

COC COMPETITION FY24: PROJECT APPLICATION

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Disclaimer

- As of this training, the CoC Competition FY24 has not yet started. The information you are being provided in this training is from the FY23 materials.
- Once the FY24 Competition begins and materials are posted, agencies will be required to review for updates or changes.
- This training is designed to enhance your foundational knowledge of the project application process and review process.
- This training does not replace the responsibility of each agency to review all materials, instructions, and guidance applicable to their project during the actual CoC Competition.

Distinction

- **Direct Recipients of CoC Funds**
 - Responsible for their own submission of an Annual Performance Report (APR), project application in the CoC Competition process, and has a contract directly with HUD
- **Sub-recipients of CoC Funds**
 - Responsible for submitting materials to the grant lead so the grant lead can submit an Annual Performance Report (APR) and project application in the CoC Competition process.
 - Does not have a contract directly with HUD
 - Does have a contract with the grant lead

Overview

Grant Inventory
Worksheet
(GIW)

CoC Project
Scoring Tool

ESNAPS

Project
Application

Review Process

HUD Resources

Grant Inventory Worksheet (GIW)

The GIW is a spreadsheet used to record all grants in each CoC that are eligible for renewal in the CoC Program Competition.

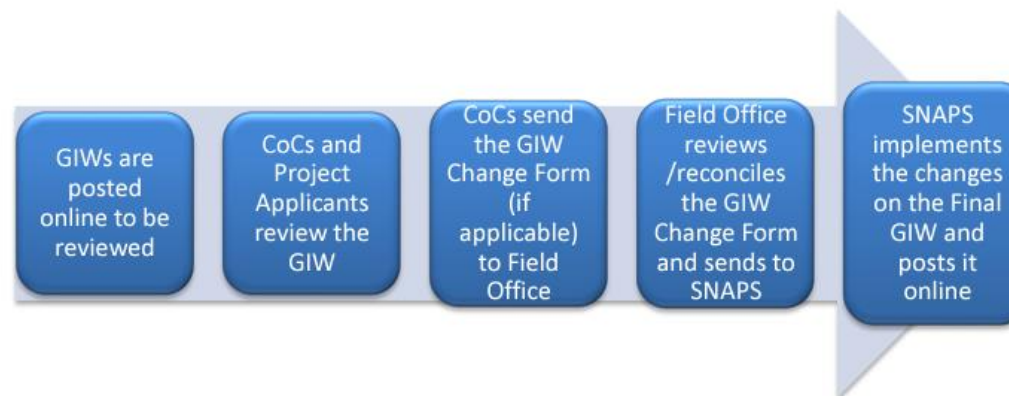
The GIW calculates an Annual Renewal Amount (ARA) for each project, which is the sum of all renewable budget line items (BLIs).

- The ARA is the total renewal amount a project may request in the Competition (e.g. rental assistance, supportive services, operating costs).

The sum of all ARAs within the CoC is then used to calculate the CoC's Estimated Annual Renewal Demand (ARD).

- The Estimated ARD is then used by CoCs to get an idea of the maximum renewal funding available to the CoC prior to any adjustments made by HUD during the Competition.

GIWs are not to be used to request grant agreement amendments that have not already been fully executed by local HUD field offices.



CoC Project Scoring Tool



- All renewal projects are scored and ranked using the Board approved CoC Project Scoring Tool. To watch the recorded training, access guides and explanation – visit: <https://www.wiboscoc.org/2024-hud-coc-competition.html>
- Renewal projects scoring below 70% must adhere to the Threshold policy and/or Exemption process. Those renewal projects with unit utilization less than 80% and/or spending below 75%, must adhere to those additional conditions.
- The following forms are posted on the Balance of State CoC website:
 - Decision form – indicating whether the project wishes to reallocate, relinquish, or request reconsideration
 - Request for Reconsideration form – explaining why the Board should reconsider and allow the project to apply for renewal despite being below threshold

E-SNAPS

<https://esnaps.hud.gov/>



Front Office Portal

Welcome to e-snaps

Welcome to **e-snaps**. **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the CoC...

Username: kholmstrom

Password: [REDACTED]

Login

Forgot your password?

Create Profile

Contact Us

Log in here

If new to e-snaps, create a user profile here

OMB Approval No. 2500-0182 (exp. 11/30/2024)

OMB Approval No. 2500-0112 (exp. 12/31/2024)

OMB Approval No. 2500-0183 (11/30/2018)

- All project applications are submitted electronically in e-snaps during the annual competition.
- Each e-snaps user must have their unique login credentials.
- It is highly recommended each agency has at least two people with access to e-snaps – the Authorized Representative and one or more additional staff (i.e. Alternate Contact).

E-snaps 101 Toolkit – create user profile, access agency's account, determine applicant type, checklist, glossary, icons, staff access <https://www.hudexchange.info/resource/6170/esnaps-101-toolkit/>

Authorized Representative & Alternative Contact

The Authorized Representative is the contact for the applicant organization.

- This person has the primary responsibility for ensuring that the Applicant Profile is kept up-to-date and Project Applications are correct when submitted to the CoC for review and consideration to be included as part of the CoC Consolidated Application.
- The Authorized Representative signs project application forms and assumes responsibility for the project applications, and has the authority to sign legal documents such as the grant agreement if awarded funds.

The Alternate Contact is the back-up person to the Authorized Representative.

- In the event the Primary Contact is unavailable, the Alternate Contact is responsible for ensuring that the Applicant Profile is kept up-to-date and the Project Application is submitted to the CoC for review and consideration to be included as part of the CoC Consolidated Application.
- If HUD is unable to contact the Primary Contact, the Alternate Contact will be next in line.

Project Applicant Profile

- Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process.
 - To access the profile, log in to e-snaps, select “Applicants” on the left menu bar.
 - 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.
- For more information, download the Project Application Navigational Guide.
<https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- For the Applicant Profile to be complete, the Project Applicant needs to ensure the data entered in the profile is accurate and select the “Complete” button on the Summary screen of the Applicant Profile.

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.

All Project Applicants must register the organization for the applicable Project Application funding opportunity.

Registering for the funding opportunity enables Project Applicants to apply for funds during the CoC Competition.

- Registering – indicating your intent to apply
- Funding opportunity – type of grant



Front Office

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
		CoC Planning Project Application FY2023	1	Mar 23, 2023	Dec 31, 2026
		CoC Registration and Application FY2023	0	Nov 30, 2020	Dec 31, 2025
		New Project Application FY2022	1	May 13, 2022	Dec 31, 2027
		New Project Application FY2023			Dec 31, 2028
		Renewal Project Application FY2015			Dec 31, 2023
		Renewal Project Application FY2023			Dec 31, 2026
		UFA Costs Project Application FY2023			Dec 31, 2026
		YHDP New Project Application FY2021		Mar 6, 2021	Apr 30, 2025
		YHDP Renewal Project Application FY2023	1	Apr 6, 2023	Dec 31, 2027

Video: Accessing the CoC Program Project Application in e-snaps requires navigating through 4 steps to gain access to the e-snaps funding application.

This video explains the process for accessing e-snaps and illustrates the steps using screenshots from e-snaps.

https://youtu.be/hxNG_gyGF4Y

Creating the Project Application Project



Project Applicants must create a project in e-snaps on the “Projects” screen. This is an intermediate step.

Once the applicant “creates” the project, the project will appear on the screen.

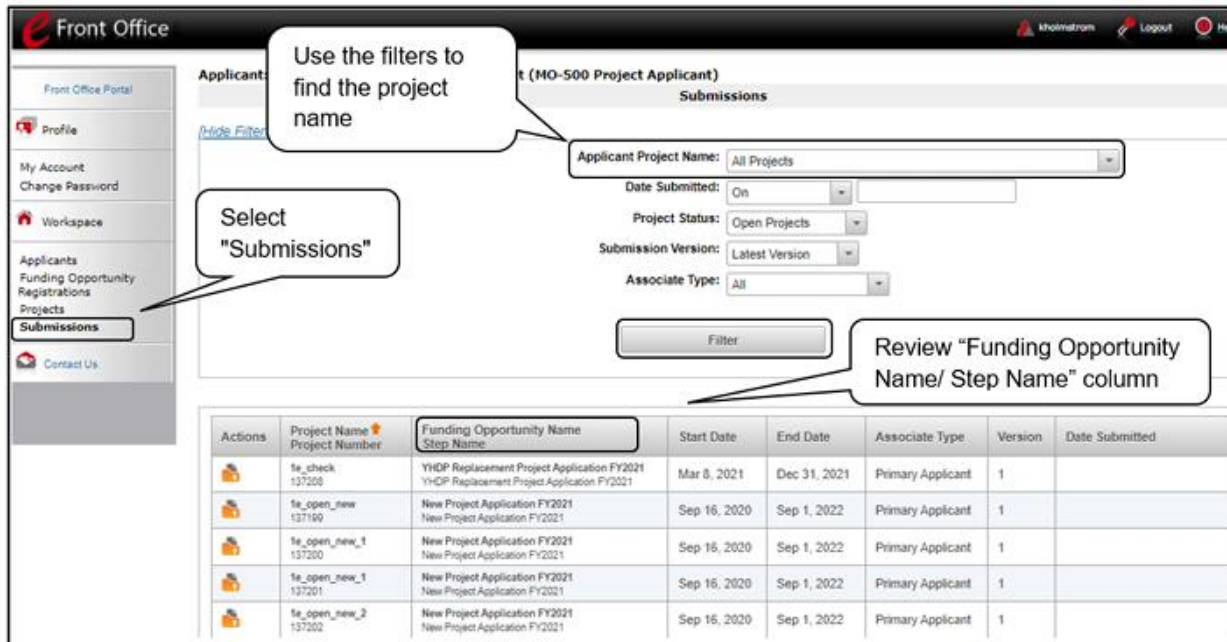
- Creating a project means giving the project a name.

Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
38101	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
38102	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
138103	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
138104	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress

All renewal project applicants can import the previous year’s application data even if the project is a first-time renewal.

Once imported, applicants must review the prepopulated information to ensure the responses are still accurate.

Submissions



The screenshot shows the 'Submissions' page in the Front Office portal. The page title is 'Submissions' for a '(MO-500 Project Applicant)'. The left sidebar contains navigation options: Profile, My Account, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions (highlighted). The main content area has a 'Filter' button and a table of submissions. Callouts provide instructions: 'Use the filters to find the project name' points to the 'Applicant Project Name' dropdown; 'Select "Submissions"' points to the 'Submissions' link in the sidebar; and 'Review "Funding Opportunity Name/ Step Name" column' points to the third column of the table.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	fe_check 137209	YHDP Replacement Project Application FY2021 YHDP Replacement Project Application FY2021	Mar 8, 2021	Dec 31, 2021	Primary Applicant	1	
	fe_open_new 137199	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	fe_open_new_1 137200	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	fe_open_new_1 137201	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	fe_open_new_2 137202	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	

Project Applicants can enter the actual Project Application and complete the screens **after** they have:

- (1) Completed the project applicant profile
- (2) Registered for the funding opportunity
- (3) Created the project application project

You must access the Project Application screens through the "Submissions" screen.

Submissions refers to both submitted project applications and project applicants that are in the process of being submitted.

Once a project is created, you cannot delete it.

Pre-Competition Checklist – Renewal Projects



- Confirm you can access your organization's e-snaps account. If you cannot, review the e-snaps 101 Toolkit – Request Access to Your Organization's e-snaps Account.
- Ensure your Project Applicant Profile is up to date. Consider whether there have been changes in staffing, addresses, phone numbers, etc. If needed, review Update the Applicant Profile in Edit-Mode.
- Confirm **SAM** registration is up to date. Save a copy along with the organization's Unique Entity ID (UEI). Visit SAM.gov for assistance.
- Run HMIS or Comparable Database reports to ensure the data is accurate. Run the most recently completed Annual Performance Report (APR).
- Save a copy of the most recently submitted APR from SAGE.
<https://www.sagehmis.info/logon.aspx?ReturnUrl=%2f>
- Review current grant contract with HUD and any executed or pending amendments.
- Review the previous year's Balance of State final Project Scoring Tool results, current Scoring Tool training and documents, correct data entry issues or CE related issues
- Watch for the GIW email. Review your project for accuracy. This includes: applicant information, project information, expiration year, project component, unit configurations, and budget line items.

System for Award Management (SAM) Registration

- Your organization must have an active SAM registration at the time of project application submission and conditional award.
- The SAM registration must be renewed annually as long as you receive CoC Program funds.
- HUD verifies that your organization has an active SAM registration prior to release of awarded funds, if conditionally selected for award, and will withhold processing funds if your organization's SAM registration has expired.
- You must also confirm your organization's Employer/Tax Identification Number (TIN) and Unique Entity Identifier (UEI/SAM) information is correct in both SAM.gov and the e-snaps Project Applicant Profile.

The Project Application

There are 2 main forms of guidance for completing the Renewal Project Application.

Each are published by HUD at/during the CoC Competition.

Renewal Project Application Detailed Instructions – this document includes detailed information for each field within the project application to understand each question’s requirements

Renewal Project Application Navigational Guide – this document includes information on how to navigate the application screens in e-snaps using step-by-step instructions and screenshots

Note: HUD cannot correct project application errors.

Application Parts

The detailed instructions mirror the 8 parts of the project application in e-snaps.

Part 1, 2, 7, and 8 are the same regardless of the project type

Parts 3-6 are dependent on the project type selected:

- PH-PSH: Permanent Supportive Housing
- PH-RRH: Rapid Re-Housing
- Joint Transitional Housing (TH) and Permanent Housing (PH) – Rapid Re-Housing (RRH)
- TH: Transitional Housing
- SSO: Supportive Services Only
- HMIS: Homeless Management Information Systems


The renewal project application cannot be used to make change to the renewal project.

- All substantive changes for the project (i.e population served, number of units & beds, shifts in Budget Line items (BLIs) of 10% or more) must be submitted, reviewed and approved by the Milwaukee HUD Field Office.

Part 1: HUD Forms and Certifications



Basic Instructions to Access a Project Applicant Profile

1. Log into *e-snaps* at <https://esnaps.hud.gov/grantium/frontOffice.jsf> and select '**Applicants**' in the left menu of the main screen. Important, if working on the project application select '**Save**' and then select '**Back to Submissions List**' to exit the project application and go back to the main menu. Select '**Applicants**' from the left menu to access the Project Applicant Profile using the following steps. **Note:** The '**View Applicant Profile**' link in the left menu leads to a read-only version of the profile and does not allow editing).
2. After selecting '**Applicants**', select the folder  under '**Open**'. The list of project applicant profile screens will appear in the left menu.
3. Begin by opening the profile for editing by selecting '**6. Submission Summary**' from the left menu and then select the '**Edit**' button at the bottom of the screen. Once in edit mode, the entire profile can be updated.
4. After you have completed all updates and screens have been '**Saved**,' return to '**6. Submission Summary**' and select the '**Complete**' button at the bottom of the screen.
5. Finally, select '**Back to Applicants List**' in the left menu, then select '**Submissions**' in the left menu of the *e-snaps* main screen to open a project application. The updated profile information should now appear on all Part 1 screens. If information is not showing as updated, most likely one of the steps above was not completed correctly.

- Most information in Part 1 populates from the [Project Applicant Profile](#).
- White or shaded in gray fields are read-only and are populated from the profile or other e-snaps data.
- You must complete several HUD required forms in Part 1 of e-snaps before you have access to the project application. These will remain hidden until this information is completed and saved.
 - The "Submission Summary" will highlight any incomplete Part 1 screens that need further attention.

Forms

- Part 1 of the project application includes the following forms:
 - SF-424: Application for Federal Assistance, Screens 1A-1F.
 - HUD-2880: Applicant/Recipient Disclosure/Update Report, Screen 1G.
 - HUD-50070: Certification for a Drug Free Workplace, Screen 1H.
 - Certification Regarding Lobbying, Screen 1I.
 - SF-LLL: Disclosure of Lobbying Activities, Screen 1J.
 - SF-424B: Assurances for Non-Construction Projects, Screen 1K.
 - SF-424D: Assurances for Construction Projects, Screen 1L.
- **Only common mistakes will be highlighted in these slides.** A step-by-step, question-by-question explanation starts on page 9 of the Detailed Instructions FY2023.

SF-424: Application for Federal Assistance

Screen 1B populates from the Project Applicant Profile

- **8. Applicant** - Ensure the accuracy of the organization's legal name, address, and contact person. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Do not list surrogate names, abbreviations, or acronyms.
 - HUD will contact the person listed in field 'f' if the project application has any curable deficiencies. This field populates with the 'Alternate Contact' located in the Project Applicant Profile who should be the person who is most knowledgeable with the project application.
- **16b. Congressional District** – Proposed project is expected to operate in (not the applicant).

Screen 1E must be completed.

- **19. Executive Order 12372** – the correct response is "b"



HUD-2880: Applicant/Recipient Disclosure/Update Report

- This screen populates with information entered in the Project Applicant Profile. If any of the info is incorrect you must return to the Project Applicant Profile to make corrections that you will see when you return to this screen.
- Part 1: Threshold Determination
 - (2) the answer to this question is provide in the Project Applicant Profile for all an organization's accumulated total of CoC Program project applications.
 - If "yes", then you must complete Part 2 & 3 by reporting any other government or non-government assistance involved in the project.
- For example, if organization XYZ is submitting 3 separate project applications at \$100,000 each for a total amount of \$300,000, then an answer of 'Yes' is required in Part 1: Question 2 of the HUD-2880—as organization XYZ expects to receive assistance in excess of \$200,000. Since the total amount of funds requested by your organization exceeds \$200,000 for all project applications submitted, you must complete Parts II and III of the HUD-2880.

Submit Without Changes Screen

Data can be imported into your renewal project application from the previous year's renewal project application as long as:

- Your renewal project application mirrors the final HUD approved information in either the grant agreement or grant agreement amendment.
- Your project is not a first-time renewal.

Then, Parts 2-6 of the application will be in read-only mode.

There are some questions, annual updates, that will need to be made within the application. These do not affect your ability to select "Submit without Changes." The instructions will outline which questions and what action must be taken. Generally:

- Recipient Performance
- Project Detail
- Sources of Match
- Attachments

Recipient Performance Screen

(1) Annual Performance Report (APR)

- APRs are due within 90 days after the grant term expires.
- If no, provide an explanation. If you are a first-year grant, note that.

(2) Unresolved HUD Monitoring and/or OIG Audit Finding(s)

- This is not limited to the most recent grant period and is applicable to any HUD-funded grant for your organization.
- If yes, provide a detailed explanation as to why the monitoring or audit finding(s) remain unresolved and the steps that have or will be taken towards resolution.

(3) Draw Funds Quarterly

- If no, provide an explanation as to why and what steps have been taken to resolve the issue.

(4) Recapture by HUD

- An agency should answer "yes" if there was a balance remaining after the grant term expired.
- An agency should answer "no" if 100% of the grant funds were expended or if the project is in its first-year grant term and not yet expired.

See Instructions

Renewal Grant Consolidation – ability to request 2-10 eligible renewal projects of the same component and type to consolidated into a single project.

Renewal Grant Expansion – this is done as part of the CoC's new project RFP process

Screen 7A. Attachments



Subrecipients – if an agency has subrecipients identified in Screen 2A, attach nonprofit documentation for each organization



3rd Party In-Kind Match –attach the required MOU or MOA between your organization and the organization providing the in-kind match



Replacement Reserve – if your project is utilizing replacement reserve as part of the operating budget, you must attach supporting documentation including the amount, system(s) to be replaced, and repayment schedule



Federally Approved Indirect Cost Rate –if your organization has a Federally approved indirect cost rate agreement, the approved agreement must be attached

If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.



Delete	Document Type	Required?	Download	Document Description	Date Attached
<input type="checkbox"/>	In-Kind Match MOU	No			No Attachment

Back Next

In-Kind Match MOU Attachment

Steps

1. Select In-Kind Match MOU under Document Type.
2. The "Attachment Detail" screen will appear. After the attachment is uploaded, select "Save & Back to List," then select "Back" to return to the "Attachments" screen.

Attachment Details

Document Description:

File Name:

Document Type: 1) Subrecipient Nonprofit Documentation

Maximum Size: 5 MB

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

Instructions: Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization.

Save

Save & Back to List Back to List

Steps

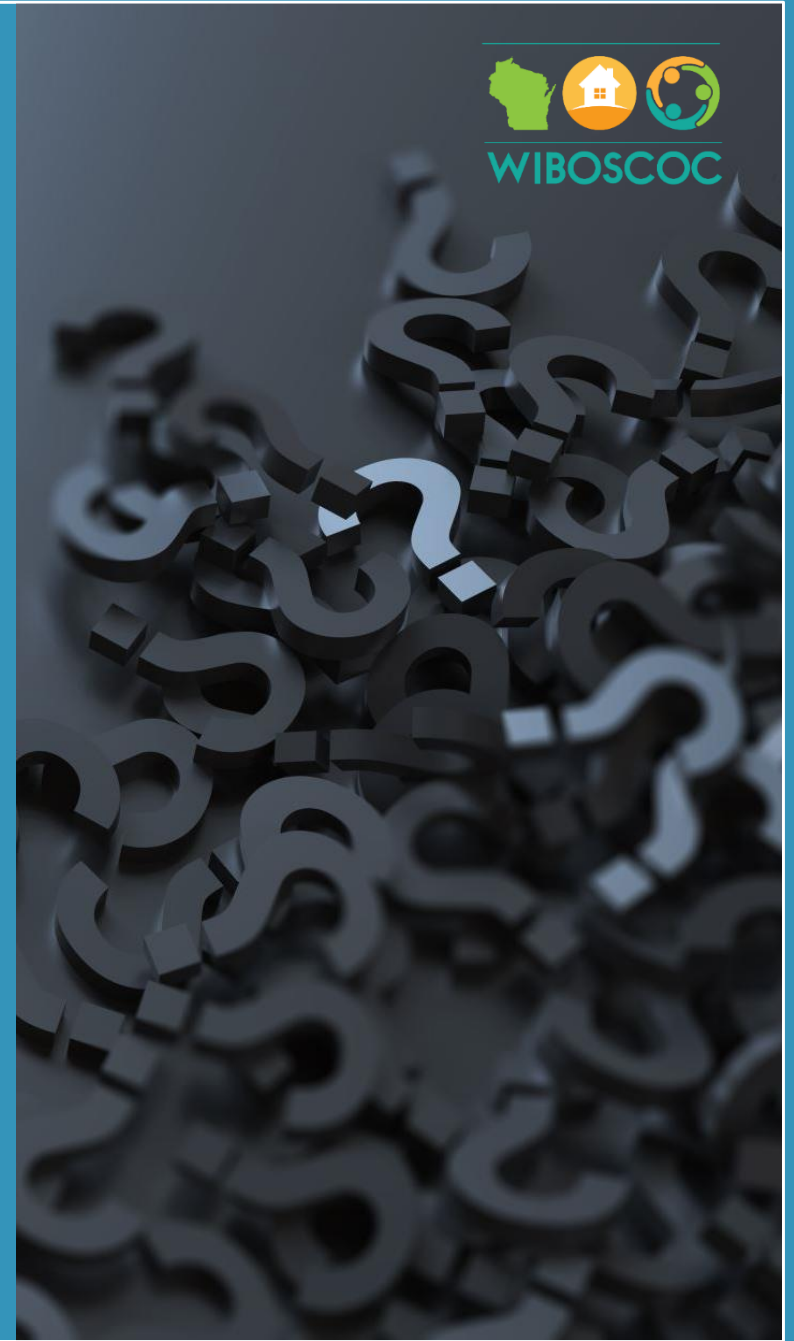
1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
 - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff.
3. Select "Save & Back to List," then select "Back" to return to the "Attachments" screen.
4. On the "Attachments" screen, select "Next."

Disclaimer

For Part 3-6, only common mistakes will be highlighted.

Each project type has a section in the Detailed Instructions and covers each question step-by-step.

Unless stated otherwise, the information is relevant to all CoC-funded renewal project applications.



Part 3: Project Information

Screen 3A (2) – Make sure to select WI-500 - Wisconsin Balance of State CoC.

Screen 3A (3) – Make sure to select Wisconsin Balance of State Continuum of Care, Inc.

Screen 3B (1) – Description

- Target population(s), project plan for addressing the identified housing & supportive service needs, anticipated project outcome(s), coordinated with other organizations, and how the CoC funding will be used

Screen 3B (3) – Housing First

- Answer to 3a, 3b, and 3c must be “yes”

For PSH only: Screen 3C – must be 100% Dedicated

Part 4: Housing & Services

Screen 4A (1) – Supportive Services

- All services that will be provided to clients (not just CoC funded services)
- Partner (formal MOU) vs. Non-Partner (no formal agreement)

Screen 4B – Housing Type & Location

- (1) Description of housing types is included in the Detailed Instructions
- (2) total number of units/beds available at full capacity on a single night in the selected housing type and location **must correlate to Screens 5A and 5B*
- For PSH only: (3) all CH beds should equal total number of beds

Screen 4B (5) – select the geographic area(s) associated with the address entered for this project. Limited by the state selected on Screen 1D.

Part 5: Program Participants

- Screen 5A. Program Participants – Persons and Households
 - This is a projection, on a single night, at full capacity.
 - Projects will identify the number of households, the characteristics of those households, and the number of persons for each household type

Households	Households with at Least One Adult & One Child*	Adult Households without Children	Households with Only Children	Total
Total Number of Households	Total number of households that include at least one adult who is 18 or older and one child who is under the age of 18	Total number of households where everyone is 18 or older	Total number of households where everyone is under the age of 18	This field automatically populates the total number of households entered on this row
Characteristics				
Persons over age 24*	Number of all adults who are 24 years old and older for this household type	Number of all adults who are 24 years old and older for this household type	Does not apply for the household type	Total based on the numbers entered on this row
Persons ages 18-24*	Number of all youth who are between the ages of 18 and 24 for this household type	Number of all youth who are between the ages of 18 and 24 for this household type	Does not apply for this household type	Total based on the numbers entered on this row
Accompanied Children under age 18	Number of all children who are under the age of 18 for this household type	Does not apply for this household type	Number of all children who are under the age of 18 for this household type (children who are accompanied by a parent or legal guardian who is also under the age of 18)	Total based on the numbers entered on this row
Unaccompanied Children under age 18	Does not apply for this household type	Does not apply for this household type	Numerical entry of all children not accompanied by an adult under the age of 18	Total based on the numbers entered on this row
Total Persons	This field automatically populates the total number for this household type	This field automatically populates the total number for this household type	This field automatically populates the total number for this household type	This field automatically populates the total persons

Screen 5B. Program Participants – Subpopulations



- This is a projection, on a single night, at full capacity.
- There are 10 columns. The following rules apply for all 3 household types.
- The numbers entered for the following columns cannot be duplicated within these 3 subpopulations:
 - CH (Not Veterans)
 - CH Veterans
 - Veterans (Not CH)
- The numbers entered for the following columns can be duplicated and should reflect the estimated subpopulations program participants fall under:
 - Chronic substance abuse
 - HIV/AIDS
 - Mentally Ill
 - Domestic Violence (DV)
 - Physical disability
 - Developmental disability
 - Persons Not Represented by a Listed Subpopulations (you will have to enter a description of people who fall into this category)
- For PSH only: all household members must be entered under CH column, matching the number in Screen 4B (2b). There must also be a corresponding disability identified for each head of household.

Example #1: PSH



Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	0	25	0	25

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
Persons over age 24	0	24		24
Persons ages 18-24	0	1		1
Accompanied Children under age 18	0		0	0
Unaccompanied Children under age 18			0	0
Total Persons	0	25	0	25

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	24	0	0	14	0	21	2	3	0	0
Persons ages 18-24	1	0	0	1	0	0	0	0	0	0
Total Persons	25	0	0	15	0	21	2	3	0	0

Click Save to automatically calculate totals



Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	12	6	0	18

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
Persons over age 24	16	5		21
Persons ages 18-24	0	2		2
Accompanied Children under age 18	24		0	24
Unaccompanied Children under age 18			0	0
Total Persons	40	7	0	47

Click Save to automatically calculate totals

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	0	0	0	6	0	4	5	2	1	0
Persons ages 18-24	0	0	0	0	0	0	0	0	0	0
Children under age 18	0			0	0	1	12	1	1	10
Total Persons	0	0	0	6	0	5	17	3	2	10

Click Save to automatically calculate totals

Example #2: RRH

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24	1	0	0	2	0	2	2	0	0	0
Persons ages 18-24	0	0	0	0	0	2	0	0	0	0
Total Persons	1	0	0	2	0	4	2	0	0	0

Click Save to automatically calculate totals

Example #3: YHDP SSO



Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	6	10	34	50

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
Persons over age 24				0
Persons ages 18-24	6	10		16
Accompanied Children under age 18	6		17	23
Unaccompanied Children under age 18			17	17
Total Persons	12	10	34	56

Click Save to automatically calculate totals

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24				2		2	3	0	2	1
Children under age 18							2	1	1	4
Total Persons	0	0	0	2	0	2	5	1	3	5

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24				2		3	3	1	3	
Total Persons	0	0	0	2	0	3	3	1	3	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18						8	4	1	4	6
Unaccompanied Children under age 18						12	6	0	6	4
Total Persons	0			0	0	20	10	1	10	10

Click Save to automatically calculate totals

Part 6: Budgets

- Depending on the project type (PH-PSH, PH-RRH, TH, Joint TH/RRH, SSO, HMIS), different budget line items (BLI) are available.
- Funding requests must match the current grant agreement or grant agreement as amended.
- You cannot request an increase in a renewal project's total Annual Renewal Amount (ARA).
- You cannot request any shifting of funds of more than 10% from one BLI to another.
 - You can request to shift budget amounts of less than 10% from BLI to another BLI if the Detailed Instructions indicate so.
 - If a renewal project application is submitted with a reduced ARA, the project's ARA is permanently reduced.
- You cannot request a change in the configuration counts in units or bedrooms in Rental Assistance BLI (unless it is part of an amendment)
 - This is a financial calculation.
 - This is not a reflection on how the project operates, as reflected in Screen 4B.

Funding Request

- Question 3 – Indirect cost rate
 - Yes, the project will use an indirect cost rate or 10% de minimis rate
 - No, the project will not use an indirect cost rate
- Question 3a – If “yes” was answered to Question 3, the applicant must complete the table.
- Question 3b – if the agency negotiated a rate, a copy of the approved indirect cost rate must be attached to the project application.

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter 'NA' if using 10 % de minimis rate
	%	\$	

Leasing

Leasing can be selected for PH-PSH, Transitional Housing, or Joint TH & PH-RRH (only the TH component).

Identify the fair market rent (FMR) area, size of units, and number of units.

Often, the FMR amount is a year behind the CoC Competition year.

- For the FY2023 project applications, the FY2022 FMR data was used.

If the project is selected by HUD for conditional award, updates based on the current FMR are applied to the calculations based on the project applicant's eligible BLI total.

- When the results of the FY2023 CoC Competition were announced, project applicants received a re-calculated Leasing amount based on the FY2023 FMR.

Rental Assistance

For PH-RRH projects, tenant-based rental assistance (TRA) is the required default.

Select fair market rent (FMR) from the dropdown menu for the location(s) you are requesting funds.

Often, the FMR amount is a year behind the CoC Competition year.

- For the FY2023 project applications, the FY2022 FMR data was used.

If the project is selected by HUD for conditional award, updates based on the current FMR are applied to the calculations based on the project applicant's eligible BLI total.

- When the results of the FY2023 CoC Competition were announced, project applicants received a re-calculated Rental Assistance amount based on the FY2023 FMR.

Other BLI



- Renewal Project Applications are not required to submit detailed information for the leased structures, supportive services, operating or HMIS budgets.
- There is no separate detail screens for these budgets.
- With imported data, applicants should:
 - Verify that the budget information is correct for the applicable budget activities
 - If it is not correct, navigate to the “Submission Without Changes” screen to enable the editing of the screen.
- If data is not imported:
 - Enter the requested funding amount for the applicable budget activities

6E. Summary Budget

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2018 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2018, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$0
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$0
7. Admin (Up to 10%)	<input type="text"/>
8. Total Assistance plus Admin Requested	\$0
9. Cash Match	\$32,000
10. In-Kind Match	\$5,000
11. Total Match	\$37,000
12. Total Budget	\$37,000

Violence Against Women Act (VAWA)



This was a new BLI in 2023. It is unclear how it will be included in FY24 CoC Competition.



There are 2 categories of eligible costs:

Emergency Transfer Facilitation
Confidentiality Requirements

Sources of Match

- Screen 6D (1) – program income
 - If yes – applicant must complete Question 1a (brief description of the source) and Question 1b (estimated amount).
 - If no – confirm that the project will not use program income as match.
- Match must be no less than 25% of the total request. If you identify more, HUD will expect you to produce the higher amount.
 - Includes administrative costs
 - Excludes leasing costs (i.e. leased units and leased structures)
- Sources of Match Detail
 - Type of commitment – cash or in kind (non-cash)
 - Source – private (non-government entity) or government
 - Name of Source – the name of the organization providing the contribution, including the office or grant program if applicable
 - Value of written commitment – total dollar value

Summary Budget

The following fields can be updated:

- Supportive Services
- HMIS
- VAWA
- Admin – limit 10% of the amount listed in “Sub-Total Costs Requested.”

Summary budget also includes amounts of Cash, In-kind, and Total match

- To adjust the amounts, return to the Match screen.
- If the total is less than 25%, an error message will appear when the screen is saved.

Certification



Steps

1. Review sections A and B provided on this screen. If you are unable to certify any of these sections, provide an explanation in the textbox provided in section C.
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 the check box to certify your organization has an active System for Award Management (SAM) registration.
9. Select "Save & Next" to continue to the next screen.

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: J Smith-02

Date: 06/10/2021

Title: Director

Applicant Organization: Project Applicant - jsmith-02 Test

PHA Number (For PHA Applicants Only):

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

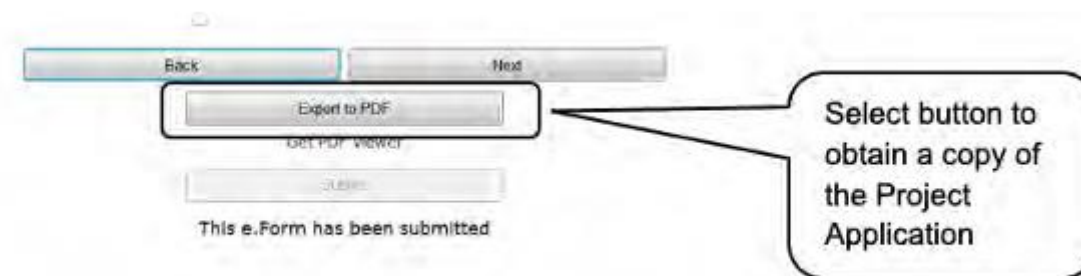
Active SAM Status Requirement. I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

Check the box

Check the box

Review Process

- 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."
- Project applicants should export a PDF copy of their application.
- After submission, the project will appear in the list visible by the CoC Director in e-snaps.



- If the “Submit” button is gray (i.e. grayed-out), it is not active and you cannot select it.
 - This means information is missing.
- The “Last Updated” column identifies the most recent date on which the completed screen was saved.
 - “Please Complete” – info is missing
 - “No Input Required” – the screen is not required for completion by all projects. Applicants should double-check these screens.
- The “Notes” section is not a standard section on the Submissions Summary.
 - Notes provide information on the errors in the Project Application.

BB Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1A. SF-424 Application Trk	00/15/2021	Yes
--	1B. SF-424 Land Acct/Inv	No Input Required	No
--	1C. SF-424 Application Det	No Input Required	No
✓	1D. SF-424 Congressional	09/15/2021	Yes
✓	1E. SF-424 Consistcy	06/15/2021	Yes
✓	1F. SF-424 Declaration	00/15/2021	Yes
✓	1G. SF-424	06/15/2021	Yes
✓	1H. SF-424-50070	00/15/2021	Yes
✓	1I. Cert. Labels	09/15/2021	Yes
✓	1J. SF 444	06/15/2021	Yes
✓	Submission without Changes	00/15/2021	Yes
✓	Equipment Performance	06/15/2021	Yes
✓	Renewal Grant Consolidation or Renewal Grant Extension	06/15/2021	Yes
✓	2A. Subrecipients	09/15/2021	Yes
✓	2A. Project Detail	06/15/2021	Yes
✓	2B. Description	00/15/2021	Yes
✓	2C. Detailed Plus	06/15/2021	Yes
✓	6A. Services	00/15/2021	Yes
✓	6B. Housing Live	09/15/2021	Yes
✓	5A. Housing	06/15/2021	Yes
✗	3D. Subrecipients	Please Complete	Yes
✓	6A. Funding Review	06/15/2021	Yes
✗	6D. Match	Please Complete	Yes
✗	5E. Summary Budget	Please Complete	Yes
--	7A. Attachments	No Input Required	No
--	7A. Technical Support PDU/Attachment	No Input Required	No
✓	7B. Certification	06/15/2021	Yes

Notes:

- Total # per each category of participants per each household type on 5D cannot be bigger than the total # of participants per each household type on 5A
- Renewal total request must be greater than \$0.

Buttons: Print, View, Export to PDF, PDF Viewer, Submit

Identify incomplete screens

Review "Last Updated" column

Please Complete

Inactive "Submit" button

CoC Review

- The CoC Director will review the project application in e-snaps.
- The person identified on Screen 1B (8) as the “Alternative Contact” will be notified of the CoC Review. This field is populated from the Project Applicant Profile.
- The review will result in one of two options:
 - No issues or corrections
 - Issues or corrections that need to be made in the project application before the CoC will accept and approve the application.
- If changes need to be made, the CoC Director will kick back the project application, removing it from the CoC list, and it will show back up for the project applicant in e-snaps as no longer submitted.
 - The project applicant can make changes needed and re-submit the application.

Project Applicant Reopen Project

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

Common Issues: Accessing Project Application

I can access my organization's e-snaps account, but I can't find the application I need to complete.

- There are four steps you need to complete to access your project.
 - Complete the Project Applicant Profile.
 - Register for the correct Funding Opportunity.
 - Create a Project.
 - Access the application by selecting Submissions on the left menu bar.
- After going through the first three steps, users often assume they can access the application on the Projects screen, but you need to access the project application from the "Submissions" screen. Submissions" refers to both submitted project applications and project applications that are in progress, regardless of whether they will ultimately be submitted.
- There are three resources in the e-snaps 201 Toolkit to guide you through the process of accessing the CoC Program project application in e-snaps--a video, its transcript, and an instructional document with screenshots.

I created a Project, but I can't find it on the Submissions screen.

- There are a 3 ways to find your project on the Submissions screen.
- Option 1: "Project Name" dropdown menu
 - This method can be particularly helpful if your organization has many projects, often with similar names, because you can see the project names together in a list, rather than scrolling through screens.
 - Review the "Project Name" dropdown menu in the "Submissions Filters."
 - Select the project. Select the "filter" button.
 - The project will appear on the screen.
- Option 2: "Funding Opportunity Name / Step Name" column
 - Review the list of projects on the screen and use the "Funding Opportunity Name / Step Name" column to identify the project with the correct fiscal year and application type.
- Option 3: Select additional filters
 - If you still do not see the project on the Submission screen, try using other filters.
 - Select the "Clear Filters" button to the top left side of the filters on the screen. Confirm the filters are clear. The default should be as follows (but do not worry if these are slightly different; you can change them):
 - Applicant Project Name: All projects
 - Date Submitted: blank calendar date [There are two fields. The first one is just a dropdown that includes options like "Before," "On," etc. which is a reference to "Before the date in the calendar field," "On the date in the calendar field," etc. Since you are starting out with a blank calendar field, the first one isn't relevant.]
 - Project Status: Open Projects
 - Submission Value: Latest Version o Associate Type: All
 - If you still cannot locate the project name (some people have very long lists), adjust the other filters. At this point, it may be helpful to add a date in the Date Submitted field.

Common Issues: Filling out the Project Application

*I'm filling out the Project Application, but I can only see Part 1.
Where is everything else?*

- You will need to complete all required fields and check the appropriate box, when applicable, located toward the bottom of certain screens in Part 1: SF-424. This part of the project application is an embedded version of the required HUD Forms (e.g., SF-424 HUD-2880) and must be fully completed before you will see the actual project application.
- If you think all the screens in Part 1: SF-424 are completed and you still cannot see the application screens, check the Submission Summary screen to see if there is an indication that something is incomplete, such as:
 - A "please complete" notation in the list of screens
 - A red "X" next to the screen name
 - A note describing an error (notes are located between the list of screens and the navigational buttons)
- Navigate to the screen identified as needing additional information and review the information to ensure completeness, paying close attention to all items marked with an asterisk, including the checkbox, if applicable. Once you have completed the missing information, select "Save."
- Once Part 1 is fully completed, Part 2 will appear.



The pre-populated information in my project application is incorrect. How do I edit it?

- Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). If that happens, first review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile. Here are the steps to fix this issue:
- If you are in the project application and you need to update the Project Applicant Profile:
 - If you entered or updated information on the project application screen, make sure to select "Save" before taking the next step; otherwise, you will need to reenter or update the information again.
 - Select "Back to Submissions List." o Select "Applicants" on the left menu bar and select the orange folder next to the Applicant name.
 - Navigate to the Submission Summary page and click the "Edit" button.
 - Make the corrections as needed (e.g., change the information of the Authorized Contact) and select "Save" at the bottom of the screen after you make each revision.
 - Once you have made the necessary correction(s) to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."
 - Select "Back to Applicants" in the left menu bar.
 - Select "Submissions" in the left menu bar to return to the project application.
 - Navigate to the project application screen where you discovered the incorrect information. You should now see the corrected information.
- If the corrected information does not populate the project application, do the following:
 - Log out of e-snaps.
 - Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected.
 - Navigate to the "Submission Summary" screen, select the "Edit" button at the bottom of the screen, and navigate to the screen where the information is located.
 - If the information is incorrect, correct it and save it. If the information is correct, then edit something that is incorrect, save it, then change it back to the correct entry, and save it.
 - Navigate to the "Submission Summary" and select "Complete."
 - Log out of e-snaps.
 - Log in again.
 - Navigate to the project application. You should now see the corrected information.

There is an error associated with HUD Form 2880, but I can't figure out how to correct it.

- There is a connection between the HUD Form 2880 screen in the Project Applicant Profile and the one that is included in each project application.
- In the Project Applicant Profile, on the HUD Form 2880 screen, you are asked whether the total amount that you're requesting/receiving is more than \$200,000. This question refers to the total funding for all project applications, not just a single project. Therefore, if your organization is submitting several project applications, you will need to add the funding request amounts from each application to determine if the total funding request for your organization totals \$200,000 or more before selecting the answer to this question.
- Depending on whether you answer "No" or "Yes," there may be additional questions to answer.
- e-snaps pre-populates your responses in the project application.
- See the resource [How to Complete the HUD Form 2880 in e-snaps](#) for more information.

Common Issues: Submitting the Project Application

I submitted my application and realized I made a mistake, but I can't edit it.

- If changes need to be made to the project applications, the Collaborative Applicant will send the project back to the Project Applicant.
- Project Applicants may need to change the project application if they find an error or if the Collaborative Applicant requests that a change be made to one or more of the formlets.

HUD Resources



e-snaps 101: What the Resources Help You Do

The following resources are in the [e-snaps 101 Toolkit](#).

Resource	What it helps you do
e-snaps and the CoC Program Annual Funding Cycle	Understand what <i>e-snaps</i> tasks need to be done at different points during the annual funding cycle.
Checklist to Get Started in e-snaps	Identify the steps to take in <i>e-snaps</i> prior to the CoC Program Competition.
e-snaps Glossary	Understand the terminology you will see when working in <i>e-snaps</i> and on your applications.
e-snaps icons	Identify the icons in <i>e-snaps</i> and what action each one allows you to take.
Create an e-snaps User Profile	Create a user profile so you can log in to <i>e-snaps</i> . This user profile is for your individual <i>e-snaps</i> account. You do not automatically have access to the organization's <i>e-snaps</i> account.
Give Staff Access to Your Organization's e-snaps Account	Give staff access to your organization's <i>e-snaps</i> account, such as when you have a new staff person. You or someone in your organization must already have access.
Request Access to Your Organization's e-snaps Account	Request access to your organization's <i>e-snaps</i> account, such as when the only person with login information no longer works with you.
Determine What Type of Applicant You Are in e-snaps	Determine whether you are a Project Applicant or Collaborative Applicant designated by the CoC, which affects your Applicant Profile type and what applications you need to submit.
Update the Collaborative Applicant Organization and/or Primary Contact	Notify HUD and make the necessary changes in <i>e-snaps</i> , HDX, and on the HUD Exchange when the Collaborative Applicant Primary Contact changes and/or a different organization is designated as the CoC's Collaborative Applicant.

<https://www.hudexchange.info/resource/6170/esnaps-101-toolkit/>

e-snaps 201: What the Resources Help You Do

The following resources are in the [e-snaps 201 Toolkit](#).

Resource	What it helps you do
Accessing the CoC Program Project Application in e-snaps video	Navigate through four steps to gain access to the <i>e-snaps</i> funding application. <ul style="list-style-type: none"> This video explains the process for accessing <i>e-snaps</i> and illustrates the steps using screenshots from <i>e-snaps</i>. It is accompanied by a transcript.
Accessing the Project Application in e-snaps	Navigate through four steps to gain access to the <i>e-snaps</i> funding application. <ul style="list-style-type: none"> This document provides step-by-step instructions and uses screenshots to highlight the applicable screens, links, icons, and content fields in <i>e-snaps</i>.
Update the Applicant Profile in Edit-Mode	Locate and access the organization's Applicant Profile in <i>e-snaps</i> and update the information. <ul style="list-style-type: none"> This document pertains both to Project Applicant Profiles and CoC Applicant Profiles.
Submitting the CoC Program Project Application in e-snaps	Submit the CoC Program project application in <i>e-snaps</i> and troubleshoot issues that prevent you from submitting the application by reviewing the Submission Summary screen.
Common Issues Encountered in e-snaps	Identify and resolve issues commonly encountered by <i>e-snaps</i> users that prevent them from proceeding. <ul style="list-style-type: none"> This document starts when an <i>e-snaps</i> user logs in and continues through the process until the application is submitted.

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

FY24 Competition – Next Steps



Expand understanding of housing leverage



Expand understanding of healthcare leverage



Review your project set up in ESNAPS, agency access, and profile



Reach out to your HMIS System Administrator and review your data!



Work with your SSO to ensure coordinated entry follow ups and referrals are complete and accurate



Clarify with CoC funded agencies within your coalition the requirement and importance of PIT participation in January and July

Questions?