The Seattle - King County Continuum of Care (CoC) 2022 Consolidated Application Process for
DIRECT HUD GRANTEES

For a CoC Program Project Application to be considered for renewal in the 2022 competition, the Seattle King County CoC requires that the related application is finalized in the HUD esnaps system as noted below:

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

- **DEADLINE**: Submit a **pdf of the e-snaps application to the** CoC for its review no later than 11:59pm on Tuesday, August 30, 2022.

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

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

    PDF of e-snaps CoC Program application is due to the CoC Tuesday, August 30, 2022 at 11:59pm

    Submit to: coc.questions@kcrha.org

To submit an application in the 2022 competition, each agency must confirm, and update as necessary, its Applicant 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 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 e-snaps**

2. **Accessing the CoC Project Application: Renewal Applications in e-snaps**

3. **Process for completing the FY 2021 Renewal Project Application Screens**

4. **CoC Renewal Project Application Detailed Instructions**

Please contact coc.questions@kcrha.org for questions regarding the 2022 Seattle-King County CoC Program NOFA Applications process.

There are Four Steps in esnaps to Establish/Access your FY 2022 Project Application:

1. **Applicants:** To update the Applicant Profile
2. **Funding Opportunity Registrations**: To register for FY 2022 Renewal
3. **Projects**: To create the FY 2022 Project Application
4. **Submissions:** To Access the FY 2022 Application

Step 1: Update Your Applicant Profile	
Confirm your Applicant Profile	**PLEASE NOTE:** The Applicant Profile MUST be updated to successfully advance to your project application. 1. Go to **"Applicants"** in left menu bar to access your profile 2. Navigate to the "Submission Summary" screen. At the bottom of the screen, click the **"Edit" button.** This puts the Applicant Profile in **EDIT MODE** so you can Open and Update the Profile 3. Review all screens to ensure all information is accurate. 4. Once the required information has been entered/updated and required attachments uploaded (eg., non-profit documentation) return to the submission summary screen and click the **"Complete"** button. See link below for additional guidance. https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf
HUD Forms in the Applicant Profile	**HUD mandated forms are coded into esnaps** ★ **HUD Form 2880** is divided between the Applicant Profile and the Project Application. This form **must be complete in the Applicant Profile before you can access your project applications**. ★ Information in the Applicant Profile prepopulates the Project Application, both for the SF 424 and Part 1 of HUD Form 2880. See link below for additional guidance. https://files.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 2022. ★ **Code of Conduct**: Only attach if your Code of Conduct your Agency has not already submitted it. 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 required for a Project Recipient that is a nonprofit. You must upload a new one with a 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: Select Funding Opportunity Registrations

Funding Opportunity Registrations	★ Move down to "Funding Registration" in left menu bar: ★ Click on **"Renewal Project Application FY2022** ★ Click **"Yes"** and hit the **"Back"** button. When the screen refreshes it should indicate **"you are registered"**

Step 3: Select Projects to Establish your Project for FY 2022

Projects (Create a Project)	★ Move down to **"Projects"** in the Left Menu Bar ★ Go to "Funding Opportunity Name" dropdown menu. Select **"Renewal Project Application 2022"** from the dropdown list. ★ Click on **+** icon on the very far-left side of the Projects screen: The "Create a Project" Screen will appear. ★ Move to the **Import Data From** line. ★ Use the Arrow to find your FY 2021 grant and click on it to bring forward your previous application information. This one move will save you massive time!!! ★ Enter the **Applicant Project Name** as it should appear for FY 2022. ★ **NOTE!!!!!** Review imported data carefully to ensure accuracy.

Step Four: Select "Submissions" to Access Your Renewal Application

Part 1: Form SF 424	★ Navigate to "Submissions" in left menu bar. Then search for **"Renewal Project Application FY2022"**. 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 complete the SF 424. Confirm prepopulated information! If not correct, you must return to the applicant profile to make corrections. (put it back in "edit mode") **Of Note:** ★ **SF 424 Section 1A: Application Type Q5b:** HUD is only requesting verification of the project's 6-digit PIN. Your Pin # is the first 6 digits of your HUD grant number. **NOTE:** You check box **Q5b to confirm / verify your PIN!** ★ **SF 424 Section 1D: Congressional District Screen-Q17:** a project must have a proposed start / end date eg., you are applying for 2020-2021 funding. **NOTE: All start and end dates must be 2023-2022**

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 embedded in the SF 424 and must be "completed" for each CoC Program project application. ★ **HUD 50070** – Review and check box "I agree". ★ **SF-LLL** – Select yes /no to reveal additional questions. Review and check box "True and Correct". ★ **Form 2880** – information is prepopulated from applicant profile. Review for accuracy—Any incorrect information must be corrected in Applicant Profile. Check box "I agree". **REMEMBER you will NOT have access to your renewal application until these forms are complete and all boxes checked!!!**

Noteworthy In FY 2022	**HUD is making it easier to submit a renewal application!**
	
	Applicants can submit their applications with little to no change from the previous grant application. When you first access your project application, it will be in a "Read-Only" format. You must eview each screen carefully! NOTE:
	
	★ **Part 8 Submission Summary: Submission without Changes"** Renewal Applicants may select one of two options:
	1. **Submit Without Changes" indicates you wish to leave Parts 2 through 6 in "READ Only" mode and are not making any changes.**
	
	There are *e-snaps* screens that remain "open" for required annual updates and do not affect applicants' ability to select "**Submit without Changes**".
	
	These are:
	    ★ Recipient Performance Screen: Quarterly draws, timely APR's • Screen 3A. Project Detail: Project Type, etc.
	    ★ Screen 6D. Sources of Match: Match updates
	    ★ All of Part 7: Attachments and Certification; and
	    ★ All of Part 8: Submission Summary.
	
	2. **"Make Changes"** if there is/are updates required (such as 3B Project Description as noted below). A menu of the application screens opens. Check the box(s) by each screen you want to change. Press "save" to make 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.

	However, please note the following:
	★ **Part 3B: Project Descriptions** asks questions about "Housing First". This section **MUST** be reviewed to ensure all boxes are checked accurately. One year HUD left one of the Check boxes blank in question 3.c that must be checked to be considered HOUSING FIRST.
	★ **Part 6: Budget Information: If you received an FMR bump with your FY2021 HUD Award you will need to update Match to account for the increase.** ○ **6D. Sources of Match**: You may enter updated FY 2021 CoC Program Grant 25% Match information. **NOTE**: HUD now allows the use of program income as match.
	NOTE: There is a yes /no question in 6D related to using program income as match. If <u>yes</u> is selected, a question box opens up requiring a narrative statement on the source of program income.
	★ <u>**Part 7 Attachments and Certification**</u> ○ **7A. Attachments**: Should not be applicable for most projects unless you have a federally approved indirect Cost Rate. If so, will need to upload most recently approved indirect rate cost allocation plan ○ **7B. Certification**: must certify that the program will comply with applicable laws. **Make sure to click the box!!!!**

Prepare and Submit your CoC Program Application(s) in pdf.

Complete the CoC Application (Exhibit 2) for each project for which your agency is a direct grantee	***DO NOT PRESS THE "SUBMIT" BUTTON UNTIL INSTRUCTED BY COC staff!*** ★ ***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 Tuesday, August 30, 2022 by 11:59pm   **Submit to: coc.questions@kcrha.org**

CoC Application Review CoC Review period 9/01/22 to 9/09/22	★ 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 9/1/22 and 9/9/22 ★ **With CoC approval you will then be asked to press the "submit button" on the submission summary page.**