

e-snaps Instructional Guide

Renewal Project Application



2014, Version 1

Renewal Project Application

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Renewal Project Application

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:



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- (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/>.
- **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.

Renewal Project Application

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

Renewal Project Application

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.

Renewal Project Application

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.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. 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 red speech bubble icon. A callout bubble points to the login fields 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 content area has a heading 'Welcome to e-snaps' followed by a paragraph: 'Welcome to **e-snaps**! **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.' Below this is another paragraph: '**E-snaps** is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.' A third paragraph states: 'If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.' This is followed by a paragraph about OMB review: 'The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.' Then, a paragraph about information submission: 'Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.' A final paragraph mentions: 'Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information the application form will only be collected for specific funding competitions.' 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.

Renewal Project Application

Existing Users

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

New e-snaps Users

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 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/>.

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/>.

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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

Renewal Project Application

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>. 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/>

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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

Renewal Project Application

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.

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


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 Application	0	Apr 1, 2008
UFA Costs Project Application 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 "Renewal Project Application FY 2014."
4.	The "Funding Opportunity Details" screen appears.


Renewal Project Application

 Front Office

 Logout  Help


 Rougé

Front Office Portal

 Profile

My Account

Change Password

 Workspace

Applicants

Funding Opportunity Registrations

Projects

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

Funding Opportunity Details
Funding Opportunity Name: Renewal Project Application FY2014
Start Date: Nov 22, 2013
End Date: Jan 1, 2016

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 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.

Renewal Project Application

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.

Front Office

Logout Help

Rouged

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions



"Add" icon appears after selection in dropdown menu

and through its Department of Housing Preservation and Development (137538489 1793)


Project Status: Open Projects

Funding Opportunity Name: Renewal Project Application FY2014

Projects					
Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Common Ground-testtg	103664	Renewal Project Application FY2014	City of New York Acting by and through its Department of Housing Preservation and Development	137538489 1793	In Progress
Lantern	103634	Renewal Project Application FY2014	City of New York Acting by and through its Department of Housing Preservation and Development	137538489 1793	In Progress
NY-600 - REN - 551 Warren Street - 2014	103585	Renewal Project Application FY2014	City of New York Acting by and through its Department of Housing Preservation and Development	137538489 1793	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select "Renewal 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.

Renewal Project Application

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"> 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. <ul style="list-style-type: none"> 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.

Renewal Project Application

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.

Front Office

Logout Help

Rouged

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicant

Funding Opportunity

Registrations

Projects

Submissions

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

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: test5

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
test5	103656	Renewal Project Application FY2014	Renewal Project Application FY2014	Jul 14, 2014	Dec 31, 2014	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">Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application." |
| 4. | Continue with the instructions in the next section for completing the 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.

Renewal Project Application

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.

Renewal Project Application

Accessing the Renewal Project Application

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

Front Office

Logout Help

Rouged

Front Office Portal

Profile

My Account

Change Password

Workspace

Select "Submissions"

Access the Project Application

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

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: test5

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
test5	103656	Renewal Project Application FY2014	Renewal Project Application FY2014	Jul 14, 2014	Dec 31, 2014	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 "Renewal Project Application FY 2014."
4.	The "Before Starting" screen appears.

Renewal Project Application

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> and [HUD Exchange Ask a Question](#).

eForms

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember

- Additional training resources can be found at on the OneCFO Resource Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask a Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR) System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY2014 Funding Notice and the FY 2013 - FY2014 CoC NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2014 Funding Notice, the FY 2013 - FY 2014 CoC Program NOFA and the FY 2013 General Section NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2013 Project Application will be imported into the FY 2014 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the FY 2013 post award process or a grant agreement amendment.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HHS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to the CoC Program interim rule (24 CFR part 578) and application requirements set forth in both the FY 2014 Funding Notice and the FY 2013 - FY 2014 CoC Program NOFA.

Next

Back to Submissions List

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

1.	Select "Next."
----	----------------

NOTE:

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

Renewal Project Application

1A. Application Type



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

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

eForms Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1A. Application Type

Instructions: [show]

1. Type of Submission: Application

2. Type of Application: Renewal 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:** NY0310L2T001205

6. Date Received by State:

7. State Application Identifier:

Save Save & Back Save & Next

Back Next

Check Spelling

Verify the data in fields 1, 2 and 3

Step	Description
1.	Verify the information in field 1, "Type of Application," Confirm that you have entered registered for the correct funding opportunity, "Renewal Project Application." Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
2.	Leave fields 4, 5a, 6 and 7 blank.
3.	Enter the expiring grant number in field 5b, "Federal Award Identifier." <ul style="list-style-type: none">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.

Renewal 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

Rouged

Applicant Name: City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number: 137538489 1793
Project Name: 115-5
Project Number: 103656

Renewal Project Application FY2014

Renewal 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
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS
4A. Services
4B. SSO
4C. HMIS Participation
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Performance Measures
6A. Standard
6B. Additional Performance Measures

1B. Legal Applicant

Instructions: [show]

8. Applicant

a. Legal Name: City of New York Acting by and through its Dep:

b. Employer/Taxpayer Identification Number (EIN/TIN):

c. Organizational DUNS: PLUS 4 1793

d. Address

Street 1:

Street 2:

City: New York

County:

State: New York

Country: United States

Zip / Postal Code: 10038

e. Organizational Unit (optional)

Department Name: Development

Division Name: Special Needs Housing

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mr.

First Name: Eric

Middle Name:

Last Name:

Suffix: -- select --

Title: Deputy Commissioner

Organizational Affiliation: City of New York Acting by and through its Dep:

Telephone Number:

Extension:

Fax Number:

Email: enderlee@hpd.nyc.gov

Back Next

Verify the data is accurate

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.

Renewal Project Application

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.

eForms Logout

1C. Application Details

Instructions: [show]

9. Type of Applicant: C. City or Township Government
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-N-31B
Title: Continuum of Care Homeless Assistance Com

13. Competition Identification Number:
Title:

Back Next

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

Applicant Name: City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number: 137538489 1793
Project Name: test5
Project Number: 103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424
1A. Application Type
1B. Legal Applicant
1C. Application Details
1D. Congressional District(s)

Step	Description
1.	Verify that the information populated in fields 9, 10, 11 and 12 is correct. <ul style="list-style-type: none">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.*

Renewal 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" screen.

1D. Congressional District(s)

Instructions: [show]

* 14. Area(s) affected by the project (State(s) only):
(for multiple selections hold CTRL key)

Available Items: Alabama, Alaska, American Samoa, Arizona, Arkansas

Selected Items: New York

15. Descriptive Title of Applicant's Project: test5

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

- | | |
|----|---|
| 1. | In field 14, select the State(s) in which the proposed project will operate and serve homeless persons. <ul style="list-style-type: none">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. <ul style="list-style-type: none">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. |

Renewal Project Application

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

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget Information

7A. Funding Request

7B. Leased Units

7C. Leased Structures

7D. Rental Assistance

7E. Supp. Svcs. Budget

7F. Operating

7G. HMIS Budget

7H. Match/Leverage

7I. Summary Budget

16. Congressional District(s):

*** a. Applicant:**
(for multiple selections hold CTRL key)

Available Items:

- AR-002
- AR-003
- AR-004
- AS-000

>>>

>

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<<<

Selected Items:

- NY-013
- NY-014
- NY-015
- NY-016

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

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003

>>>

>

<

<<<

Selected Items:

- NY-007

17. Proposed Project

*** a. Start Date:** 04/01/2014

*** b. End Date:** 03/31/2015

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

- | Step | Description |
|------|--|
| 3. | Field 16a "Congressional Districts" is pre-populated from the Applicant Profile. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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). |

Renewal Project Application

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.*

Renewal 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? b. Program is subject to E.O. 12372 but has not been selected by the State for review. ▾

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


* 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. | In the "Is the Application Subject to Review By State Executive Order 12372 Process?" field, select the correct option from the dropdown menu. <ul style="list-style-type: none">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. <ul style="list-style-type: none">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.

Renewal 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" screen.

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: Ms.

First Name:

Middle Name:

Last Name:

Suffix: -- select --

Title: Assistant Commissioner

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

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

Email:

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

Date Signed: 08/22/2014

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 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.

Renewal Project Application

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.

eForms Logout

2A. Project Subrecipients

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.

Total Expected Sub-Awards:

Show Filters] [Clear Filters]

View	Organization	Type
	Services for the Underserved	M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)

1

Back Next

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424
1A. Application Type
1B. Legal Applicant

Select "Add"

Select "Next" when finished adding project subrecipients

Step	Description
1.	To begin adding subrecipient organization(s) to this list, select the "Add" icon to add a subrecipient.
2.	The "Project Subrecipients" screen will appear.

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.

Renewal Project Application

2A. Subrecipients (continued)

The screenshot shows the 'eForms' application interface. On the left is a sidebar with a user profile 'Rouged' and a navigation menu. The main content area is titled '2A. Project Subrecipients Detail' and contains a form with several required fields. The form includes instructions, organization details, tax identification, and physical address sections. A red error message is visible below the DUNS number field.

Applicant Name: City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number: 137538489 1793
Project Name: test5
Project Number: 103656

Renewal 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

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:

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">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 <i>e-snaps</i> using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.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. 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.

Renewal Project Application

2A. Subrecipients (continued)

Information

- 2A. Subrecipients
- Part 3 - Project Information
- 3A. Project Detail
- 3B. Description
- Part 4 - Housing, Services, and HMIS
- 4A. Services
- 4B. Housing Type
- 4C. HMIS
- Participation
- Part 5 - Participants and Outreach Information
- 5A. Households
- 5B. Subpopulations
- 5C. Outreach
- Part 6 - Performance Measures
- 6A. Standard
- 6B. Additional Performance Measures
- Part 7 - Budget Information
- 7A. Funding Request
- 7B. Leased Units
- 7C. Leased Structures
- 7D. Rental Assistance
- 7E. Supp. Svcs.
- Budget
- 7F. Operating
- 7G. HMIS Budget
- 7H.
- 7I.
- Part 8 & Cert
- 8A.
- 8B.
- Part 9 Summ
- 9B.

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

Available Items: AK-000, AL-001, AL-002, AL-003, AL-004, AL-005

Selected Items:

*** 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:**

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:



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

Callout Boxes:

- Select "Save & Back to List" when finished adding subrecipients
- Select "Save & Add Another" to add more

Step	Description
6.	Under "Congressional Districts," select the Congressional district(s) in which the subrecipient is located. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.

Renewal Project Application

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.
16.	<p>To add another subrecipient, select "Save & Add Another" and repeat steps 1 – 15.</p> <ul style="list-style-type: none"> • Repeat these steps for each subrecipient you need to add. • When you are finished, select "Save & Back to List" to return to the "2A. Project Subrecipients" screen.
17.	<p>After you return to the "2A. Project Subrecipients" screen, review the list.</p> <ul style="list-style-type: none"> • To edit the information you entered, select the "View" icon  to the left of the entry. • To delete an entry from the list, select the red "Delete" icon. 
18.	Select "Next" when you have completed reviewing the list.

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>.

Renewal Project Application

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.

eForms Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal 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
Part 3 - Project Information

3A. Project Detail

Instructions: [show]

1. Expiring Grant Number: NY0310L2T001205
(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

*** 2a. CoC Number and Name:** NY-600 - New York City CoC

*** 2b. CoC Applicant Name:** New York City Department of Homeless Services

2a and 2b determine which CoC receives the project application when submitted in e-snaps

3. Project Name: test5

*** 4. Project Status:** Standard

*** 5. Component Type:** -- select --

*** 6. Is Energy Star used at one or more of the proposed properties?** Yes

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

Component Type determines questions on other screens

Save Save & Back Save & Next Back Next Check Spelling

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.

Renewal Project Application

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.

Renewal 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 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.

Renewal Project Application

HMIS and SH Projects

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

eForms Logout

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

Other:

Save Save & Back Save & Next

Back Next



Check Spelling


Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none">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. <ul style="list-style-type: none">If "No," select "Save & Next" to proceed to the next screen.If "Yes," one new question will appear.<ul style="list-style-type: none">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.

Renewal Project Application

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).





Applicant Name:
City of New York Acting by
and through its
Department of Housing
Preservation and
Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project
Application FY2014

Renewal 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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants
and Outreach
Information
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
Part 8 - Attachment(s)
& Certification

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

(Click 'Save' to update)

Other:

*** 5. Does the project follow a "Housing First" model?** Yes

*** 6. Does the PH project provide PSH or RRH?** -- select --

*** 7a. Does the project request costs under the rental assistance budget line item?** Yes

*** 7b. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.**

*** 7c. Is this a CoC Program leasing or former SHP project that had been approved by HUD to revise the renewal project budget from leasing to rental assistance?** No

(This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8))

Save Save & Back Save & Next



Back Next


Check Spelling

"Yes," requesting rental assistance

Renewal Project Application

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





Applicant Name:
City of New York Acting by
and through its
Department of Housing
Preservation and
Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project
Application FY2014

Renewal 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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants
and Outreach
Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Performance
Measures
6A. Standard
6B. Additional
Performance Measures

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

(Click 'Save' to update)

Other:

*** 5. Does the project follow a "Housing First" model?** Yes

*** 6. Does the PH project provide PSH or RRH?** -- select --

*** 7a. Does the project request costs under the rental assistance budget line item?** No

*** 7c. Is this a CoC Program leasing or former SHP project that had been approved by HUD to revise the renewal project budget from leasing to rental assistance?** No

(This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8))

Save

Save & Back

Save & Next

Back

Next

Check Spelling

"No," not requesting rental assistance

Renewal Project Application



The following instructions apply to screen 3B. Project Description for PH projects with and without rental assistance.


Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> If "Yes," select "Save" and one new question will appear. <ul style="list-style-type: none"> 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.
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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.

Renewal Project Application

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).





Applicant Name:
City of New York Acting by
and through its
Department of Housing
Preservation and
Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project
Application FY2014

Renewal 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
Part 3 - Project
Information
3A. Project Detail
3B. Description
Part 4 - Housing,
Services, and HMIS
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants
and Outreach
Information
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
Part 8 - Attachment(s)
& Certification
8A. Attachment(s)
8B. Certification
Part 9 - Submission
Summary

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

(Click 'Save' to update)

Other:

*** 4. Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)? Please note that no project is permitted to serve this population unless the CoC has requested and is approved to do so.** Yes

*** 5. Indicate the maximum length of assistance:** -- select --

*** 6a. Does the project request costs under the rental assistance budget line item?** Yes

*** 6b. Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.**



*** 6c. Is this a CoC Program leasing or former SHP project that had been approved by HUD to revise the renewal project budget from leasing to rental assistance?** No
(This change must have been listed on the final HUD-approved GIW. See 24 CFR 578.49(b)(8))


Save Save & Back Save & Next
Back Next
Check Spelling

"Yes," requesting rental assistance

Renewal Project Application

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



 **Rouged**

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project Application FY2014

Renewal 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

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 6 - Performance Measures

6A. Standard

6B. Additional Performance Measures

Part 7 - Budget

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

Other:

*** 4. Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)? Please note that no project is permitted to serve this population unless the CoC has requested and is approved to do so.** Yes

*** 5. Indicate the maximum length of assistance:** -- select --

*** 6a. Does the project request costs under the rental assistance budget line item?** No

Save

Save & Back

Save & Next

Back

Next

Check Spelling

"No," not requesting rental assistance

Renewal Project Application



The following instructions apply to screen 3B. Project Description for TH projects with and without rental assistance.


Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> If "Yes," one new question will appear. <ul style="list-style-type: none"> 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.
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. <ul style="list-style-type: none"> 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.

Renewal Project Application

SSO Projects

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





Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number:
137538489 1793
Project Name:
test5
Project Number:
103656

Renewal Project Application FY2014

Renewal 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
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS
4A. Services
4B. SSO
4C. HMIS Participation
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach

3B. Project Description

Instructions: [show]

*** 1. Provide a description that addresses the entire scope of the proposed project.**

*** 2. Does your project participate in a CoC Coordinated Assessment System?** Yes

*** 3. Does your project have a specific population focus?** Yes

*** 3a. Please identify the specific population focus. (Select ALL that apply)**

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

(Click 'Save' to update)

Other:

*** 4. Do you plan on serving homeless households with children and youth defined as homeless under other federal statutes (Paragraph 3 of the definition of homeless found at 24 CFR 578.3)? Please note that no project is permitted to serve this population unless the CoC has requested and is approved to do so.**

Yes

Save

Save & Back

Save & Next

Back

Next

Check Spelling

Step	Description
1.	Provide a detailed description of the scope of the project. <ul style="list-style-type: none">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. <ul style="list-style-type: none">If "No," select "Save & Next" to proceed to the next screen.

Renewal Project Application

-
- If "Yes," one new question will appear.
 - Select all of the boxes that apply.
 - 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.
-

Renewal Project Application

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**.

Renewal Project Application

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.

The screenshot shows the eForms application interface. The sidebar on the left includes the 'eForms' logo and a 'Logout' button. The main content area is titled '4A. Supportive Services for Participants'. It contains the following elements:

- Instructions:** [show]
- * 1a. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families?** This question has a dropdown menu with 'Yes' selected.
- Does the proposed project have a designated staff person to at the children are enrolled in school and receive educational services, as appropriate?** This question has a dropdown menu with 'No' selected.
- * 1c. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing.** This question has a text input field with the word 'test' entered.

Callout boxes provide additional guidance:

- A box pointing to the first dropdown menu says: "Select 'Yes,' 'No,' or 'Not applicable'".
- A box pointing to the second dropdown menu says: "If you selected 'No,' provide reason for non-compliance".

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

Renewal Project Application

4A. Supportive Services for Participants (PH, TH, SH, SSO) (continued)

- 1B. Legal Applicant
- 1C. Application Details
- 1D. Congressional District(s)
- 1E. Compliance
- 1F. Declaration
- Part 2 - Recipient and Subrecipient Information
- 2A. Subrecipients
- Part 3 - Project Information
- 3A. Project Detail
- 3B. Description
- Part 4 - Housing, Services, and HMIS
- 4A. Services**
- 4B. Housing Type
- 4C. HMIS Participation
- Part 5 - Participants and Outreach Information
- 5A. Households
- 5B. Subpopulations
- 5C. Outreach
- Part 6 - Performance Measures
- 6A. Standard
- 6B. Additional Performance Measures
- Part 7 - Budget Information
- 7A. Funding Request
- 7B. Leased Units
- 7C. Leased Structures
- 7D. Rental Assistance
- 7E. Supp. Svcs. Budget
- 7G. Operating
- 7H. HMIS Budget
- 7I. Match/Leverage

*** 2. 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	Subrecipient	Onsite	Bi-monthly
Assistance with Moving Costs	Subrecipient	Public/private regional transportation	As needed
Case Management	Subrecipient	Onsite	Bi-monthly
Child Care	-- select --	-- select --	-- select --
Education Services	Non-Partner	Public/private regional transportation	As needed
Employment Assistance and Job Training	Non-Partner	Public/private regional transportation	As needed
Food	-- select --	-- select --	-- select --
Housing Search and Counseling Services	Subrecipient	Onsite	As needed
Legal Services	Non-Partner	Public/private regional transportation	As needed
Life Skills Training	Subrecipient	Onsite	As needed
Mental Health Services	Non-Partner	Public/private regional transportation	As needed
Outpatient Health Services	Non-Partner	Public/private regional transportation	As needed
Outreach Services	Subrecipient	Onsite	As needed
Substance Abuse Treatment Services	Non-Partner	Public/private regional transportation	As needed
Transportation	Non-Partner	Public/private regional transportation	As needed
Utility Deposits	Subrecipient	Onsite	Bi-monthly

*** 3. 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
Somewhat accessible: Minor transportation barriers, requires effort for participants.

Save Save & Back Save & Next
Back Next
Check Spelling

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.

Renewal Project Application

4A. HMIS Standards (HMIS)

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

e.Forms

4A. HMIS Standards

Instructions: [show]

* 1a. Is the HMIS currently programmed to collect all Universal Data Elements (UDE's) as set forth in the HMIS Data Standard Notice? -- select --

1b. If no, explain why and the planned steps for compliance.
Max. 500 characters

* 2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, quarterly reports, data for CAPER/ESG reporting, etc). -- select --

2b. If no, explain why and the planned steps for compliance.
Max. 500 characters

Step	Description
1.	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.
2.	If you answered "No," to Question 1a, you are required to explain why and discuss the planned steps for compliance in Question 1b.
3.	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.
4.	If you answered "No," to Question 2a, you are required to explain why and discuss the planned steps for compliance in Question 2b.

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.

Renewal Project Application

4A. HMIS Standards (HMIS) (continued)

Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. HMIS Standards

Part 5 - Not Applicable for HMIS

Part 6 - Not Applicable for HMIS

Part 7 - Budget Information

7A. Funding Request

7H. HMIS Budget

7I. Match/Leverage

7J. Summary Budget

Part 8 - Attachment(s) & Certification

8A. Attachment(s)

8B. Certification

Part 9 - Submission Summary

9B. Summary

* 3. Is the HMIS currently able to track a client's progress across projects in the CoC? -- select --

* 4. Can the HMIS currently allow end users to search client records to determine if a client is actively receiving services in the CoC? -- select --

* 5. Can the HMIS currently unduplicate client records within the HMIS? -- select --

* 6. Does the HMIS Lead have a security officer? -- select --

* 7. Does your organization conduct a background check on all employees who access HMIS or view HMIS data? -- select --

* 8. Does the HMIS Lead conduct Security Training and follow up on security standards on a regular basis? -- select --

* 9. How long does it take to remove access rights to former HMIS users? -- select --

Save
Save & Back
Save & Next

Back
Next

Check Spelling

Step	Description
4.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently able to track a client's progress across projects in the CoC.
5.	Select "Yes" or "No" 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.
6.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS can currently unduplicated client records within the HMIS.
7.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead has a security officer.
8.	Select "Yes" or "No" from the dropdown menu to indicate if your organization conducts a background check on all employees who access HMIS or view HMIS data.
9.	Select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Security Training and follows up on security standards on a regular basis.
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: <ul style="list-style-type: none"> 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.

Renewal Project Application

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.

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	Non-CH Beds
	Single Room Occupancy (SRO)...	0	0	0	0
	Single Room Occupancy (SRO)...	0	0	0	0

1

Save Save & Back Save & Next
Back Next
Check Spelling

- | 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. |

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

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

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Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

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4A. Services
4B. Housing
4C. HMIS Parts
Part 5 - Particip and Outreach Information
5A. Household
5B. Subpopulat

4B. Housing Type and Location Detail

Instructions: [show]

*** 1. Housing Type:**
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

2. Indicate the maximum number of participants at the 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 multiple selections hold CTRL Key)

Available Items:
363180 JAMESTOWN
369043 Herkimer County
369037 Genesee County
369025 Delaware County
365572 ROME
361152 CHEEKTOWAGA TOWN

Selected Items:

Save
Save & Add Another
Save & Back to List
Back to List
Check Spelling

Select from dropdown menu



Select "Save and Add Another" to add another housing

Select "Save & Back to List" when finished adding housing types

Step	Description
1.	<p>From the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides.</p> <ul style="list-style-type: none">• 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.

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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.

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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.

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4B. Supportive Services Only

Instructions: [show]

* 1. Is this project a street outreach project? No

* 2. Are the project activities, including case management, related to a Housing Goal? No

* 3. Is this project a coordinated assessment project? Yes

Save Save & Back Save & Next

Back Next

Applicant Name:
City of New York Acting
by and through its
Department of Housing
Preservation and
Development
Applicant Number:
137538489 1793
Project Name:
test
Project Number:
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Step	Description
1.	Indicate if the project is a street outreach project.
2.	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.
3.	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.
4.	Select "Save & Next" to proceed to the next screen.

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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.

The screenshot displays the "4C. HMIS Participation" screen. On the left sidebar, the applicant information is listed: Applicant Name: City of New York Acting by and through its Department of Housing Preservation and Development, Applicant Number: 137538489 1793, Project Name: test5, and Project Number: 103656. The main content area features a question: "* 1. Does this project provide client level data to HMIS at least annually?" with a dropdown menu currently set to "-- select --". Below the question are four buttons: "Save", "Save & Back", "Save & Next", and "Next". A callout bubble points to the "Save" button with the text "Select 'Save' to view additional questions". Another callout bubble points to the dropdown menu with the text "Select from dropdown".

Step	Description
1.	Select "Yes" or "No" from the dropdown menu to indicate whether the project provides client level data to HMIS at least annually.

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4C. HMIS Participation (PH, TH, SH, SSO) ("Yes" to question 1)


Logout

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Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
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1C. Application Details

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1E. Compliance

1F. Declaration

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2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

4C. HMIS Participation

4C. HMIS Participation

Instructions: [show]

*** 1. Does this project provide client level data to HMIS at least annually?** Yes

*** 2a. Indicate the number of clients served from 1/1/2013 - 12/31/2013**

*** 2b. Of the clients served from 1/1/2013 - 12/31/2013, indicate the number reported in the HMIS**

*** 3. Indicate in the grid below the percentage of HMIS client records with 'null values' or 'unknown values.' Please add a value for each cell below. If there are to report for a cell, please enter "0".**

Data Quality	Null or Missing Values (%)	Don't Know or Refused (%)
Name	0%	0%
Social Security Number	0%	0%
Ethnicity	0%	0%
Race	0%	0%
Gender	0%	0%
Veteran Status	0%	0%
Disabling Condition	0%	0%
Residence Prior to Prog. Entry	0%	0%
Zip Code of Last Permanent Address	0%	0%

Enter value or - 0 - in each field

- | Step | Description |
|------|--|
| 1. | If you answered "Yes," to Question 1," you will see additional questions. Proceed to step 2 for guidance. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. |

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

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Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development
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1F. Declaration
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients

4C. HMIS Participation

Instructions: [show]

*** 1. Does this project provide client level data to HMIS at least annually?** No

*** 2a. Indicate the reason for non-participation in the HMIS**
Click on the "Save" button below to enter additional information.

Available Items:
Federal law prohibits
State law prohibits
New project not yet operational
Other

Selected

Move reason from left hand box to right hand box

2b. For Federal/State prohibition, cite applicable law. For "Other", provide explanation.

Save Save & Back Save & Next
Back Next
Check Spelling

Step	Description
1.	If you answered "No," to Question 1, you will see additional questions. Proceed to step 2 for guidance. <ul style="list-style-type: none">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.

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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.

-
- 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 single point in time, not over the course of a year or term of the grant).*
-
- NOTE:** (2) *Dark grey cells are not applicable and light grey cells will be totaled 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 competition.*
-

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

Renewal Project Application

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.

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Applicant Name:
City of New York Acting
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Applicant Number:
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Project Number:
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Services, and HMIS
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants and
Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach

5A. Project Participants - Households

Instructions: [show]

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

Households	Households with <u>at Least One Adult and One Child</u>	* Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Total Number of Households		74		74
Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without</u> Children	Persons in Households with <u>Only</u> Children	Total
Disabled Adults over age 24		74		74
Non-disabled Adults over age 24				0
Disabled Adults ages 18-24				0
Non-disabled Adults ages 18-24				0
Accompanied Disabled Children under age 18				0
Accompanied Non-disabled Children under age 18				0
Unaccompanied Disabled Children under age 18				0
Unaccompanied Non-disabled Children under age 18				0
Total Number of Adults over age 24	0	74		74
Total Number of Adults ages 18-24	0	0		0
Total Number of Children under age 18	0		0	0
Total Persons	0	74	0	74

Click Save to automatically calculate totals

Save Save & Back Save & Next
Back Next

"Total Persons" for this Household Type

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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.

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 may 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										
Total Persons	0	0	0	0	0	0	0	0	0	0

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill
	69	5		39		51
	69	5	0	39	0	51

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										
Accompanied Non-disabled Children under age 18										
Unaccompanied Disabled Children under age 18										
Unaccompanied Non-disabled Children under age 18										
Total Persons	0	0	0	0	0	0	0	0	0	0

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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.

5A. Project Participants - Households

Instructions: [show]

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households		74		74

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Disabled Adults over age 24		74		74
Non-disabled Adults over age 24				0
Disabled Adults ages 18-24				0
Non-disabled Adults ages 18-24				0
Accompanied Disabled Children under age 18				0
Accompanied Non-disabled Children under age 18				0
Unaccompanied Disabled Children under age 18				0
Unaccompanied Non-disabled Children under age 18				0
Total Number of Adults over age 24	0	74		
Total Number of Adults ages 18-24	0	0		
Total Number of Children under age 18	0		0	
Total Persons	0	74	0	

Click Save to automatically calculate totals

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

Callouts:

- Select "Save" to calculate totals
- Select "Save & Next" to proceed
- Click Save to automatically calculate totals

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 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.

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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.

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Applicant Name:
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Preservation and
Development

Applicant Number:
13755489 1793

Project Name:
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Project Number:
103656

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Part 3 - Project
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4A. Services

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Part 5 - Participants
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Part 6 - Performance
Measures

6A. Standard

6B. Additional
Performance Measures

Part 7 - Budget
Information

7A. Funding
Request

71. Match/Leverage

73. Summary
Budget

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										
Total Persons	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	69	5		39		51	5	13	2	
Non-disabled Adults over age 24										
Disabled Adults ages 18-24										
Non-disabled Adults ages 18-24										
Total Persons	69	5	0	39	0	51	5	13	2	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										
Accompanied Non-disabled Children under age 18										
Unaccompanied Disabled Children under age 18										
Unaccompanied Non-disabled Children under age 18										
Total Persons	0			0	0	0	0			

Select "Save" to calculate totals

Save Save & Back Save & Next Back Next

Select "Save & Next" to proceed

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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.*

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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.

Applicant Name:
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Part 3 - Project Information
3A. Project Description
3B. Description
Part 4 - Housing Services, and H
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations

5C. Outreach for Participants

Instructions: [show]

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

	Directly from the street or other locations not meant for human habitation.
100%	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 (TH and SSO projects only)
	Homeless persons as defined under other federal statutes (TH and SSO only and HUD approval REQUIRED)
	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

AND/OR

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.

Select "Save" to calculate totals

Select "Save & Next" to proceed

Save Save & Back Save & Next

Back Next

Check Spelling

Step	Description
1.	<div>Enter the percentage of project participants from each of the following locations/situations:</div> <ul style="list-style-type: none">Directly from the street or other locations not meant for human habitationDirectly from emergency sheltersDirectly from safe havensFrom transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havensPersons 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)

Renewal Project Application

- 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 statutes"; unless the applicant has documentation that the CoC applied for and was approved by HUD to serve this population.*

Renewal 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: e-snaps Resources webpage on the HUD Exchange* at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>.

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

Renewal 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.

- 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>.

Next, this instructional guide will discuss Attachments for FY 2014.

Renewal 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.** 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.

Renewal Project Application

8A. Attachments (continued)

8A. Attachment(s)

Instructions: [show]

Select a link

Document Type	Required?	Download	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		SUS Nonprofit Doc...	12/30/2013
2) Other Attachment	No	--	--	No Attachment
3) Other Attachment	No	--	--	No Attachment

Back Next

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

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

Renewal 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.

Attachment Details

* Document Description:

* File Name: No file selected.

Document Type: 2) Other Attachment

Maximum Size: 5 MB

Allowable Formats: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff

Instructions: Applicants that are applying for CoC Program funds and that have been rejected by the CoC (Solo Projects) in which they are located must submit documentation from the CoC verifying and explaining why the project has been rejected.

Save Save & Back to List

Back to List


Check Spelling

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">The allowable formats are: zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt. |
| 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>.

Renewal 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 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.

C. Explanation.
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: Jessica Katz
Date: 08/22/2014
Title: Assistant Commissioner
Applicant Organization: City of New York Acting by and through its
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).** ☐

Save Save & Back Save & Next
Back Next
Check Spelling

Step	Description
1.	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.
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 proceed to the next screen.

Renewal 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 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.

Renewal Project Application

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.

eForms Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal 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
Part 3 - Project Information
3A. Project Detail
3B. Description
Part 4 - Housing, Services, and HMIS
4A. Services
4B. Housing Type
4C. HMIS Participation
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 6 - Performance Measures
6A. Standard
6B. Additional Performance Measures
Part 7 - Budget Information
7A. Funding Request
7B. Leased Units
7C. Leased Structures
7D. Rental Assistance
7E. Supp. Svcs. Budget
7F. Operating
7G. HMIS Budget
7H. Match/Leverage
7I. Summary Budget
Part 8 - Attachment(s) & Certification
8A. Attachment(s)
8B. Certification

Page	Last Updated
1A. Application Type	09/08/2014
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	09/08/2014
3A. Project Detail	09/08/2014
3B. Description	09/08/2014
4A. Services	09/08/2014
4B. Housing Type	Please Complete
4C. HMIS Participation	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	No Input Required
7A. Funding Request	Please Complete
7B. Leased Units	Please Complete
7C. Leased Structures	Please Complete
7D. Rental Assistance	09/08/2014
7E. Supp. Svcs. Budget	Please Complete
7F. Operating	09/08/2014
7G. HMIS Budget	09/08/2014
7H. Match/Leverage	Please Complete
7I. Summary Budget	No Input Required
8A. Attachment(s)	09/08/2014
8B. Certification	09/08/2014

Notes:

- The total number of housing units listed on 4B. Housing Type and Location must be greater than or equal to the number of housing units included in the combined budget requests for Leased Units, Short-term/Medium-term Rental Assistance, and Long-term Rental Assistance.
- The total number of beds listed on 4B. Housing Type and Location must be greater than or equal to the number of beds included in the combined budget requests for Leased Units, Short-term/Medium-term Rental Assistance, and Long-term Rental Assistance.
 - Total Assistance Requested Amount has to be greater than \$0.
 - 7B. Leased Units list contains 2 incomplete items. [1 2]
 - 7C. Leased Structures list contains 1 incomplete item.
 - Total Assistance Requested Amount has to be greater than \$0.
 - Total Match amount does not meet the minimum requirements

Back Next

Export to PDF

Get PDF Viewer

Submit

Renewal Project Application

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.

Renewal 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.

9B. Submission Summary

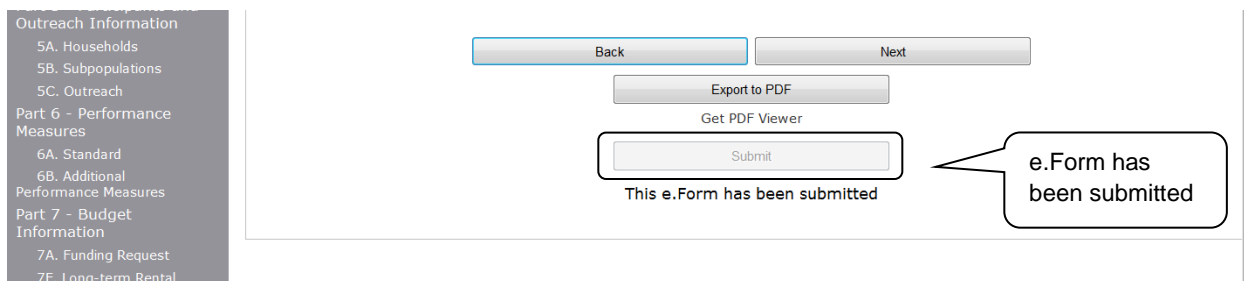
Page	Last Updated
1A. Application Type	08/18/2014
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/18/2014
1E. Compliance	08/18/2014
1F. Declaration	08/18/2014
2A. Subrecipients	08/18/2014
3A. Project Detail	08/27/2014
3B. Description	08/27/2014
4A. Services	08/22/2014
4B. Housing Type	08/27/2014
4C. HMIS Participation	08/27/2014
5A. Households	08/18/2014
5B. Subpopulations	No Input Required
5C. Outreach	08/18/2014
6A. Standard	08/18/2014
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/22/2014
7B. Leased Units	08/27/2014
7C. Leased Structures	08/27/2014
7D. Rental Assistance	08/27/2014
7F. Supp. Svcs. Budget	08/27/2014
7G. Operating	08/27/2014
7H. HMIS Budget	08/27/2014
7I. Match/Leverage	08/18/2014
7J. Summary Budget	No Input Required
8A. Attachment(s)	08/18/2014
8B. Certification	08/27/2014

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

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.

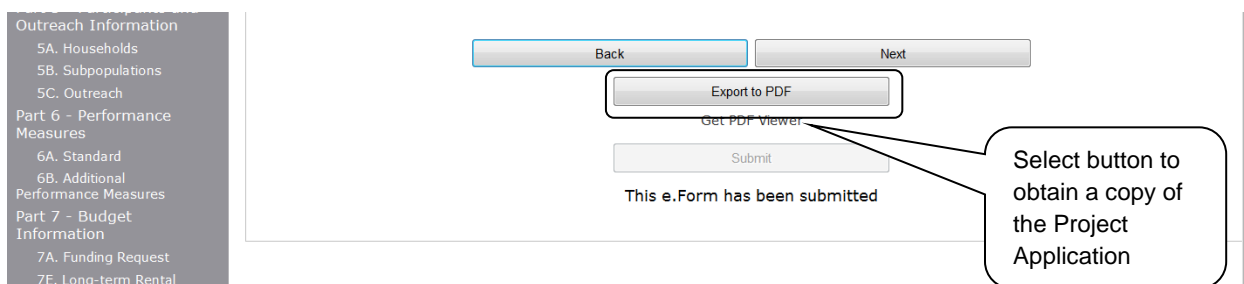
Renewal Project Application

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.



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."

Renewal Project Application

Trouble-shooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your 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.

9B. Submission Summary

Page	Last Updated
1A. Application Type	08/18/2014
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/18/2014
1E. Compliance	08/18/2014
1F. Declaration	08/18/2014
2A. Subrecipients	08/18/2014
3A. Project Detail	08/27/2014
3B. Description	08/27/2014
4A. Services	08/22/2014
4B. Housing Type	Please Complete
4C. HMIS Participation	08/27/2014
5A. Households	08/18/2014
5B. Subpopulations	No Input Required
5C. Outreach	08/18/2014
6A. Standard	08/18/2014
6B. Additional Performance Measures	No Input Required
7A. Funding Request	08/22/2014
7B. Leased Units	08/27/2014
7C. Leased Structures	08/27/2014
7D. Rental Assistance	08/27/2014
7F. Supp. Svcs. Budget	08/27/2014
7G. Operating	08/27/2014
7H. HMIS Budget	08/27/2014
7I. Match/Leverage	08/18/2014
7J. Summary Budget	No Input Required
8A. Attachment(s)	08/18/2014
8B. Certification	08/27/2014

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

Renewal Project Application

Step	Description
1.	Review your Submission Summary screen to determine which Project Application screen needs to be completed.
2.	Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.
3.	Return to the Submission Summary screen to select the "Submit" button.

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

- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” identifies the 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/> 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.

Renewal Project Application

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:

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 is intended only to view the Project Applicant Profile and not to make any updates.*


Renewal 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. 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.

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

Renewal Project Application

-
- | | | |
|----|-------------------|--|
| 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">• Log in to <i>e-snaps</i>.• 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 | <p>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.</p> |
|----|-------------------------|--|
-

Renewal Project Application

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>.