e-snaps Training Series

Conditional Award Recipients:
Amendments Instructional Guide

esnaps
Homeless Assistance Application
and Grants Management System

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

2013, Version 1

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Amendments

Introduction

Welcome to the Amendments instructional guide. This instructional guidecovers important information about accessing and completing amendments to existing Continuum of Care (CoC) Program projects.

This document only applies to grants awarded and executed through the FY2012 CoC Program competition. For amendments to grants executed through previous competitions, please contact your local HUD CPD office and review the guidance provided for that specific fiscal year.

The organization that signs the existing grant agreement is referred to as the "recipient." Prior to using this instructional guide, recipients **must** notify their local HUD CPD office representative of their intent to amend an existing contracted grant. The amendment process described in this document must be initiated by HUD before it will become available to recipients. Recipients should review the FY2012 CoC Program interim rule and the FY2012 CoC Program Notice of Funding Availability (NOFA) for the relevant program rules and regulations.

Objectives

By the end of this instructional guide, recipients should be able to do the following:

1. Access *e-snaps*
2. Enter the Amendments form from the "Submissions" screen
3. *Complete and submit the Amendments form to HUD in *e-snaps*

Overview of the Amendment Process

Following the execution of a grant awarded through the FY2012 CoC Program competition, recipients may at any time submit a request to HUD to amend certain project details. There are many possible reasons for submitting a request for an amendment, and most will concern small unforeseen changes in program structure or implementation. Examples of amendments may include but are not limited to a change of grant recipient, the moving of more than 10% of funds from one budget line item to another, a reduction in the number of units, or a change in the subpopulation served. Grant amendments are also necessary to complete grant consolidations, and this process includes dedicated forms and fields that apply to both Surviving and Terminating grants involved in a consolidation. For a more detailed explanation of when an amendment is required, please refer to section 578.105, "Grant and project changes," of the CoC Program interim rule.

Amendments

It is important to note that the amendment process cannot be used to create a new project. Amendment requests may be rejected on the grounds that the amendment fundamentally changes the nature of the project when compared with the original award.

Recipients should be aware that making substantial changes to a grant may impact the applicability of CoC regulations on the project that were not in affect under SHP and/or S+C regulations. To help you determine what changes are considered "Substantial Grant Amendments," please review the Homeless Programs Transition Policies and Changes Webinar, which can found at www.onecpd.info.

In past years, the amendment process was initiated by a formal letter (mailed, faxed, or emailed) to the local HUD CPD office requesting an amendment to the existing grant agreement. The recipient then worked with HUD via email, phone, mail, and/or fax to complete the process. Beginning with the FY2012 CoC Program competition, recipients will still need to notify HUD of the desire to amend their grant, but the amendment request will be officially completed using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

Each recipient must complete the *e-snaps* **Amendment Form, step C1.9b,** in order for HUD to issue an amended grant agreement. The amendment process includes the following:

1. HUD receives an offline request from the grant recipient for a grant amendment, mailed, emailed, faxed, or requested over the phone.
2. HUD notifies recipients when the **Amendment Form** is ready in *e-snaps.*
3. Recipients will be able to adjust project information from the current grant in *e-snaps* at **step C1.9**. This will serve as the formal amendment request.
4. Recipients will attach supporting documentation directly in *e-snaps* to justify amendments, including HUD's approval of grant consolidations as applicable.
5. *The amendment request will be reviewed in *e-snaps* by the local HUD CPD office for approval.

Note — HUD reserves the right to reject any amendment that it believes does not comply with the FY2012 CoC Program interim rule and the FY2012 CoC Program NOFA, or that significantly alters the project such that it qualifies as an entirely new project.

Overview of this Instructional Guide

The organization of materials in this instructional guidecorresponds with the different parts of the amendment process, and the instructional steps follow the progression of screens in *e-snaps.*

Accessing *e-snaps*. All *e-snaps* users must have a username and password to log into *e-snaps*. Users need to be associated as "registrants" with the organization's *e-snaps* account.

- o The "Accessing *e-snaps*" section of this instructional guide highlights key information for recipients to complete on the **Amendment Form**.
- o For detailed instructions on accessing *e-snaps*, see page 5 of this instructional guide.

Accessing the Amendment Form. The steps discussed in this section allow recipients to access the amendment screens in *e-snaps*. The steps will include filtering projects and form types, and identifying the correct form for the correct project under the "Submissions" folder.

Amendments. After accessing the **Amendment Form** in *e-snaps*, recipients will review and complete four sections: "Reference Submissions," "Grant Consolidation," "Amendments," and "Attachments."

- o **Reference Submissions.** The recipient will be able to access and review the existing executed grant details. The forms are read-only.
- o **Grant Consolidation.** The recipient will be able to indicate an intention to consolidate, identify the project as either the surviving or a terminating grant, and enter the details of the grants being terminated into the surviving grant.
- o **Amendments.** The recipient will be able to request changes to the existing project details in order to reflect the amendment request, including grant consolidations.
- o **Attachments.** Provides an opportunity to attach documentation, as necessary, concerning the proposed amendment. Recipients requesting a grant consolidation will be required to attach a letter of prior approval from the local HUD CPD office.

After providing all of the required information, the recipient will submit the form in *e-snaps* to the local HUD CPD office for review.

What's New in *e-snaps* in 2012

Requesting a grant amendment in *e-snaps* is new in FY2012! This will allow HUD to streamline the request process across the country, centralize CoC Program data, and ensure access to the most up to date grant agreement. For consolidating grants, please read the consolidation section of this guide carefully and contact your local HUD CPD office for more information.

Beginning with the FY2012 CoC Program competition, a function was added that allows applicants with multiple access (i.e., CoC applicant and project applicant) to choose the application type that is being completed via the "Applicant" dropdown on the top left side of the screen. Users with *e-snaps* access to only one organization's account will see only one item in the "Applicant" dropdown menu. Others with access to multiple organizational accounts will have a list of applicants. Users that have access to multiple organizational accounts in *e-snaps* must ensure they are working in the correct account type.

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Accessing *e-snaps*

The **Amendment Form** in *e-snaps* is submitted electronically during the grant amendment process. Before logging in, recipients should have received an email from the local HUD CPD office confirming that the **Amendment Form** is available in *e-snaps*. Recipients who have not received an email should contact the local HUD CPD office for more information.

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

Note

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 *e-snaps* and arrive at the "Welcome" screen.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

Step	Description
1.	Create an **e-snaps** username and password by selecting the "Create Profile" link.
2.	Log in as instructed under "Existing Users" above.

Note	*For a refresher on how to navigate through the e-snaps system, the "Introduction to e-snaps Features and Functions" instructional guide is available on the e-snaps training page at: www.onecpd.info.*

Adding and Deleting Registrants

Having a user profile enables a person to access **e-snaps**. However, only people who have been associated with the organization as registrants (also referred to as registered users) have the ability to enter information in the **Project Applicant Profile** and the issues and conditions forms associated with the organization.

Anyone who currently has access to an organization's **e-snaps** account (i.e., who can see the organization's Project Applicant Profile, prior years project applications, APRs, etc.) can add or remove other registrants by following the instructions provided below.

Step	Description
1.	Select "Applicants" on the left menu bar.
2.	On the "Applicants" screen, click "Registrant" 👥 located to the left of the "Applicant Name."

Note *Before anyone can be added as a registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. The person responsible for adding the new registrant will use the person's username and email address to "register", or "associate," the new user with the project applicant's records in e-snaps.*

Add a Registrant

Step	Description
1.	Select the "Add Registrant" 🔗 at the top left of the list.

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Step	Description
1.	Enter the username and email address of the registrant.
	There is a "Group" field. This item is **NOT** being used this year. You do not need to do anything with this field.
2.	Select the "Add Registrant" button.
3.	Select the "Back to List" button to return to the "Registrants" screen, where you will see the name of the person added.
4.	On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

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Delete a Registrant

Deleting the user will remove that user from the **Project Applicant Profile**. This person will still be able to access **e-snaps**, but he/she will no longer be able to access the organization's **Project Applicant Profile**, project applications, and APRs.

Step	Description
1.	Select "Delete" ⊗ next to the person's name.
2.	Select the "Back to List" button to return to the "Applicants" screen.

Edit Registrant Information

To edit a registrant's information, delete the person first and then add the person again.

Step	Description
1.	Select "Delete" ⊗ next to the person's name.
2.	Follow the instructions above for adding the person again with the correct information.

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Accessing the Amendment Form

Once recipients have successfully logged in to e-snaps, they are ready to access the **Amendment Form**. Recipients will only be able to access the form after receiving notification from the local HUD CPD office confirming that the Amendment Form is ready. This section identifies the steps for accessing the amendment forms from the "Submissions" screen.

> *Remember, the "Applicant" field with the dropdown menu located at the top left side of the screen identifies the Applicant Profile in which you are working. There are two types of Applicant Profiles – CoC Applicant Profile and Project Application Profile.*
>
> **Note**
>
> ***For this process, you must be working in the Project Applicant Profile.***

Submissions

Recipients must access the **Amendment Form** from the "Submissions" screen.

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.

3. Locate the currently executed project.

> Option: Use the "Submissions Filters." Select the appropriate project from the "Applicant Project Name" field. Then select the "Filter" button to find your project(s).
>
> Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. In the, review Submissions list column, select "Funding Opportunity Name / Step Name," for "**Project Application FY2012"/"C1.9b.**"

Step	Description
3.	Select the orange folder 📁 to the left of the "Project Name" you established with the Step Name "C1.9**b**".
4.	The "Before Starting" screen appears. Continue with the instructions in the next section for completing issues and conditions.

Amendments

Completing the Amendment Form

This section identifies the steps for completing each of the screens (and "Formlets") that make up the **Amendment Form**.

Note	*Some data will automatically populate from the Project Applicant Profile.* *Review the populated data. If it is not correct, you will need to edit the Project Applicant Profile, making sure to select the "Complete" button after making your edits so that the data can be pulled forward again.* *To edit the Project Applicant Profile, recipients must first exit the **Amendment Form** and enter the Applicant Profile from the e-snaps home screen. For more information on how to edit the Project Applicant Profile, please review the Project Applicant Profile instructional guide located on the e-snaps training page, https://esnaps.hudhre.info/, under Project Applicants.*

Before Starting the Amendment Form

Before you begin requesting amendments, review the information on the "Before Starting" screen. This screen highlights the important issues concerning the submission of this form. The "Before Starting" screen also contains quick links to the following: HUD's Continuum of Care email based listserv, FY2012 CoC Registration Notice, the HUD OneCPD Resource Exchange, and HEARTH training and resources.

Amendments

Before Starting Grant Amendment

HUD strongly encourages ALL grant recipients to review the following information BEFORE beginning Grant Amendments.

Amendments

After the execution of a grant awarded through the Fiscal Year (FY) 2012 Continuum of Care (CoC) Program competition, recipients may at any time submit a request to HUD to amend certain project details. There are many possible reasons for submitting a request for an amendment, and most will concern small unforeseen changes in program structure or implementation. Examples of amendments may include but are not limited to a change of grant recipient, the moving of more than 10% of funds from one Budget Line Item (BLI) to another, a slight change in unit configuration, or a slight change in population focus. Grant amendments are also necessary to complete grant consolidations, and this process includes dedicated forms and fields that apply to both Surviving and Terminating grants involved in a consolidation. For a more detailed explanation of when an amendment is required, please refer to the CoC Program interim rule, 24 CFR Part 578.105, *Grant and project changes*.

It is important to note that the amendment process cannot be used to create a new project. Amendment requests may be rejected on the grounds that the amendment fundamentally changes the nature of the project when compared with the original award.

Recipients should be aware that making substantial changes to a grant may impact the applicability of CoC regulations on the project that were not in affect under SHP and/or S+C regulations. To help determine what changes are considered "Substantial Grant Amendments," please review the Homeless Programs Transition Policies and Changes Webinar, which can found at www.onecpd.info.

In past years, the amendment process was initiated by a formal letter (mailed, faxed, or emailed) to the local HUD office requesting an amendment to the existing grant agreement. The recipient then worked with HUD via email, phone, mail, and/or fax to complete the process. Beginning with the FY2012 CoC Program competition, recipients will still need to notify HUD of their desire to amend their grant, but the amendment request will be officially completed using this form in e-*snaps*.

Amended Grant Agreements

HUD will enter into a grant agreement with the recipient once the forms at this step are received and approved by the local HUD CPD field office. The entire amendment process includes the following:

1.   HUD receives an offline request from the grant recipient for a grant amendment, either written, through email, faxed, or over the phone.
2.   HUD notifies recipients when the Amendments Form is ready in e-snaps.
3.   Recipients will be able to adjust project information for the current grant in e-*snaps*. This will serve as the formal amendment request.
4.   Recipients will attach supporting documentation to justify amendments, including HUD's approval of grant consolidations as applicable.
5.   The Amendment Form will be reviewed in e-snaps by the local HUD CPD field office for approval.

Things to Remember

- Download and review the detailed instructions along with other resources available online at http://www.hudhre.info/esnaps to help successfully complete the application.
- Program policy questions and problems related to completing Amendments in e-*snaps* may be directed to HUD through the HUD HRE Virtual Help Desk, which is accessible online at https://onecpd.info/ask-a-question/.
- To ensure that this form is completed correctly, refer back to the FY2012 CoC NOFA and the FY2012 General Section NOFA.
- All grant recipients should verify the accuracy of their applicant profile in e-*snaps* before submitting this form.
- HUD reserves the right to reject any renewal project that fails to acknowledge and then satisfy Issues and Conditions as listed on this form and supported by the FY2012 CoC NOFA.

[Back]   [Next]

This e.Form has been submitted

Step	Description
1.	Select "Next."

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

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Reference Submissions

The following steps provide instruction on reviewing the "Reference Submission" screen and accessing information from the existing executed grant agreement.

Step	Description
1	Click on the orange folder under the "View" column to open each submission. The "Reference Submission" selected will open in the same active window.
	Recipients are not required to review the following submissions as this is for informational purposes only:
2.	**C1.9a Renewal/New Application Adjustments**– The C1.9a Issues and Conditions form for renewal projects, or the C1.9a Technical Submission form for new projects, represents the most up to date contract information captured in *e-snaps* before grant agreement. The information captured on this form and approved at step C1.10 by HUD has been used to populate the screens that appear later in *e-snaps*. *If this is not the first time that the project has been amended, the amended information will populate the screens that follow*. After completing a review of the reference submission, recipients need to click "Back to Recipient Issues and Conditions" at the bottom of the left menu to return to the Amendment forms.

Grant Consolidation

The following steps provide instruction on reviewing the **Grant Consolidation** screen, and entering information from the existing executed grant agreements that are consolidating.

HUD has changed the grant consolidation process for FY2012 so that grants being consolidated will align their expiration dates **WITH** the consolidation and **NOT** by first amending the expiring grants. The "Surviving" grant must be the grant with the earliest expiration, and the "Terminating" grants being consolidated into the surviving grant must have expiration dates that are equal to or later than the

surviving grant. Grants must still be aligned and approved by the local HUD CPD office before a consolidation can be completed. Alignment for FY 2012 means that ***projects must have the same provider and the same component type (and rental assistance type when applicable) to consolidate***. This alignment can be achieved through one or several amendments, and must be completed before using this form to submit a request. A consolidation must receive formal HUD approval in the form of an official communication that can be uploaded to the Grant Consolidation Attachment screen.

To account for the different grant expiration dates, HUD must reduce the consolidated FY2012 grant proportionately to the number of overlap months per each terminating grant. This reduction prevents double funding and is temporary. **The funding reduction only affects the FY2012 consolidated grant**. Subsequent renewals will be allowed to apply for the full consolidated amount, and to make sure that the full amount is accounted for in *e-snaps* recipients will use the form described below to enter in the full award amount for each terminating grant. HUD will then review the information submitted for accuracy and manually enter the reduced amounts onto the FY2012 consolidated grant agreement.

Both surviving grants and terminating grants should complete the **Amendment Form**. Surviving grants will be required to list the name and grant amounts of each terminating grant, and then must use the Amendment screens to update project details so that they reflect the total capacity of the newly consolidated grant. Terminating grants must indicate and then confirm their status as terminating grants so that *e-snaps* will have a record of the grants that are no longer operating.

Step	Description
1	If the grant is part of a consolidation, select "Yes" from the drop down menu after the question: Does the current, expiring grant represent a grant consolidation approved by the field office? It is important for both Surviving and Terminating grants to select "Yes" The drop down default setting is "No". If the grant is NOT part of a consolidation, you may skip this section and move on to Amendments, on page 19.

2.

Click "Save" and an additional question will automatically appear.

Grants Consolidation

Instructions: [show]

After completing this form, Surviving Grants must navigate to the Amendment form and update project details so that they reflect the total capacity of the newly consolidated grant.

* 1. Does the current, expiring grant represent a grant consolidation approved by the field office? Yes
If Yes, click "Save" to update form.

* 2. Is this Project the Surviving grant into which other grants are being consolidated, or is this grant being Terminated? Surviving Grant
Click "Save" to update form.

| Save | Save & Back | Save & Next |
| Back | Next |

Note: This formlet contains mandatory fields for which no value has been saved.

Step	Description
3	If the grant is a Terminating grant, select "**Terminating Grant**," from the drop down menu after the question: Is the Project the Surviving grant into which other grants are being consolidated, or is the grant being terminated? If the grant is the Surviving grant, select "**Surviving Grant**," from the drop down menu after the question: Is the Project the Surviving grant into which other grants are being consolidated, or is the grant being terminated?
4.	Click "Save" and additional field(s) will automatically appear. • Terminating grants should continue to **Step 5a** • Surviving grant should continue to **Step 5b**

Grants Consolidation

Instructions: [show]

After completing this form, Surviving Grants must navigate to the Amendment form and update project details so that they reflect the total capacity of the newly consolidated grant.

* 1. Does the current, expiring grant represent a grant consolidation approved by the field office? Yes
If Yes, click "Save" to update form.

* 2. Is this Project the Surviving grant into which other grants are being consolidated, or is this grant being Terminated? Terminating Grant :
Click "Save" to update form.

This grant is being terminated and will not proceed to grant agreement.

* Please confirm your understanding that this grant is being terminated and will not go to grant agreement.

| Save | Save & Back | Save & Next |
| Back | Next |

Note: This formlet contains mandatory fields for which no value has been saved.

Terminating Grants

5a	Click the check box next to the following statement to confirm your selection of **Terminating Grant**: Please confirm your understanding that this grant is not going to grant agreement and is being terminated).
6a	Click "Save" and "Next." Skip to page 26 of this document to review the **Summary Submission Screen** and to complete your submission of the **Amendment Form**.

Important: This field calculates the new total amount available to the consolidated grant

The surviving grant information will automatically populate

Enter the grant numbers for each terminating grant in the rows provided

Enter the HUD approved renewal amount for each grant number entered.

Surviving Grants

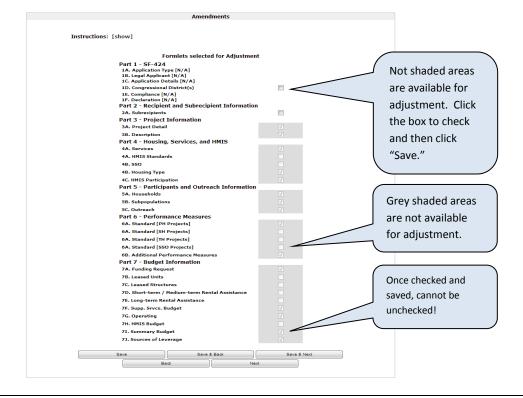|	
5b	Review the information populated in the "**Surviving Grant Number**" and "**HUD Approved Renewal Amount**" fields.
6b	Enter in the grant numbers for each terminating grant under the column "**Grant Number**"
7b	Enter the corresponding award amount for each terminating grant under the column "**HUD Approved Renewal Amount**"
8b	Click "**Save**" and verify the information that automatically calculates in each of the three "**Total**" fields.
9b	Click "**Next**" once you have confirmed that the information is correct.

10b	Click on the link "**Field Office Approval for Consolidation**" and follow the instructions to upload and save your approval from the local HUD CPD office as an attachment. For more detailed instructions concerning attachments, review the steps on page 21
11b	Click **Next** to continue on the **Amendments** screen

Amendments

Amendments

The following steps provide instruction on reviewing the fields on the "**Amendments**" screen.

1. Check the box next to each "**Formlet**" title that needs to be updated based on the grant amendment being requested.

    For example, Surviving grants in a consolidation will need to update both project and budget information so that the new grant reflects a combination of information from the Surviving **_and_** all Terminating grants. Projects that are not consolidating but are simply requesting a project change should only choose the screens to edit that have information that the local HUD CPD office has agreed can be amended.

    Click "Save and Next" to continue.

Note

The forms in this process are populated directly from the most up to date grant information in e-snaps. This may be from the C1.9a Issues and Conditions form completed prior to signing the grant agreement or from a previously completed Amendment Form. Contact the local HUD CPD office if the information presented is incorrect or if unsure of which screens to edit.

Project and budget information amendment requests should reflect a shared understanding between the local HUD CPD office and the recipient. Requests that have already been approved in their entirety by HUD will process through grant agreement much faster than requests with additional unexpected changes.

Amendments

Amendment Formlets

The "**Formlet**" titles listed on the **Amendments** screen are identical to the form names used in the FY2012 CoC Competition project application. *These formlets can only be edited if they have been selected on the Amendments Form*. All other formlets are read-only and cannot be edited. The rows, columns, and fields are also identical to the project application with the following general exceptions:

- Almost all forms from the project application can be adjusted. Notice the dramatic difference between this list, and the list of available formlets during the resolution of issues and conditions. This reflects the time and nature of an amendment request which occurs *after the grant agreement* and *can include significant budgetary and project information changes*.

Available for Adjustment	Cannot Be Adjusted
1D. Congressional District(s)	1A. Application Type
2A. Subrecipients	1B. Legal Applicant
3A. Project Detail	1C. Application Details
3B. Description	1E. Compliance
4A. Services	1F. Declaration
4B. Supportive Services Only (SSO)	8A. Attachments
4B. Housing Type	9A. Appeals
4C. HMIS Participation	
5A. Households	
5B. Subpopulations	
5C. Outreach	
6A. Standard	
6B. Additional Performance Measures	
7A. Funding Request	
7B. Leased Units	
7C. Leased Structures	
7D. Short-Term/Medium-Term Rental Assistance	
7E. Long-Term Rental Assistance	
7F. Supportive Services Budget	
7G. Operating Budget	
7H. HMIS Budget	
7I. Summary Budget	
7J. Sources of Leverage	

- The recipient will not be able to adjust all of the fields on all of the forms. HUD has identified the fields that cannot be altered, even with an amendment.
- Fields that contain open number and text boxes can be adjusted by directly editing the text brought forward from the application.

- Fields with drop down boxes and number fields in **section 7**, **the budget section**, are presented in two columns or sections. The first is read only and represents data from the most recently completed step C1.9. The second can be edited to represent the adjusted value which will be transmitted to HUD as the amendment request.
- The forms follow the same rules as they did during the project application process. If one form is adjusted it may affect the visibility of the fields on other forms.
- *For Grant Consolidations Only*: A warning message will appear on the summary budget formlet if the recipient is requesting a consolidation and the dollar amount for "10. Total Assistance plus Admin Requested" does not match the dollar amount for "16. Total Consolidated Budget" and the "17. Variance" does not equal zero. "16. Total Consolidated Budget" calculates based on the values entered on the Grants Consolidation screen. If amount for "17. Variance**" is greater than zero**, the recipient will be prevented from submitting the amendment request. If the amount for "17. Variance" **is less than zero**, the recipient must acknowledge that the request is less the total amount available from the consolidation.

Only those forms that were checked on the previous **Amendments** screen can be changed. All other forms are read only. Recipients can return to the **Amendments** screen at any time and select additional forms that HUD identified for correction. Recipients cannot, however, uncheck a formlet once is has been selected for amendment. If a form is selected in error, submit the form after all other changes have been made without making amendments to the unintentionally selected formlet.

Amendments must be discussed with the local HUD CPD office in advance of the submission of this form to prevent inappropriate changes. If the local HUD CPD office identifies an amendment request that had not been previously approved, the change will be rejected and the **Amendment Form** will be amended back to the recipient. This will delay the issuance of the amended grant agreement.

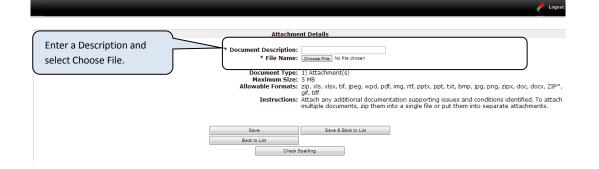|	
Note	*It is a good idea to check the 7I. Summary Budget formlet to confirm that changes have been captured correctly. For grant consolidations this is especially important to see if you have left any money from the consolidation on the table. Be smart and double check!*

Attachments

The **Attachments** screen allows the recipient to attach up to five (5) documents. These items are available for the recipient to upload documentation for the local HUD CPD representative to review for the purpose of justifying requested amendments. Documents should both detail the changes and confirm stakeholder agreement at the local level.

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

Note	*If there are more than 5 documents to attach, zip several files together and upload them to the same "Attachment" link.*

Amendments

Step	Description
1.	Enter the name of the document in the "Document Description" field (e.g., HUD form 2880).
2.	Select "Choose File" to the right of the "File Name" label to upload the file. 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" to return to the "Attachments" screen.
4.	On the "Attachments" screen, select "Next."

Note	*The maximum file size is 5 MB. If the attached documents exceed this, you will need to zip the file prior to attaching.*

Submitting Amendments

Once the required information has been entered, including required attachments, the recipient must select the "Submit" button on the **Submission Summary** screen.

The **Submission Summary** screen shows all of the screens associated with the **Amendment Form**. 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.
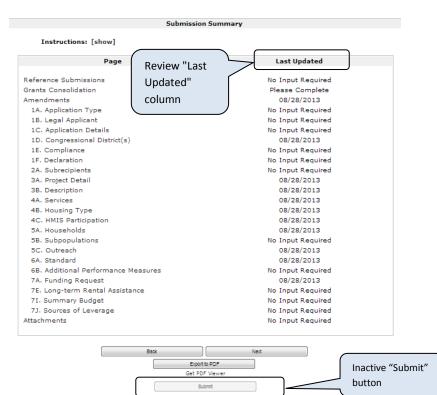> "Please Complete" if more information is needed.

Recipients will be able to go back to any screen by clicking on the screen name on the left menu *or* on the screen name in the Submissions list. Remember to select "Save" after making changes or those changes will be lost.

The "Submit" button is located at the bottom of the screen. Once the **Amendment Form** has been submitted, recipients must notify the local HUD CPD office.

Amendments

An Incomplete Submission Summary Screen

The following image shows the **Submission Summary** screen with items that still need to be completed. Note that the "Submit" button is grey-shaded and cannot be selected.
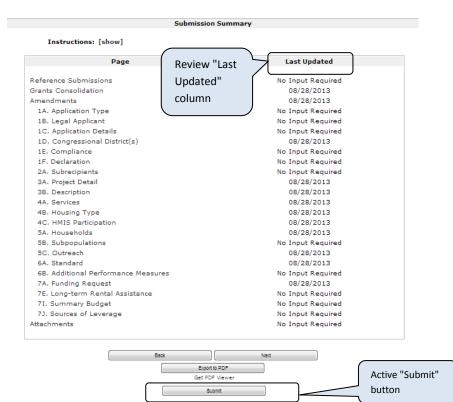

Step	Description
1.	Item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2.	Complete the required information on the screen and be sure to click "Save" before navigating off the page.
3.	When the "Submit" button is active (no longer grey shaded) you will be able to click "Submit."

A Complete Submission Summary Screen

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

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 grey. Below it there will be text stating, "This e. Form has been submitted".
4.	**Important**: Send an email to your local HUD CPD representative as soon as you have submitted the form notifying him/her that you have completed step C1.9**b**.

Exporting to PDF

Recipients can obtain a hard copy of the issues and conditions forms using the "Export to PDF" button located at the bottom of the "Submission Summary" screen under the navigation buttons.

Step	Description
1.	Click on "Export to PDF."
2.	On the "Configure PDF Export" screen, select the screen you would like included.
3.	Click "Export to PDF."

Instructional Guide Completion

Congratulations! You have completed the *e-snaps* Issues and Conditions online instructional guide. Note that additional instructional guidesare available to assist recipients in logging into and completing forms in *e-snaps*. Please check the *e-snaps* "CoC Program Competition Resources" page at https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/ for these instructional guides.