

Indiana Balance of State CoC NOFA 2019 E-SNAPS Overview



PATIENCE

**HUD
RESOURCE
S
AVAILABLE
FOR
PROJECT
APPLICATI
ONS**

General Project Application Information

[How to Access the Project Application](#)

[Transferring an Existing Project](#): Identifies the steps recipients (i.e., grantees) and HUD Field Office staff need to take when projects are being transferred from one organization to another.

[HUD Form 2880: Applicant/Recipient Disclosure/Update Report](#)

[How to Complete the HUD Form 2880 in e-snaps](#):

Instructions for completing the HUD Form 2880 in the Project Applicant Profile and the individual Project Applications.

Applications for Housing and Services Project Funding

[Renewal Project Application Detailed Instructions and Navigational Guide](#)

[Process for Completing Renewal Project Application Screens](#)

[New Project Application Detailed Instructions and Navigational Guide](#)

YHDP Renewal Project Application Navigational Guide: Not yet available

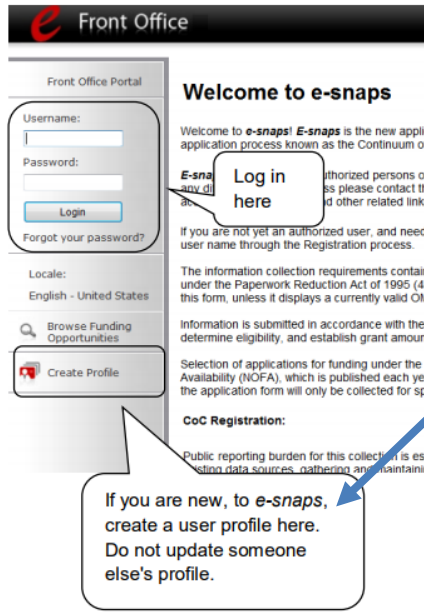
Project Application Appeal Process Navigational Guide for Solo Projects: Not yet available

Applications for Collaborative Applicant Planning and UFA Activity Funding

[CoC Planning Project Application Detailed Instructions and Navigational Guide](#)

[UFA Costs Project Application Detailed Instructions and Navigational Guide](#)

USERS NEW TO ESNAPS



Front Office

Front Office Portal

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the new application process known as the Continuum of Care (CoC) application process. It is designed for authorized persons only. If you are not yet an authorized user, and need user name through the Registration process.

Log in here

If you are not yet an authorized user, and need user name through the Registration process.

The information collection requirements contain under the Paperwork Reduction Act of 1995 (44 CFR 1.010), unless it displays a currently valid OMB control number.

Information is submitted in accordance with the Paperwork Reduction Act of 1995 (44 CFR 1.010), unless it displays a currently valid OMB control number.

Selection of applications for funding under the Availability (NOFA), which is published each year. The application form will only be collected for sp

CoC Registration:

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including reviewing instructions, gathering existing data sources, gathering and maintaining the data needed, reviewing and collecting the data, and reviewing and editing the information.

Username:

Password:

Login

Forgot your password?

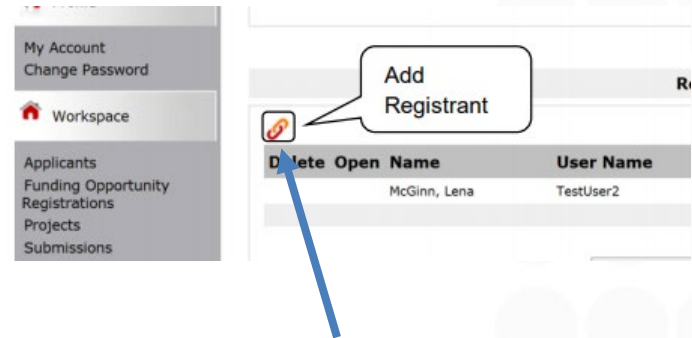
Locale: English - United States

Browse Funding Opportunities

Create Profile

If you are new, to e-snaps, create a user profile here. Do not update someone else's profile.

If new to Esnaps, must create a profile (requires a username, valid email, and a password)



My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Delete	Open	Name	User Name
		McGinn, Lena	TestUser2

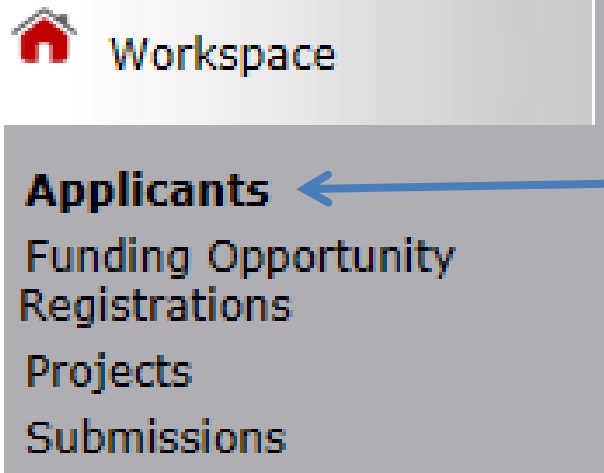
Add Registrant

Click on paperclip to add registrants to organization's esnaps account

GETTING STARTED IN ESNAPS

Make sure you are linked to grantee's esnaps account

- <https://www.hudexchange.info/resources/documents/Adding-Deleting-Registrants.pdf>



Start by clicking on 'applicants'

ALL APPLICANTS SHOULD HAVE AT LEAST TWO PERSONS WHO CAN ACCESS ESNAPS ACCOUNT

Applicant: Test Organization 2 (030700000)

Applicant Details

Applicant Name: Test Organization 2
Applicant Number: 030700000

Registrants

[Add Registrant](#)

Delete	Open	Name	User Name	Email	Group
		McGinn, Lena	TestUser2	Lena.McGinn@icfi.com	Administrator

1

[Back to List](#)

ORGANIZATIONS NEW TO ESNAPS

To establish a new applicant in ESNAPS you need: Name of Organization, DUNS Number for the organization. All Project Applicants are required to have a Data Universal Numbering System (DUNS) Number and registration with the System for Award Management (SAM).

Front Office

TestUser2

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Select "Applicants"

Applicants

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test Organization 2	030700000		

Add the organization as an Applicant in e-snaps

New Project Applicants ONLY

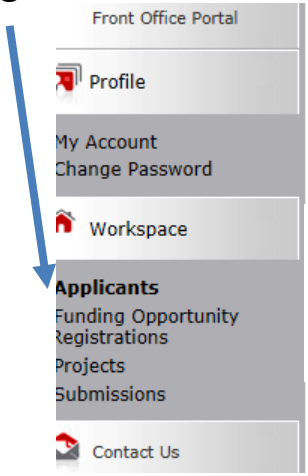
Returning Applicants continue to the next section


APPLICANT PROFILE

All projects will need to update applicant profile
If more than \$200,000 in total funding in this competition, must complete the information on SF-2880 on all other funding for project

1. Click on Applicants

2. Click on orange folder to open applicant profile. All applicant profiles MUST be updated during competition period.



 For detailed instructions, see the Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at <https://www.hudexchange.info/programs/e-snaps/>.

TO EDIT APPLICANT PROFILE

- Applicant Profile
- 1. Profile Type**
- 2. Organization Information
- 3. Contact Information
 - Authorized Representative
 - Alternate Contact
- 4. Additional Information
- 5. Forms & Attachments
 - HUD Form 2880
 - Code of Conduct
 - Other Attachment
- 6. Submission Summary

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	07/18/2017	Yes
✓	2. Organization Information	07/18/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	07/18/2017	Yes
✓	Alternate Contact	07/18/2017	Yes
✓	4. Additional Information	07/18/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✗	HUD Form 2880	Please Complete	Yes
--	Code of Conduct	No Input Required	No
✓	Other Attachment	07/18/2017	Yes

This e.Form has been marked as complete

1. Click on Submission Summary

2. Click 'edit' to complete 2880 and update profile

SF 2880

Threshold Determination

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?
(For further information, see 24 CFR Sec. 4.3).

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.

This e.Form has been marked as complete

If applying for more than \$200,000 in this NOFA must indicate 'yes'

DETAIL ON ALL OTHER GOVERNMENT ASSISTANCE THAT MUST BE ADDED TO SF 2880

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

If there is no other government assistance for the project, enter N/A in the first row of boxes

COMPLETE APPLICANT PROFILE

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	07/18/2017	Yes
✓	2. Organization Information	07/18/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	07/18/2017	Yes
✓	Alternate Contact	07/21/2017	Yes
✓	4. Additional Information	07/18/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	07/26/2017	Yes
✓	Code of Conduct	07/18/2017	Yes
--	Other Attachment	No Input Required	No

Click 'complete' to finish applicant profile

FUNDING OPPORTUNITY REGISTRATION

Front Office Help Logout

TestUser1

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant: Project Applicant A (20032008)

2. Confirm the correct Applicant listed in the field

Funding Opportunity Registrations

Funding Opportunity Name	Applicants Registered	Start Date	End Date
CoC Full Annual Performance Report	0	Jul 19, 2010	Jun 20, 2020
CoC Planning Project Application FY2019	0	Sep 16, 2014	Dec 31, 2020
New Project Application FY2019	0		Dec 31, 2024
Renewal Project Application FY2019	0		Dec 31, 2024
UFA Costs Project Application FY2019	0	Sep 16, 2014	Dec 31, 2020
YHDP Project Application FY2019	0	Mar 1, 2014	Dec 31, 2024

1. Select "Funding Opportunity Registrations"

3. Note the Funding Opportunity Name

1

1. Click on Funding Opportunity Registrations

2. Click on renewal project application FY 2019

TO CREATE A PROJECT FOR 2019

1. Click on 'Projects'

3. Click on '+' button to open up new project screen

2. Filter for correct project type, new or renewal project application 2019

The screenshot shows the Front Office portal interface. The left sidebar contains navigation options: Home, Profile, My Account (Change Password), Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions. The main content area displays the 'Projects' section for 'Applicant A (030700000)'. It includes a 'Project Status' dropdown set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'Renewal Project Application FY2019'. Below these is a table with columns: Edit, Project Name, Project Number, Funding Opportunity Name, Applicant Name, Applicant Number, and Step Status. A callout box points to an '+ Add' icon in the table header, stating: 'Add icon appears after selection in dropdown menu'. Another callout points to the 'Funding Opportunity Name' dropdown, stating: 'Filter for correct project type, new or renewal project application 2019'. The table contains one row of data: AN-500 UFA Costs Project Application FY2019, Project Number 136473, Funding Opportunity Name Renewal Project Application FY2019, Applicant Name Project Applicant A, Applicant Number 030700000, and Step Status In Progress.

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	AN-500 UFA Costs Project Application FY2019	136473	Renewal Project Application FY2019	Project Applicant A	030700000	In Progress

IMPORT LAST YEAR'S DATA ON CREATE PROJECT SCREEN

1. Name project here

Note: first time renewals cannot import data from last year

2. Import data here

Front Office Help Logout

TestUser2
Front Office Portal
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Submissions

Applicant: Project Applicant A (030700000)

Create a Project

Funding Opportunity Name: Renewal Project Application FY2019
 * Applicant: Project Applicant A (030700000)
 * Applicant Project Name: AN-500 UFA Costs Project Application FY2019
 Import Data From: None

Save Save & Add Another
Save & Back Cancel

Enter the Project Name. e-snaps will assign a Project Number.

**Project name: organization name
project name FY2019**

ACCESSING RENEWAL PROJECT APPLICATION

The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo, a user profile for 'TestUser2', and links for 'Help' and 'Logout'. The left sidebar contains navigation options: 'Front Office Portal', 'Profile', 'My Account' (with 'Change Password'), 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions' (highlighted), and 'Contact Us'. The main content area is titled 'Submissions' and includes filter options: 'Applicant: Project Applicant A (030700000)', 'Applicant Project Name: XX-XXX Renewal Project Application FY2019', 'Date Submitted: On', 'Project Status: All Projects', 'Submission Version: Latest Version', and 'Associate Type: All'. A 'Filter' button is located below these options. Below the filters is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	XX-XXX Renewal Project Application FY2019 136473	Renewal Project Application FY2019 Renewal Project Application FY2019	Mar 1, 2019	Sep 1, 2019	Primary Applicant	1	

2. Confirm the correct Project Applicant

1. Select "Submissions"

4. Access the Project Application

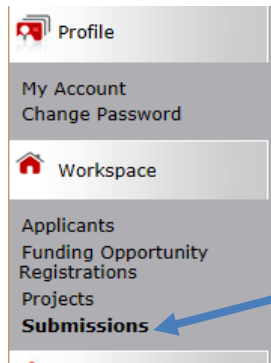
3. Use the Filters to find the correct project.

Step Description

MUST COMPLETE SF 424 BEFORE PROJECT APPLICATION OPENS

HUD code of conduct: most were removed from HUD website in early 2017

HUD 50070 and Lobbying disclosure forms are completed in E-SNAPs and not attached
HUD 2880 is completed in Applicant Profile – complete once/applicant agency



Click on 'submissions' after creating project and importing data

Before Starting
Part 1 - Forms
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. Cert. Lobbying
1J. SF-LLL
Additional Information

VERIFY FEDERAL AWARD IDENTIFIED – FIRST 6 DIGITS, STARTING WITH “IN”

eForms Logout

TestUser2

Renewal Project Application FY2019

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: XX-XXX Renewal Project Application FY2019
Project Number: 136473

Renewal Project Application FY2019

FY2018 Renewal Project Application Instructions

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

1A. SF-424 Application Type

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s): -- select --

If "Other", specify:

3. Date Received: 04/18/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

The Federal Award Identifier is not in the correct format. Please see the instructions.

* Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

6. Date Received by State:

7. State Application Identifier:

Save & Back Save Save & Next

Back Next

PIN NUMBER

Grantees must enter Federal Award Identifier on Field 5b on the HUD SF 424
The PIN is the first 6 characters of the grant number on the GIW

For this grant,
IN0019 is the
PIN



Grant Number
IN0019L5H021609
IN0023L5H021609
IN0024L5H021609
IN0029L5H021609
IN0031L5H021609
IN0036L5H021609
IN0039L5H021609
IN0042L5H021609
IN0045L5H021609
IN0046L5H021609

SUBMISSION WITHOUT CHANGES

- HUD expects renewal project applications to remain the same from year to year
- Only project applicants that submitted a renewal application in 2018 can import data into the FY 2019 renewal application
- Projects that are 'fully consolidated' cannot use submit without changes
- The following screens must be completed even for renewal without changes:
 - Recipient performance screen
 - Renewal expansion screen
 - Renewal grant consolidation screen
 - Screen 3A project detail
 - Screen 6D sources of match
 - All of Part 7 – attachments and certification
 - All of Part 8 – submission summary
- All other screens are read only – unless the submission without changes screen is checked.

RECIPIENT PERFORMANCE SCREEN

e.Forms Logout

TestUser2

Renewal Project Application FY2018

Applicant Name: Project Applicant A
Applicant Number: 030700000
Project Name: XX-XXX Renewal Project Application FY 2018
Project Number: 136082

Renewal Project Application FY2018

FY2016 Renewal Project Application Instructions

Recipient Performance

* 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? -- select -- v

* 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request? -- select -- v

* 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? -- select -- v

* 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? -- select -- v

Select "Yes" or "No" for each question. Review screen for additional questions.

Save & Back Save Save & Next

Back Next

RENEWAL EXPANSION

The screen below appears when "Stand-Alone Renewal Application" is selected in question 2.

Renewal Expansion

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition? "If "No" click on "Next" or "Save & Next" below to move to the next screen.

* 2. Is this the Stand-alone Renewal (Expansion) project application or the Combined Renewal Expansion project application?

2a. Input the name and grant number of the combined renewal expansion

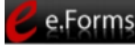
* Combined Renewal Expansion Project Name:

* combined Renewal Expansion PIN Number:

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

"Stand-Alone" = existing renewal only

COMBINED RENEWAL EXPANSION PROJECT


Logout

TestUser2

Renewal Project Application FY2019

Applicant Name:
Project Applicant A
Applicant Number:
130700000

Project Name:
OX-XXX Renewal Project Application FY2019
Project Number:
136473

Renewal Project Application FY2019

FY2018 Renewal Project Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2880

1H. HUD-50070

1I. Cert. Lobbying

1J. SF-LLL

Information About Submission without Changes

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation



Renewal Expansion

As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of an Expansion. This process can combine up to 1 stand-alone renewal project application and 2 stand-alone new expansion project applications into 1 combined renewal expansion project application. This means recipients no longer need to combine expansion data in CoC Post-Award. Renewal projects that are part of an expansion must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 GIW or eLOCCS, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

* 1. Is this project application requesting to be part of a combined renewal expansion in the FY 2019 CoC Program Competition?

* 2. Is this the Stand-alone Renewal (Expansion) project application or the Combined Renewal Expansion project application?

*** 2b. Combined Renewal Expansion Table**

Stand-Alone Renewal or Stand-Alone New	Project Name	Total Requested Amount	PIN Number	Expiration Date
<input type="text" value="Stand-Alone New"/>	<input type="text" value="New Expansion 1"/>	<input type="text" value="\$100,000"/>		
<input type="text" value="Stand-Alone Renewal"/>	<input type="text" value="Renewal Expansion 1"/>	<input type="text" value="\$100,000"/>	<input type="text" value="TN1234"/>	<input type="text" value="05/31/2019"/> 
<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 

A PIN identified as a Renewal PIN must match the Federal Award Identifier for this grant.

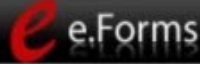
Combined Renewal Expansion Summary

Total Number of Grants in the Combined Renewal Expansion	<input type="text" value="2"/>
Total Requested Amount in the Combined Renewal Expansion	<input type="text" value="\$200,000"/>

* I hereby confirm that I have reviewed the accuracy and submitted all the renewal and new project applications related to this Combined Renewal Expansion request into esnaps and I have attached on Screen 7A the PDF copies of each of the FY 2019 project applications listed above.

"Combined" = existing renewal PLUS expansion data

GRANT CONSOLIDATION SCREEN

Logout

TestUser2

Renewal Project Application FY2019

Applicant Name:
Project Applicant A

Applicant Number:
030700000

Project Name:
XX-XXX Renewal Project Application FY2019

Project Number:
136473

Renewal Project Application FY2019

FY2018 Renewal Project Application Instructions

Before Starting
Part 1 - Forms
1A. SF-424 Application Type

Renewal Grant Consolidation Screen

HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

* 1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2019 CoC Program Competition?

If "No" click on "Next" or "Save & Next" below to move to the next screen.


* 2. Is this an individual project application or a fully consolidated project application?

Click on "Save & Next" to continue completing the remainder of this project application as if the consolidation will be denied by HUD and this individual project application will be assessed for FY 2019 funding.

"Yes" = part of a consolidation

"Individual" = one renewal project involved in the consolidation

DETAILS ON GRANT CONSOLIDATION


Logout

TestUser2

Renewal Project Application FY2019

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
XX-XXX Renewal Project Application FY2019
Project Number:
136473

Renewal Project Application FY2019

FY2018 Renewal Project Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2880

1H. HUD-50070

1I. Cert. Lobbying

1J. SF-LLL

Information About Submission without Changes

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Renewal Grant Consolidation Screen

HUD encourages the consolidation of renewal grants. As part of the FY 2019 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2020, as confirmed on the FY 2019 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HHMS).

1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2019 CoC Program Competition?

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2. Is this an individual project application or a fully consolidated project application?

"Fully Consolidated" = surviving renewal PLUS additional renewals being consolidated

Renewal Grant Consolidation Table

Project Identification Number PIN	Total Requested Amount	Surviving PIN or Terminating PIN	Operating Start Date	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="button" value="-- select --"/>	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23
<input type="text"/>	<input type="text"/>	<input type="button" value="-- select --"/>	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23
<input type="text"/>	<input type="text"/>	<input type="button" value="-- select --"/>	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23
<input type="text"/>	<input type="text"/>	<input type="button" value="-- select --"/>	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23	<input style="text-align: right; color: orange; font-weight: bold; font-size: small;" type="text"/> 23

*The surviving PIN must have the earliest operating start date. All Expiration Dates will be set to 2020.

At least 2 rows must be completed in the Renewal Grant Consolidation table.

Renewal Grant Consolidation Summary

Total Number of Grants in Consolidation	0
Total Requested Amount in Consolidation	\$0

3. I hereby confirm that I have reviewed the accuracy and submitted all the renewal project applications related to this consolidation request into esnaps.

Click on "Save & Next" to continue completing the remainder of this project application combining all the project application data for all the projects listed above into a single fully consolidated project application.

HOUSING FIRST

Other:

3. Housing First

* 3a. Does the project quickly move participants into permanent housing

* 3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

- Having too little or little income
- Active or history of substance use
- Having a criminal record with exceptions for state-mandated restrictions
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse)
- None of the above

* 3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area
- None of the above

* 3d. Does the project follow a "Housing First" approach?

This response auto-populates based on responses in 3a, 3b, and 3c

PSH PROJECTS – CH OR DEDICATED PLUS

All PSH projects should either be CH Dedicated or DedicatedPLUS – N/A should not be chosen

TestUser3

Renewal Project Application FY2019

Applicant Name: Project Applicant A
 Applicant Number: 030700000
 Project Name: XX-XXX Renewal Project Application FY2019
 Project Number: 136473

Renewal Project Application FY2019

FY2018 Renewal Project Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2880

1H. HUD-50070

1I. Cert. Lobbying

1J. SF-LLL

Information About Submission without Changes

Recipient Performance

Renewal Expansion

Renewal Grant Consolidation

Part 2 - Subrecipient Information

2A. Subrecipients

Part 3 - Project

3C. Dedicated Plus

Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A "DedicatedPLUS" project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- (4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- (6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

* 1. Indicate whether the project is "100% Dedicated", "DedicatedPLUS", or "N/A", according to the information provided above.

-- select --

Select an option from the dropdown

Save & Back Save

Save & Next

Back Next

BUDGETS

Renewal grants no longer need to provide detailed budgets

Summary budget lines must correspond to GIW
Budgets are changed through amendment not grant renewal

TestUser3

Renewal Project Application
FY2019

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
XX-XXX Renewal Project
Application FY2019
Project Number:
136473

Renewal Project
Application FY2019

FY2018 Renewal Project
Application Instructions

Before Starting

Part 1 - Forms

1A. SF-424 Application
Type

1B. SF-424 Legal
Applicant

1C. SF-424 Application
Details

1D. SF-424
Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD-2880

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Information

2A. Subrecipients

Part 3 - Project

6A. Funding Request

* 1. Do any of the properties in this project have an active restrictive covenant? Yes

* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? Yes

* 3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.

Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

* a. Please complete the indirect cost rate schedule below:

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base

The applicant must complete at least one row in the indirect cost rate schedule.

* b. Has this rate been approved by your cognizant agency? --select--

* c. Do you plan to use the 10% de minimis rate? --select--

* I hereby confirm that I have attached a negotiated indirect cost rate agreement signed by the cognizant agency

4. Renewal Grant Term: 1 Year

5. Select the costs for which funding is being requested:

- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

These options depend on the project's program component

Save & Back Save Save & Next

Back Next

INDIRECT COSTS

Applicant Name:
Project Applicant A
Applicant Number:
030700000
Project Name:
XX-XXX Renewal Project
Application FY2019
Project Number:
136473

Before Starting
Part 1 - Forms
1A. SF-424 Application
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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 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, 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%)	
8. Total Assistance plus Admin Requested	\$0
9. Cash Match	\$0
10. In-Kind Match	\$0
11. Total Match	\$0
12. Total Budget	\$0

Gray-shaded cells auto-calculate.

Clear cells are editable. Enter the budget amount directly in these cells.

1



2



3

Applicant Profile Resources:

- <https://www.hudexchange.info/resources/documents/Project-Applicant-Profile-Instructional-Guide.pdf>
- <https://www.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

Renewal Application Resources:

- <https://www.hudexchange.info/resources/documents/FY-2017-Renewal-Project-Application-Instructional-Guide.pdf>
- <https://www.hudexchange.info/resources/documents/FY-2017-Renewal-Project-Application-Detailed-Instructions.pdf>

New Application Resources

- <https://www.hudexchange.info/resources/documents/FY-2017-New-Project-Application-Instructional-Guide.pdf>
- <https://www.hudexchange.info/resources/documents/FY-2017-New-Project-Application-Detailed-Instructions.pdf>

IMPORTANT HUD RESOURCES

QUESTIONS/CONCERNS

Indiana Balance of State Answer Desk:

- IHCDA Community
Services
[communityservices@
ihcda.IN.gov](mailto:communityservices@ihcda.IN.gov)

Balance of State Website:

- [https://www.indianab
os.org/internal-
competition](https://www.indianabos.org/internal-competition)
[aBoSCoC@gmail.co
m](mailto:aBoSCoC@gmail.com)