TIPS FOR COMPLETING THE 2019
RENEWAL PROJECT APPLICATION IN E-SNAPS

General Information

This document provides some tips about completing the Renewal Project Application, and also notes the main items that have changed since 2018. However, it is not intended to be comprehensive. We strongly advise applicants to download the following documents from the HUD Exchange website and carefully review all the sections that are relevant for your application(s).

- *CoC Applicant Profile Navigational Guide.* Provides instructions on how to access and update the Applicant Profile.

- *Putting the Applicant Profile in Edit-Mode.* Identifies the steps to access the CoC Applicant Profile in e-snaps and ensure it is in edit-mode.

- *How to Complete the HUD Form 2800 in e-snaps.* Instructions for completing Form 2880.

- *How to Access the Project Application.* Provides instructions on how to access and set up Project Applications.

- *Renewal Project Application Navigational Guide*: This provides instructions about how to navigate the Project Application in e-snaps, including how to set up projects and import data from 2017. It also provides screenshots of all the application screens.

- *Renewal Project Application Detailed Instructions.* This document provides a question-by-question summary of each section of the application along with instructions about how to prepare a complete and accurate response.

All these resources may be found at the following link: https://www.hudexchange.info/programs/e-snaps/

Updating the Applicant Profile

You must update and save your Applicant Profile before you begin work on the project applications. Note that the required forms are "hard coded" into the project application, so they no longer have to be uploaded to the Applicant Profile. This includes the Form 2880, Form SF-LLL (if applicable), and Form 50070.

Accessing the Project Application in E-snaps

To set up the renewal applications, please follow the instructions in the *How to Access the Project Application* guide. The main steps are: (1) update the Applicant Profile; (2) register for the Funding Opportunity; and (3) create the renewal project(s).

Expansion Projects and Consolidation Projects

New this year, if you are submitting a new project that will be an expansion of an existing project, you must submit: (1) the renewal project application; (2) a new project application; and (3) another renewal

application that combines the renewal with the new project. The extra renewal project will not be ranked.

Applicants consolidating grants must submit a renewal grant for each project that is being consolidated, plus another renewal that consolidates all the renewals together. This is the same process as last year. The consolidated proposal will not be ranked.

"Submit Without Changes" Option
As part of the process of creating the Project Applications, you will be required to import data from your 2018 application(s), unless you are submitting a first-time renewal. First-time renewals will not have a data import option. You must complete the SF 424 Form (Section 1) before Screens 2 through 7 will open.

For all renewals (except for first-time renewals), when Sections 2 through 7 open they will automatically be in "read only" mode. Once you navigate to Section 8 (Submission Summary), you can choose to submit last year's responses without changes, or you can choose to make changes to specific sections.

You will be asked in Section 8 to note what changes you are making and why.

Completing the Project Application
If you do not choose to "submit without changes" and are entering new responses to any Project Application questions, please carefully review all applicable sections of the Detailed Project Instructions. Below we have highlighted new questions and provided tips relating to sections of the Application that are often completed incorrectly. This document is not intended to substitute for HUD's instructions.

Part 1: SF-424

- This section includes basic information about your project and is the generally the same as in 2018.
- For Section 1A; Question 5b, Federal Grant Award Identifier, please be sure to follow the instructions. You must enter the first six digits of the expiring grant number and check to make sure this matches the Grant Inventory Worksheet (previously distributed by H.S.A.)
- This section includes Forms 2880, 50070, and LLL. Please complete each form.
- ***You must complete the entire SF-424 before the rest of the sections of the application will open***

Part 2: Recipient Performance, Grant Consolidation, and Project Sub-recipients

- Recipient Performance is substantially the same as last year, and includes questions on grants management – APR submission, monitoring findings, LOCCS draw downs, and return of funds to HUD.
- Grant Expansion Screens – there are new screens this year relating to grant expansion
- Grant Consolidation Screens – there is an added set of screens applicants must complete if you are requesting to consolidate one or more grants.
- Subrecipients – Screens are substantially the same as last year.

Part 3: Project Information

- Screen 3B/Question 1: General Description. Please provide a **complete** response to this question.

Note that these instructions have changed slightly since last year. The Detailed Project Instructions provide the following guidance: "Provide a detailed description of the scope of the project including the target population(s) to be served, project plan for addressing the identified housing and supportive service needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and the reason CoC Program funding is required. Additionally, if the project will implement any service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe what those requirements are and how they will be implemented. The information project applicants provide in this narrative must not conflict with information provided in other parts of the project application."

- Screen 3C – Dedicated Plus. This screen is only applicable for Dedicated Plus Projects. If your project is currently dedicated to serving chronically homeless people and you wish to expand eligibility to include some categories of people who do not technically meet the definition of chronic homelessness, select this option.

Part 4: Housing and Services

- Screen 4B – Housing Type and Location. Please note that the responses in this section should reflect the numbers of beds and units in your project when operating at full capacity **at a single point in time**. These figures should generally align with the numbers of households and people served in Screen 5A and 5B.   PSH projects should respond to the questions on beds and units dedicated for chronically homeless people. All beds and units in our CoC are dedicated for chronically homeless people.

Part 5: Participants and Outreach

- Screen 5A and 5B: Participants: Households and Subpopulations. As noted above, the data in these sections should reflect a **point in time** and should generally match section 4B. Also, please carefully read the instructions, particularly for Screen 5B.

Part 6: Budget

The budget screens were simplified in 2017. The detailed budget screens for supportive services and operating costs have been eliminated.

- General Instructions: The funding requested in the budget sections MUST match the information on the Grant Inventory Worksheet (GIW).

- Leasing and Rental Assistance: These are two different budget charts. Be sure to complete the correct one (if you have leasing or rental assistance)

- Source of Match. Required match is 25% of total grant amount, not including leasing costs. Note that leverage is no longer required in the Project Application.

Part 7: Attachments and Certification

- The only attachment required is subrecipient non-profit documentation (only if the project has a

subrecipient)

Part 8: Submission Without Changes

- All applicants must complete Question 1 in this section. If you wish to submit without changes, complete Questions 2 and 3.