance (as indicated in question 7a).

“Yes,” requesting rental assistance
The following screen image identifies a PH project (the component selected on screen 3A. Project Detail) without rental assistance (as indicated in question 7a).

“No,” not requesting rental assistance
The following instructions apply to screen 3B. Project Description for PH projects with and without rental assistance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | Provide a detailed description of the scope of the project.  
      • Applicants must not exceed the maximum character limit. |
| 2.   | Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System. |
| 3.   | Select "Yes" or "No" to indicate if your project has a specific population focus.  
      • If "Yes," select "Save" and one new question will appear.  
        o Select all of the boxes that apply.  
        o If you select "Other," provide a description of the specific type of population in the text box provided. |
| 4.   | Select "Yes" or "No" to indicate if your project will follow a "Housing First" model. |
| 5.   | Select "Yes" or "No" to indicate if your project will provide PSH or RRH.  
      • PSH is prepopulated with "unlimited assistance"  
      • RRH has the following options: up to 3 months, up to 12 months, up to 18 months, or up to 24 months. |
| 6.   | Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item.  
      • If "Yes", describe the method used to make a determination for the type, amount, and duration of rental assistance that participants can receive. |
| 7.   | Select "Yes" or "No" to indicate if this is a CoC Program leasing project or former SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)). |
| 8.   | Select "Save & Next" to proceed to the next screen. |
TH Projects, With and Without Rental Assistance

The following screen image identifies a TH project (the component selected on screen 3A. Project Detail) with rental assistance (as indicated in question 6a).

"Yes," requesting rental assistance
The following screen image identifies a TH project (the component selected on screen 3A. Project Detail) without rental assistance (as indicated in question 6a).

"No," not requesting rental assistance
The following instructions apply to screen 3B. Project Description for TH projects with and without rental assistance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | Provide a detailed description of the scope of the project.  
      • Applicants must not exceed the maximum character limit. |
| 2.   | Select "Yes" or "No" to indicate if your project participates in a CoC Coordinated Assessment System. |
| 3.   | Select "Yes" or "No" to indicate if your project has a specific population focus.  
      • If "Yes," one new question will appear.  
         o Select all of the boxes that apply.  
         o If you select "Other," provide a description of the specific type of population in the text box provided. |
| 4.   | Select "Yes" or "No" to indicate if the project plans on serving Youth under Category 3.  
      The CoC must request and be approved by HUD in order for a Project Applicant to serve youth under Category 3. Check with your CoC to find out if it will request the use of funds for Category 3. See the FY 2013 - FY 2014 CoC Program Competition NOFA for additional requirements. |
| 5.   | Select the maximum length of rental assistance from the dropdown menu. |
| 6.   | Select "Yes" or "No" to indicate if the project requests costs under the rental assistance budget line item.  
      • If "Yes", describe the method used to make a determination for the type, amount, and duration of rental assistance that participants can receive. |
| 7.   | Select "Yes" or "No" to indicate if this is a CoC Program leasing project or former SHP project that has been approved by HUD to revise the renewal project budget from leasing to rental assistance. (This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8)). |
| 8.   | Select "Save & Next" to proceed to the next screen. |
SSO Projects

This screen appears when applicants select the “SSO” component on screen 3A. Project Detail.

### Step Description

1. **Provide a detailed description of the scope of the project.**
   - Applicants must not exceed the maximum character limit.

2. **Select “Yes” or “No” to indicate if your project participates in a CoC Coordinated Assessment System.**

3. **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.
  o Select all of the boxes that apply.
  o If you select “Other,” please provide a description of the specific type of population in the text box provided.

4. Select “Yes” or “No” to indicate if you plan on serving Youth under Category 3. The CoC must request and be approved by HUD in order for a Project Applicant to serve youth under Category 3. Check with your CoC to find out if it will request the use of funds for Category 3. See the FY 2013 - FY 2014 CoC Program Competition NOFA for additional requirements.

5. Select “Save & Next” to proceed to the next screen.
**Part 4. Housing, Services, and HMIS**

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) for screens on **Part 4: Housing, Services, and HMIS** of the FY 2014 Project Application.

The screens that appear under Part 4 depend on the selection of the component type on screen 3A: Project Detail.

The following pages identify the different versions of **Part 4: Housing, Services, and HMIS**.
**4A. Supportive Services for Participants (PH, TH, SH, SSO)**

The following screen, 4A. Supportive Services for Participants, applies to PH, TH, SH, and SSO projects (the component selected on screen 3A. Project Detail).

The information entered into the "Supportive Services for Participants" screen for **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 project participants. The information provided must be accurate and complete.

### Step 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.
- Only projects that do not serve families or unaccompanied youth should select "Not Applicable."

### Step 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.
- Only projects that do not serve families or unaccompanied youth should select "Not Applicable."

### Step 3
If you answered "No" to questions 1a and/or 1b on this screen, you will be required to describe the manner in which you will take into account the educational needs of children when youth and/or families are placed in housing.
4A. Supportive Services for Participants (PH, TH, SH, SSO) (continued)

**Step Description**

4. 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 that will be provided to project participants.

5. Using the dropdown, indicate how accessible most community amenities are to project participants.

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

**NOTE:** You must enter at least one type of service in the "Supportive Services Provided" table.
### 4A. HMIS Standards (HMIS)

The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on screen 3A. Project Detail).

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In 1a., select “Yes” or ”No” from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the HMIS Data Standard Notice.</td>
</tr>
<tr>
<td>2.</td>
<td>If you answered “No,” to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.</td>
</tr>
<tr>
<td>3.</td>
<td>In 2a., select “Yes” or ”No” from the dropdown menu to indicate if the HMIS is currently able to produce all HUD-required reports and provide data as needed for HUD reporting.</td>
</tr>
<tr>
<td>4.</td>
<td>If you answered ”No,” to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.</td>
</tr>
</tbody>
</table>

**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.
### 4A. HMIS Standards (HMIS) (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if the HMIS is currently able to track a client’s progress across projects in the CoC.</td>
</tr>
<tr>
<td>5.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if the HMIS currently allows end users to search client records to determine if a client is actively receiving services in the CoC.</td>
</tr>
<tr>
<td>6.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if the HMIS can currently unduplicated client records within the HMIS.</td>
</tr>
<tr>
<td>7.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if the HMIS Lead has a security officer.</td>
</tr>
<tr>
<td>8.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.</td>
</tr>
<tr>
<td>9.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate if the HMIS Lead conducts Security Training and follows up on security standards on a regular basis.</td>
</tr>
</tbody>
</table>
| 10.  | Select one of the following options from the dropdown menu to indicate the length of time it takes to remove access rights to former HMIS users:  
|      | • Within 24 hours  
|      | • Within 1 week  
|      | • Within 2 weeks  
|      | • Within 1 month  
|      | • Longer than 1 month |
| 11.  | Select "Save & Next" to proceed to the next screen. |
4B. Housing Type and Location (PH, TH, SH)

The following screen, 4B. Housing Type and Location, applies to PH, TH, and SH projects (the component selected on screen 3A. Project Detail).

The list in the “Housing Type and Location” screen Part 4: Housing, Services, and HMIS summarizes each housing site in the project. The list will be populated by information you add about individual project sites.

**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.
4B. Housing Type and Location (PH, TH, SH) (continued)

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the “Housing Type” dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</td>
</tr>
<tr>
<td></td>
<td>• Barracks</td>
</tr>
<tr>
<td></td>
<td>• Dormitory, shared or private rooms</td>
</tr>
<tr>
<td></td>
<td>• Shared housing</td>
</tr>
<tr>
<td></td>
<td>• Single Room Occupancy (SRO) units</td>
</tr>
<tr>
<td></td>
<td>• Clustered apartments</td>
</tr>
<tr>
<td></td>
<td>• Scattered site apartments (including efficiencies)</td>
</tr>
<tr>
<td></td>
<td>• Single-family homes/townhouses/duplexes.</td>
</tr>
</tbody>
</table>

Select from dropdown menu
Select “Save & Back to List” when finished adding housing types
Select “Save and Add Another” to add another housing type
2. Enter the number of units, beds; dedicated beds designated for the chronically homeless and non-dedicated beds to be used to assist the homeless in the respective fields. If there are no dedicated chronically homeless beds that will be used to assist the chronically homeless, enter '0.'

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, enter the address where the majority of beds are located, or where most beds are located as of the date you submit the application.

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.
4B. Supportive Services Only (SSO)

The following screen, 4B. Supportive Services Only (SSO), applies only to SSO projects (the component selected on screen 3A. Project Detail).

The questions on the “Supportive Services Only” screen, **Part 4: Housing, Services, and HMIS**, request information on services offered by this project.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Indicate if the project is a street outreach project.</td>
</tr>
<tr>
<td>2.</td>
<td>If you answered “No” to Question 1, you will be required to select “Yes” or “No” for Question 2 to indicate if the project activities, including case management, are related to a Housing Goal.</td>
</tr>
<tr>
<td>3.</td>
<td>If you answered “No” to Question 2, you will be required to select “Yes” or “No” for Question 3 to indicate if the project is a coordinated assessment project.</td>
</tr>
<tr>
<td>4.</td>
<td>Select &quot;Save &amp; Next&quot; to proceed to the next screen.</td>
</tr>
</tbody>
</table>
4C. HMIS Participation (PH, TH, SH, SSO)

The following screen, 4C. HMIS Participation, applies to PH, TH, SH, and SSO projects (the component selected on screen 3A. Project Detail).

The “HMIS Participation” screen for Part 4: Housing, Services, and HMIS summarizes the extent of the project’s Homeless Management Information System (HMIS) participation. Depending upon how you answer the question shown below, certain additional fields will appear.

The following steps provide instruction on completing mandatory fields marked with an asterisk (*) on the HMIS Participation” screen of the application, as well as how to complete the questions that appear after you select “Yes,” “No,” or “Not Applicable” to question 1.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select &quot;Yes&quot; or &quot;No&quot; from the dropdown menu to indicate whether the project provides client level data to HMIS at least annually.</td>
</tr>
</tbody>
</table>
4C. HMIS Participation (PH, TH, SH, SSO) ("Yes" to question 1)

**Step Description**

1. If you answered "Yes," to Question 1," you will see additional questions. Proceed to step 2 for guidance.
   - If you answered "No" to Question 1, proceed to the next page for guidance.

2. In 2a, enter the total number of participants served by the project in calendar year 2013 (1/1/2013 - 12/31/2013).

3. In 2b, enter the total number of project participants reported in the CoC's HMIS for calendar year 2013 (1/1/2013 - 12/31/2013).

4. In the chart provided, for those project participant records that were reported in the HMIS, indicate the percentage of values that were missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused"), for each data element.
   - If there were no unknown values, enter a "0" value in any field within the chart.

5. Select "Save & Next" to proceed to the next screen.
# Renewal Project Application

## 4C. HMIS Participation (PH, TH, SH, SSO) ("No" to question 1)

### Step Description

1. If you answered "No," to Question 1, you will see additional questions. Proceed to step 2 for guidance.
   - If you answered "Yes" to Question 1, return to the previous page for guidance.

2. In 2a., select the reason or reasons why the project does not provide client level data in HMIS at least annually. Highlight the reason, 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.

3. In 2b., provide an explanation of the other reasons for nonparticipation, and cite the applicable Federal/State laws that prohibit participation.

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

Move reason from left hand box to right hand box.
**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.” The questions related to project participants are applicable to all projects except HMIS-dedicated projects.

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

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>(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 single point in time, not over the course of a year or term of the grant).</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE:</td>
<td>(2) Dark grey cells are not applicable and light grey cells will be totaled automatically.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>(3) The &quot;Households&quot; column on screen 5A is automatically populated with Total Number of Households.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>(4) The &quot;Characteristics&quot; column on both screens is automatically populated with standard reporting categories determined by HUD.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>(5) For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>(6) Additional characteristics have been added to this screen for the FY 2014 competition.</td>
</tr>
</tbody>
</table>

See also the Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations subsection.
Additional Guidelines for 5A. Project Participants – Households and 5B. Project Participants - Subpopulations

This section of the instructional guide 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.

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

“Total Persons” for this Household Type
The “Total Persons” field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B. While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Under the &quot;Households&quot; section, enter the total number of households for each household type.</td>
</tr>
<tr>
<td>2.</td>
<td>Select “Save” and the system will calculate the total for the &quot;Total Number of Households&quot; field.</td>
</tr>
<tr>
<td>3.</td>
<td>Under the &quot;Characteristics&quot; section, enter the number of persons by household type for each demographic row.</td>
</tr>
<tr>
<td>4.</td>
<td>Select “Save” and the system will calculate the remaining four fields in the columns and totals for each demographic based on the values you entered.</td>
</tr>
<tr>
<td>5.</td>
<td>Select “Save &amp; Next&quot; at the bottom of the screen once all information is complete on this screen.</td>
</tr>
</tbody>
</table>
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/status, according to their respective household types.

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.

Select "Save" to calculate totals

Select "Save & Next" to proceed
### Step Description

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

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

3. Select “Save & Next” 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.
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 project participants are coming.

### Step Description

1. Enter the percentage of project participants from each of the following locations/situations:
   - Directly from the street or other locations not meant for human habitation
   - Directly from emergency shelters
   - 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 at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing - (only applicable to TH or SSO projects)

Select “Save” to calculate totals

Select "Save & Next" to proceed
- Homeless persons as defined under other federal statutes - (TH and SSO projects and HUD approval)
- Persons fleeing domestic violence

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 describe where the other persons (not identified) are coming from and how these persons meet the HUD homeless definition and the project type eligibility requirements.

4. If "Persons at imminent risk…” is greater than 0 percent, identify the project as either an SSO or TH project and verify that persons served will be within 14 days of losing their housing and becoming literally homeless. This field is required if the total percentage calculated above is less than 100 percent or if a number greater than 0 was entered in the “Persons at imminent risk of losing their nighttime residence” field. If required, applicants must explain where the unaccounted for participants will come from and/or must affirm that persons at imminent risk meet the aforementioned eligibility criteria.

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

NOTE:
- PH projects of all types are prohibited from selecting Category 2, "persons at imminent risk" and Category 3, "homeless persons as defined under other federal statutes."
- TH and SSO projects may select a percentage of the population to be served as coming from “persons at imminent risk” and must provide an explanation addressing the 14 day eviction and the persons becoming literally homeless.
- TH and SSO projects are prohibited from selecting to serve “homeless persons as defined under other federal statues”; unless the applicant has documentation that the CoC applied for and was approved by HUD to serve this population.
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: e-snaps Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snapsguides/coc-program-competition-resources.

Next, this instructional guide will discuss the Budget screens for FY 2014.
**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.

- The budgets you are required to complete must correlate to the budget line items indicated on the final HUD-approved GIW. You will select the relevant budgets on the “Funding Request” screen. Once you make these selections, your left-hand 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: e-snaps Resources webpage on the HUD Exchange at: [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources).

Next, this instructional guide will discuss Attachments for FY 2014.
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.** This option will appear only for those projects identified as an "Appeal" project on screen 3A. Project Details under "Project Status." 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: e-snaps Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources. You will find a resource for Project Applicants that are submitting an Appeal.

- **Commitment Letter.** This option will appear only for those projects that are converting from Leasing to Rental Assistance and approved by HUD during the GIW final approval process. Applicable Project Applicants must attach a commitment letter from the State, instrumentality of local government, or PHA that will administer the rental assistance. See the FY 2013 - FY 2014 CoC Program Competition NOFA for more additional information.

- **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. Upload the attachment using the “Other Attachment” link.
8A. Attachments (continued)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the document name under Document Type.</td>
</tr>
<tr>
<td>2.</td>
<td>The &quot;Attachment Details&quot; screen appears.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the name of the document in the “Document Description” field.</td>
</tr>
</tbody>
</table>
| 2.   | Select “Browse” to the right of the “File Name” field to upload the file from your computer.  
|      | • The allowable formats are: zip, xls, xlsx, wpd, pdf, img, rtf, pptx, pot, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tif. |
| 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.

- Select 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 Creating a Zip File document in the General Resources section of the CoC Program Competition: e-snaps Resources webpage on the HUD Exchange at: [https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources).
8B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review sections A, B, and C provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided.</td>
</tr>
<tr>
<td>2.</td>
<td>Verify the name of the Project Applicant organization’s Authorized Certifying Official.</td>
</tr>
<tr>
<td>3.</td>
<td>Verify that the current date auto populates in the Date field.</td>
</tr>
<tr>
<td>4.</td>
<td>Verify the title of the Project Applicant organization’s Authorized Certifying Official.</td>
</tr>
<tr>
<td>5.</td>
<td>Verify the name of the Project Applicant Organization.</td>
</tr>
<tr>
<td>6.</td>
<td>For PHA Applicants only, enter the PHA Number.</td>
</tr>
<tr>
<td>7.</td>
<td>Review the certification statement and select the check box to the right of the certification statement.</td>
</tr>
<tr>
<td>8.</td>
<td>Select “Save &amp; Next” to proceed to the next screen.</td>
</tr>
</tbody>
</table>
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 selecting the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after any changes.

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

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

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.
9B. Submission Summary (continued)

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.

- Review “Last Updated” column
- Identify incomplete screens
- Inactive "Submit" button
### 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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If you are not already on the &quot;Submission Summary&quot; screen, select it on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the &quot;Submit&quot; button.</td>
</tr>
<tr>
<td>3.</td>
<td>The &quot;Submit&quot; button will be grayed out. Below it there will be text stating, &quot;This e.Form has been submitted.&quot;</td>
</tr>
<tr>
<td>4.</td>
<td>Notify the Collaborative Applicant that you have submitted your Project Application.</td>
</tr>
</tbody>
</table>
Renewal Project Application

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

Exporting to PDF

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the “Export to PDF” button.</td>
</tr>
<tr>
<td>2.</td>
<td>On the &quot;Configure PDF Export&quot; screen, select the screen(s) you would like included.</td>
</tr>
<tr>
<td>3.</td>
<td>Select &quot;Export to PDF.&quot;</td>
</tr>
</tbody>
</table>
Trouble-shooting When You Cannot Submit the Project Application

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

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

In Review "Last Updated" column

Inactive "Submit" button
## Renewal Project Application

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review your Submission Summary screen to determine which Project Application screen needs to be completed.</td>
</tr>
<tr>
<td>2.</td>
<td>Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.</td>
</tr>
<tr>
<td>3.</td>
<td>Return to the Submission Summary screen to select the &quot;Submit&quot; button.</td>
</tr>
</tbody>
</table>

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

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

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

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

### NOTE:
*If you are still unable to submit the Renewal Project Application after following these instructions, please submit a question to the HUD Exchange Ask A Question, at: [https://www.hudexchange.info/get-assistance/my-question/](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 screen image whenever possible.
### Updating the Applicant Profile

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select “Back to Submissions List.”</td>
</tr>
<tr>
<td>2.</td>
<td>Select “Applicants” in the left menu bar.</td>
</tr>
<tr>
<td>3.</td>
<td>Ensure your Applicant name is selected in the dropdown menu at the top of the screen.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the &quot;Open Folder&quot; icon 📁 to the left of the Applicant Name.</td>
</tr>
<tr>
<td>5.</td>
<td>Select “Submission Summary” on the left menu bar.</td>
</tr>
<tr>
<td>6.</td>
<td>Select the &quot;Edit&quot; button.</td>
</tr>
<tr>
<td>7.</td>
<td>Navigate to the applicable screen(s), make the edits, and select “Save.”</td>
</tr>
<tr>
<td>8.</td>
<td>Select “Submission Summary” on the left menu bar and select the &quot;Complete&quot; button.</td>
</tr>
<tr>
<td>10.</td>
<td>Select “Submissions” on the left menu bar.</td>
</tr>
<tr>
<td>11.</td>
<td>Select the orange folder to enter the CoC Application. The change should have pulled forward.</td>
</tr>
</tbody>
</table>

### NOTE:

The “View Applicant Profile” link in the left menu bar is intended only to view the Project Applicant Profile and not to make any updates.
**Project Application Changes**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Who</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | Either one | If a submitted Project Application needs to be changed, contact needs to be made between the Project Applicant and the Collaborative Applicant outside of e-snaps (via email or phone).  
- If a Project Applicant determines that a change to the project application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it “send,” or release, the Project Application back to the Applicant.  
- If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant. |
| 2.   | Collaborative Applicant | The Collaborative Applicant will notify the Project Applicant outside of e-snaps (via email or phone) that the Project Application has been sent back for changes. |
3. **Project Applicant**  
After the Project Application has been sent back for 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.  
The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:

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

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

Congratulations on submitting your Renewal Project Application!

At this point, your project application has been submitted to the Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2a and 2b. 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 changes need to be made.

For additional resources, such as the New Project Application instructional guide, 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.