The Seattle - King County Continuum of Care
Consolidated Application Process for the 2017

DIRECT HUD GRANTEES

For a CoC Program Project Application to be considered for renewal in the 2017 competition, the Seattle King County Continuum of Care requires that the related application is finalized in the HUD e-snaps system as noted below:

- **DO NOT "**submit" the application to HUD via esnaps until instructed by the CoC.

- **DEADLINE**: Submit a **pdf of the esnaps application to the** <u>CoC for its review no later than **4:00 pm Thursday, August 24, 2017**</u>.

- Once approved by the CoC, each applicant/project will be notified to press the e-snaps "submit" button.

<u>Don't wait for the deadline</u>. Timelines are tight, we urge you to finalize and submit your applications to the CoC as early as possible.

**PDF of esnaps CoC Program application is due to the CoC
Thursday, August 24, 2017 by 4pm
Submit to: eileen.denham@seattle.gov**

To submit an application in the 2017 competition, each agency must confirm, and update as necessary, its agency profile and required HUD forms in the e-snaps system. HUD provides detailed instructions regarding how to update your profile and complete forms, as well as to how to access and complete the CoC Program project application. Helpful documents can be found as follows:

1. **Accessing and Completing the Applicant Profile in esnaps**
   https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/

2. **Accessing the CoC Project Application: Renewal Applications in esnaps**
   https://www.hudexchange.info/resource/2908/coc-project-application-instructions/

3. **Process for completing the FY 2017 Renewal Project Application Screens**
   https://www.hudexchange.info/resources/documents/Process-for-Completing-FY-2017-Renewal-Project-Application-Screens.pdf

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CONTACTS for the 2017 Seattle-King County McKinney application process are:

For City of Seattle	**Eileen Denham** City of Seattle HSD *E-mail*: Eileen.Denham@seattle.gov	*Phone:* **(206) 684-0915**
For King County (outside Seattle)	Janice Hougen King County DCHS *E-mail*: Janice.Hougen@kingcounty.gov	*Phone*: **(206) 263-9089**

There are Four Steps to Accessing your Project Application
1. Project Applicant Profile
2. Funding Opportunity Registration
3. Projects to Create Project Application
4. Access Application through Submissions

Step 1: Completing the Applicant Profile	
Confirm your Applicant Profile	**PLEASE NOTE:** The Applicant Profile MUST be updated in order to successfully advance to you project application. 1. Go to **"Applicants" i**n left menu bar to access your profile 2. Put the Applicant Profile in **EDIT MOD**E by navigating to the "Submission Summary" screen. To Open and Update the Profile you must click on the **"Edit" button** at the bottom of the summary screen. 3. Review all screens to ensure all information is accurate. 4. Once the required information has been entered and the required attachments uploaded go to the submission summary screen again and click the **"Complete"** button.
HUD Forms in the Applicant Profile	**NEW: Many forms are no longer separate attachment but a form coded into esnaps** ☐ **HUD Form 2880** is now divided between the Applicant Profile and the Project Application. This form **must be complete in the Applicant Profile before you can move to the next step and access to your project applications**. ☐ Information in the Applicant Profile will prepopulate in your in Project Application(s) and will be a part of the project SF 424. See link below for additional guidance. ☐ https://www.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf
Attachments to the Applicant Profile	☐ **Non-Profit Documentation**: You must re-attach for 2017. ☐ **Code of Conduct**: Only attach if your Code of Conduct is not with HUD. If not, you must attach the first 5 pages. See link below: http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm ☐ **Survey on Ensuring Equal Opportunities for Applicants (SF-424) Supplement):** This is applicable to a Project Applicant that is a nonprofit. You must upload a new one current date. I the from is still attached from last year, you will need to delete the attachment and complete and upload a new attachment.

Step 2: Completing Funding Opportunity Registration	
Register for FY 2017 Funding Opportunity	▪ Navigate to Funding Registration: ▪ Click on **"Renewal Project Application FY2017** ▪ **Click "Yes" and hit the "Back"button once the screen refreshes and indicates you are registered**
Step 3: Projects -Create a Project	
Create your Project	▪ Move to **"Projects"** in the Left Menu Bar ▪ Select **"Renewal Project Application 2017**" from the funding opportunity dropdown menu. ▪ Click on **+** icon on the far-left side: The "Create a Project" Screen will appear. Enter the **Applicant Project Name** as it should appear. ▪ Move to the **Import Data From** line. Use the Arrow to find your FY 2016 grant and click on it to bring forward your previous application information. Will save you massive time!!! ▪ **NOTE!!!!!** Review data carefully to ensure accuracy.
Step Four: Select "Submissions" to Access the Application	
Part 1: Form SF 424	▪ Navigate to "Submissions" in left menu bar. Then search for "**Renewal Project Application FY2017". Open it!** There are 8 Parts to the Project Application: ▪ **Part 1 SF-424** must be completed in its entirety before the rest of the application will appear! ▪ Information from the Applicant Profile will partially populate the SF-424. Confirm prepopulated information! If not correct, you must return to the applicant profile to make corrections **Of Note:** ▪ **SF 424 Section 1A Application Type Q5b:** HUD is only requesting verification of the project's 6-digit PIN. Pin # is the first 6 digits of your HUD grant number. **NOTE: Verify your PIN by checking a check box in Q5b to confirm!** ▪ **SF 424 Section 1D Congressional District Screen**-**Q17**: a project must have a proposed start / end date for your proposed project eg., you are applying for 2018-2019 funding. **NOTE: You MUST change start and end dates to 2018-2019.**

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Part 1 SF 424 (Continued) • Form 50070 Certification of a Drug-Free Workplace • SF-LLL Disclosure of Lobbying Activities • Form 2880 Applicant Recipient Disclosure	These forms are now embedded in the SF 424 in esnaps and must be "completed" for each CoC Program project application. ▪ **HUD 50070** –"I agree" is checked. " ▪ **SF-LLL** – Select yes /no to reveal additional questions. "True and Correct" is checked ▪ **Form 2880** – information is prepopulated from applicant profile-Review for accuracy—Any incorrect information must be corrected in Applicant Profile. "I agree" is checked **REMEMBER you will NOT have access to your renewal application until these forms are complete and all boxes checked**

New and Noteworthy
In FY 2017
	NEW: **HUD is making it easier to submit a renewal application!**
	
	Applicants can now submit their applications with little to no change from the previous grant application. When you first access to you project application, it will be in a "Read-Only" format. Please review your information carefully!
	
	NOTE: Part 3C for PSH and Part 6D have new questions so these sections **MUST** be edited and HUD has left them open in "open edit mode" to allow for specific updates. See below:
	
	▪ **Part 3 Project Information**
	
	  3C. Dedicated Plus Screen: This screen will only show for **renewal PSH projects**.
	
	  NEW--The CoC is **NOT** adopting Dedicated Plus for renewals in FY 2017. All applicable projects will remain either:
	
	  – 100% dedicated (if you were originally funded as 100% dedicated to CH); or
	
	  – N/A (if beds are prioritized for CH at turn-over).
	
	▪ **Part 6 Budget Information**
	
	  6A. Funding Request - Details, Descriptions, and Quantities: HUD is no longer requiring renewal applications to submit detailed budgets. Review 6E Summary Budget carefully—amounts should match your GIW handout.
	
	  6D. Sources of Match: Enter your updated FY 2017 25% Match information NOTE: CoC Policy Update allows the use of program income as match.
	
	  NEW--There is a new yes /no question in 6D related to using program income as match. If **yes** is selected, new questions will show.
	
	▪ **Part 7 Attachments and Certification**
	
	  7A. Attachments: should not be applicable for most projects.
	
	  7B. Certification: must certify that the program will comply with applicable laws. **Make sure to click the box!!!!**

New and Noteworthy In FY 2017 (continued)	▪ **Part 8 Submission Summary**" See link below for more guidance. https://www.hudexchange.info/resources/documents/Process-for-Completing-FY-2017-Renewal-Project-Application-Screens.pdf Renewal Applicants may select one of two options: 1. **"Submit Without Changes"** to indicate you wish leave Parts 2 through 6 in "READ Only" mode and are not making any changes. EXCEPTIONS: Part 3C for PSH and 6D have new questions so are automatically checked and MUST be edited (See above). **Changes to these screens do not affect your ability to select "Submit without Changes"** 2. **"Make Changes"** if there is/are updates required. A menu of the application screens opens. Check the box(s) by each screen you want to change. Press "save" makes the screen available for edit. **NOTE:** In general HUD is discouraging applicants from making annual update changes and we also encourage as few changes as possible.
**Prepare and Submit your CoC Program Application(s) in pdf.**	
Complete an CoC Application (Exhibit 2) for each project for which your agency is a direct grantee	*DO NOT PRESS THE "SUBMIT" BUTTON UNTIL INSTRUCTED BY THE COC!!!!* ▪ *Applicant must finalize their application(s) in e-snaps and then create a pdf.* ▪ *Submit the pdf. to the CoC by the deadline below: .*
**PDF of esnaps CoC Program application is due to the CoC Thursday, August 24, 2017 by 4pm Submit to: eileen.denham@seattle.gov**	
CoC Application Review CoC Review period 8/17/17 to 8/31/17	▪ Once each completed CoC application is received as a pdf., it will be reviewed by Seattle / King County staff. ▪ It may be sent back to you for updating/correction between 8/17/17 and 8/31/17 ▪ **With CoC approval you will then be asked to press the "submit button" on the submission summary page.**

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