Completing Project Applications in e-SNAPS for the SuperNOFA
Process for Direct Grantees in 2019

• Each direct grant will require a FY2019 Project Application to be submitted in order to apply for renewal funding.

• The Project Applications are set up and submitted in e-snaps.
  – When creating an FY19 Project Application, information from your FY18 can be imported to populate some of the FY19 application’s fields, though it is possible that only limited information will transfer and it still must be reviewed and updated before submitting.
  – Each agency will need to resubmit some additional forms that must accompany your agency’s Project Applications.

• Direct and S+C grantees will need to complete their Project Application(s) and submit them via esnaps to TCP by August 15th.

• TCP will send them back with any issues to correct; if there are any issues, these must be resolved and resubmitted by tbd.
  – Applications not submitted by August 15th cannot be included in the application package submitted to HUD.
Accessing e-SNAPS

• Log in at hud.gov/esnaps
  • TCP does **NOT** have a record of your agency’s log-in information, and TCP **CANNOT** give you access to e-SNAPS;
  • **if you do not have a login or your password, you will need the HUD Help Desk to give you access or to reset your password**

– Once you log in, make sure that the “Applicant” drop-down menu at the top left is set to the name of your **agency** (not program)
Applicant: The Community Partnership for the Prevention of Homelessness (DC-500)
Accessing the Applicant Profile

- The first step is updating your Applicant Profile;
  - Do this by clicking on “Applicants” in the Workspace menu on the left hand side of the screen; the screen will refresh after you do so.
  - Once you are on the Applicants screen, click the small orange folder icon to open your Applicant Profile.
Accessing the Applicant Profile

• Once the Applicant Profile is open, click on “6. Submission Summary” on the left hand menu.

• The screen will refresh and you will be taken to the Submission Summary screen. At the bottom of the page, click on the “Edit” button. This will allow you to make some necessary changes to your Applicant Profile.

**YOU MUST COMPLETE THIS STEP BEFORE YOU CAN ACCESS YOUR PROJECT APPLICATION**
Accessing the Applicant Profile

• Once your Applicant Profile is in Edit mode, start by going through each page and updating as needed/appropriate.

• On 1. Profile Type, be sure that “Applicant Profile Type” is set to “Project Applicant”
Accessing the Applicant Profile

• The information for 2. Organization Information and 3. Contact Information should be populated already; review and update as necessary; click Next or Save and Next after you are done reviewing each screen.
  – On 2., “Organization Type” should only be either C. or M. depending on if your agency is part of the city government or is a nonprofit (respectively).

• On 4. Additional Information you will enter the Congressional District your agency is located in (DC-000) and answer three yes-no questions about your agency (“the applicant”):
  – Is the applicant a faith based organization?
  – Has the applicant ever received a federal grant?
  – Is the applicant’s code of conduct on file with HUD?
Accessing the Applicant Profile

• On 5. Applicant/Recipient Disclosure Report (form 2880):
  – your existing 2880 may still be attached; you need to have a new one completed in 2018 – if you do not have a new form to upload during training you can leave the existing one in place but you must return to this section to upload the new form before submitting your application(s)
  
• The same is true for agency’s HUD 50070, Non Profit Documentation, EEO survey and SF-LLL
  
• Even for forms that there will not be a new version of (like your Non Profit document), it is a good idea to delete what is there and re-attach it so it’s time stamped for 2018 in e-snaps. Forms that need new signatures should replaced older ones already attached.
Accessing the Applicant Profile

• Once you (re)added the necessary attachments for Part 5, you can return to the Submission Summary Screen

• There will be a “Complete” or “Submit” button instead of an “Edit” button; if you have completed all of the necessary pieces of the Applicant Profile you will be able to complete/submit it

• Once the Applicant Profile has been completed/submitted, click on “Back to Applicants List” on the lower left hand side of the screen
Accessing the Applicant Profile

• The Applicant Profile must be complete before you can set up a 2019 Renewal Application,

• **However,** if you:
  – need to update attachments at a later time
  – need to verify some pieces of the information that were on the previous screens;
  – discover later that a change is needed...

...You can submit/complete the Applicant Profile now and proceed with the other steps of the application process, **but you will just need to redo the Applicant Profile steps described on the previous slides before submitting the Renewal Application.**

• Once the Applicant Profile has been submitted, click on “Back to Applicants List” on the left hand side of the screen. The screen will refresh and return to the main page of e-snaps.
Funding Opportunity Registrations

• In the Workspace menu on the left hand side you will see “Funding Opportunity Registrations,” click there and the screen will refresh

• Once the screen refreshes, you must register to submit renewal projects by clicking on the icon that looks like a folded piece of paper with a red check mark on it next to the words “Renewal Project Application FY2019”.

• If your agency intends to reallocate your existing grant(s), you must register the “New Project Application FY 2019” funding opportunity instead of renewal.
  – Your agency will only need to register both funding opportunities (“New” and “Renewal”) if you have multiple grants and intend to renew some and reallocate others.
Funding Opportunity Registrations

Applicant: The Community Partnership for the Prevention of Homelessness (DC-500) (DC-500)

<table>
<thead>
<tr>
<th>Register View</th>
<th>Funding Opportunity Name</th>
<th>Applicants Registered</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UFA Costs Project Application FY2018</td>
<td>0</td>
<td>Sep 16, 2014</td>
</tr>
<tr>
<td></td>
<td>Renewal Project Application FY2018</td>
<td>1</td>
<td>Sep 16, 2014</td>
</tr>
<tr>
<td></td>
<td>Renewal Project Application FY2016</td>
<td>2</td>
<td>Sep 16, 2014</td>
</tr>
<tr>
<td></td>
<td>New Project Application FY2018</td>
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<td>Sep 16, 2014</td>
</tr>
<tr>
<td></td>
<td>New Project Application FY2017</td>
<td>1</td>
<td>Sep 16, 2014</td>
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<tr>
<td></td>
<td>New Project Application FY2016</td>
<td>2</td>
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<tr>
<td></td>
<td>CoC Planning Project Application FY2018</td>
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<td>Sep 16, 2014</td>
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<td></td>
<td>CoC Planning Project Application FY2016</td>
<td>2</td>
<td>Sep 16, 2014</td>
</tr>
<tr>
<td></td>
<td>CoC Full Annual Performance Report</td>
<td>2</td>
<td>Jul 19, 2010</td>
</tr>
</tbody>
</table>
Funding Opportunity Registrations

• Once click on the “Register” icon (folded piece of paper with a red check), the screen will refresh and you will see:
  “Are you sure you wish to register [Your Agency]?”
• Click “Yes” and the screen will refresh again, and it should indicate that your agency has been registered.
• Once you confirm that, hit the “Back” button.

• If you are setting up a New Project instead of/in addition to a renewal, complete the Funding Opp. Registration for a “New Project Application” as well.
• Next, click on “Projects” in the Workspace menu on the left hand side of the screen; this is where you will set up application(s) for your direct grant programs.

• Adjust the drop-down menus near the top of the screen as follows:
  – Project Status should be set to “Open Projects”
  – Funding Opportunity Name should be set to “Renewal Project Application FY2019” or “New Project Application FY2019” depending on what type of project you are trying to set up.
  • If you do not see this an option, you must repeat the steps in the “Funding Opportunity Registration” section of this slide deck.

• Once you have updated the drop down menus as described above, the screen will refresh and you should see a small icon that looks like a folded piece of paper with an orange plus sign on it; click on that to proceed
Projects

• Once you click on the paper icon, you will be taken to another screen where you will be asked to name your project (i.e. the name of the direct grant program)
  – RENEWAL Projects can import the data from the 2018 application using the “Import Data From” drop down menu
  – NEW Projects can not import data into the application.

• Once you have named your project and, if applicable, selected the 2018 application to import data from, you must save the 2019 application.
  – IF YOU ARE SETTING UP MORE THAN ONE APPLICATION, click on “Save & Add Another” until you have set up all of your projects. When the last one is set up, click “Save & Back.”
  – AGENCIES SETTING UP JUST ONE APPLICATION should save their project by clicking “Save & Back.”
Submissions

• Once you have set up all of your agency’s direct grantees programs, click on “Submissions” in the Workspace menu on the left hand side of the screen

• This will take you to a listing of all of your past Exhibit 2s/Project Applications and APRs, and you will be ready to begin working on this year’s Project Application
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding Opportunity Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Associate Type</th>
<th>Version</th>
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<tbody>
<tr>
<td>2012 New Project</td>
<td>New Project Application FY2012</td>
<td>Nov 9, 2012</td>
<td>Jan 18, 2013</td>
<td>Primary Applicant</td>
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</tr>
<tr>
<td>Test</td>
<td>New Project Application FY2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 Renewal Test</td>
<td>Renewal Project Application FY2012</td>
<td>Nov 9, 2012</td>
<td>Jan 18, 2013</td>
<td>Primary Applicant</td>
<td>1</td>
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<tr>
<td>2012 Renewal Test 2</td>
<td>Renewal Project Application FY2012</td>
<td>Nov 0, 2012</td>
<td>Jan 18, 2013</td>
<td>Primary Applicant</td>
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<td>2012 Renewal Test</td>
<td>Renewal Project Application FY2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accessing the Project Applications

• Use the Project Name and Funding Opportunity Name filters to find the appropriate application

• For this NOFA, all the Funding Opportunity Name will always include “Project Application FY2019” and will be designated as New or Renewal depending on what type of application you set up in the previous steps.
PART 1: SF-424

• You will **not** be able to move on to other portions of the Project Application until the SF-424 is complete; the rest of the Project Application will appear once all screens are completed/saved.

• All questions marked with an * are required, others are optional.
Completing the SF-424

• 1A. Application Type
  – Upon opening this screen you should see that “Application” and “Renewal” or “New Project” have already been selected for 1. and 2. (respectively).
  – If you do not see these selected, do so before saving.
  – On 5b. You will need to enter the Federal Award Identifier (also called the PIN, which is the first 6 digits/characters of your grant number – the part that is the same each year)
    – If you are renewing but did not import last year’s application, you should still enter the PIN
    – If you do not have your PIN, contact TCP or the Field Office
  – Enter that number and then hit “Save & Next” in order to proceed.
Completing the SF-424

• 1B. Legal Applicant
  – On this screen, information on the grantee should be pre-populated with information from your Applicant Profile. If something needs to be updated on this screen it can only be done through the Applicant Profile – see slides 5-11 of this slide deck.

• 1C. Application Details
  – This screen also includes pre-populated information on the grant type. The answer to 11. on this screen should be “CoC Program” and 12.
  – Hit “Next” to proceed.
Completing the SF-424

• 1D. Congressional Districts
  - Choose the “area affected by the project” and the Congressional Districts associated with both the Applicant and the Project.
    • In both cases this should be the “District of Columbia” or “DC-000”.
  - On this screen you will also identify the Proposed Project Start Date and End Date
    • Renewals – these will be start and end date of your FY18 grants (which begins the day after your FY18 grants will expire)
    • New projects – you will provide an estimated start and end date for the projects
  - Number 18 is not required but may be completed.
-- Hit Save & Next to proceed.
Completing the SF-424

• 1E. Compliance
  – This screen asks if the grantee is subject to review by State Executive Order 12372
  – This screen also asks the applicant is delinquent of any Federal debt
  – Hit “Save & Next” to proceed
Completing the SF-424

• 1F. Declaration
  – This screen is pre-populated with information from someone at your agency, likely the Executive or Program Director; this screen asks that the he or she certify that the statements included in the application are “true, complete and accurate”
  – Check the box next to “I AGREE” and then Hit “Save & Next” to proceed.
  – The remaining parts of the application should be available to you after hitting Save & Next.
HUD 2880

1G. HUD 2880

- This screen includes the content previously provided in a form that was signed and attached to the application.

- HUD 2880 is the Applicant/Recipient Disclosure/Update form wherein your agency describes additional resources associated with the project and, if applicable, names any interested parties – developers, consultants, etc. – associated with the grant.

- This is only editable from the Applicant Profile. If you need to make a change to the Applicant Profile, revisit slides 5-11 of this slide deck.
• **1H. HUD 50070**
  
  – This screen includes the content previously provided in a form that was signed and attached to the application
  
  – HUD 50070 is the Certification of a Drug Free Workplace
  
  – This is only editable from the Applicant Profile. If you need to make a change to the Applicant Profile, revisit slides 5-11 of this slide deck.
Other forms

• Also included in esnaps is the Certification Regarding Lobbying and the SF-LLL, Disclosure of Lobbying Activities

• These are only editable from the Applicant Profile. If you need to make a change to the Applicant Profile, revisit slides 5-11 of this slide deck.
Submission Without Changes

• At the beginning of Part 2, you have an opportunity to indicate if you don’t wish to make changes to last year’s application. If you choose to do this, screens 3A, 7A, and 7B will still need to be completed in 2019. TCP advises that if you choose to do this, it should only be done after thoroughly reviewing the 2018 to ensure you do not wish to change anything.

• Direct grantees should also consider the information on the next few slides before making a decision about submitting without changes.
Recipient Performance

• Formerly section 2B; this information will not carry over from last year’s application.

• You are being asked if your grant is:
  — Current with its APR submissions
  — Has any unresolved HUD Monitoring or OIG Audit Findings
  — Has maintained consistent quarterly drawdowns
  — Has had any funds recaptured by HUD

• Questions are yes/no; depending on your answer you may be asked to provide additional information in narrative form about your response
Renewal Grant Consolidation

- HUD is encouraging the consolidation of renewal grants.
- 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) 2019, as confirmed on the FY 2019 Final GIW
    - must be to the same recipient (can not consolidate direct and TCP grants)
    - 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).
Renewal Grant Consolidation

• If consolidating 2 or more grants, change the answer to question 1. to “Yes”
• The screen will refresh and question 2. will appear; answer “Fully Consolidated”
• The screen will refresh again and a table will appear where you provide information about the grants to be consolidated.
• BEFORE SUBMITTING CONSOLIDATIONS THROUGH ESNAPS, CONFIRM WITH TCP. THERE ARE SEVERAL OPEN QUESTIONS TO HUD ABOUT THE STEPS THAT NEED TO BE TAKEN TO COMPLETE CONSOLIDATIONS. SUBMITTING BEFORE YOU HAVE CONFIRMED WITH TCP THAT ALL STEPS HAVE BEEN TAKEN MAY MEAN LOSING FUNDING FOR ONE OR ALL CONSOLIDATING GRANTS!
PART 2A: Subrecipients

- Part 2 of the Project Application involves identifying the project’s subrecipient, or the agency that actually implements the grant/program; as direct grantees this will be your agency’s information unless you have a sub contract with another provider.

  - To complete this screen, click on the icon that looks like a folded piece of paper.

  - The screen will refresh to a screen to fill in information on the Subrecipient.
  - Click “Save & Back to List” when the screen is complete.
PART 3A: Project Detail

Part 3A of the Project Application includes information on:

• Which CoC the Project belongs to and who acts as the Applicant;
  – CoC Number is DC-500
  – CoC Applicant is The Community Partnership for the Prevention of Homelessness

• Project Status, should be “Standard” for all projects;

• Select the component
  – TH for Transitional Housing
  – PH for Permanent Supportive Housing (includes S+C, PSH, RRH)
    • Your answer will determine questions asked on later screens so be sure to answer correctly.

• Whether project utilizes surplus properties received through the Title V Process

• Whether project will be part of a new application for a Renewal Expansion Grant

• Hit “Save & Next” to proceed.
PART 3B: Project Description

• Part 3B of the Project Application the Project Description, which requires:
  – a written description of the project in which you should detail your projects’ support and implementation of as many of HUD’s stated policy priorities as possible – be specific and be sure to mention Opening Doors;
  
  – the program to address its status as a participating in Coordinated Entry (don’t call it “CAHP” since that is a local term)
  
  – the program to state whether it has a focus on any populations (you must specify which if yes)
  
  – Housing First questions: information on how the project connects persons with permanent housing and the protections put in place to make sure certain persons are not screened out of eligibility
  
  – New questions giving information on how the project ensures client protections from undue terminations

• PH programs need to respond to:
  – Whether the program is Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH)

• Hit “Save & Next” to proceed.
PART 4A: Supportive Services

• Complete the chart that will document whether or not clients in the program receive various services by denoting who provides the services and how often, if applicable
  – If your agency provides a service directly, choose Applicant
  – If another agency provides a service, select Partner (do not select Subrecipient unless you identified one on Screen 2A).
  – You do not need to have a response for each service in the list, but if you have a Supportive Services budget as a part of your award, each service charged to HUD should be accounted for on this list.

• You must also answer questions about how the project helps clients access services and how they apply for benefit sources

• Hit “Save & Next” to proceed
PART 4B: Housing Type & Location

• In part 4B, you will indicate:
  – The number of units in the project
  – The number of beds in the project
  – You may be required to answer additional questions about the populations the beds are dedicated to depending on your program type (PH vs. TH)
  – The project’s address may be required if program is single site (you can be the administrative office or site where “most” of the units are in scattered site situations)

• Just like in Part 2, you will need to click on the folded paper icon to get to the screen where information is entered
PART 5A: Participant Information

• In Part 5A you will provide information on the “households” that your program serves
  – Enter the number of households:
    • With at least one adult and one child (families)
    • With adults and no children (single adults or adult couples w/ no children)
    • With only children (unaccompanied minors)

• The numbers you provide are estimates that reflect a single point in time when your program is at its maximum occupancy
PART 5A: Participant Information

• In Part 5A you will also provide information on the persons in those households
  – Enter a count of persons who are:
    • adults over age 24;
    • adults between the ages of 18-24;
    • accompanied children under age 18; or
    • unaccompanied children under age 18

Again, the numbers you provide are estimates and are meant to reflect a single point in time when your program is at maximum occupancy
PART 5B: Participant Information

- In Part 5B, you will provide specific information on the chronic homeless status, veteran status, disabilities and subpopulations of clients that generally make up your program when at maximum occupancy.
  - Depending on your responses in Part 5A, you will provide “point in time” estimates on clients who are/who live with:
    - Chronically homeless, non veterans
    - Chronically homeless veterans
    - Non chronically homeless veterans
    - Histories of chronic substance abuse
    - Histories of several mental illness
    - Histories of domestic violence
    - HIV/AIDS
    - Physical or developmental disabilities
    - Persons not represented by listed subpopulations.
PART 5C: Participant Information

• In Part 5C, you provide information where participants come from prior to entering your program
  – Provide the percentages of persons:
    • Coming directly from the street
    • Coming directly from emergency shelter
    • Persons at risk of listing their residence w/in 14 days – should be 0% due to our coordinated entry systems
    • Coming from safe havens – should be 0% as no safe havens are operating in the District
    • Fleeing domestic violence situations – should be 0% unless your program exclusively works with this population
    • Coming from the TH portion of a Joint TH and PH RRH program
    • Coming from a VA funded homeless assistance program
  – You will not be able to submit the application if the percentages from categories above do not equal 100%
PART 6A: Funding Request

• 6A asks that you provide some information on whether the project:
  – Has an active restrictive covenant on one or more of the properties
  – Was awarded funding under a special housing initiative (Samaritan Bonus or Permanent Housing Bonus)
  – If the project proposes to allocate funds according to an indirect cost rate (should be “no” but there are additional questions if “yes”)

• Provide the term of the grant; for ALL renewals the term is 1 year

• Check boxes for each type of funding the grant includes
  – Leasing (specify leased units or structures) OR Rental Assistance, and/or Supportive Services and/or Operating and/or HMIS.
PART 6: Leased Structures, Services, Operating or HMIS

In the FY 2017 Application, project applicants submitting a Renewal Project Application will not be required to submit detailed information for the leased structures, supportive services, operating, or HMIS budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.

The renewal project application is meant to renew projects as they exist at the time of application and is not to be used to request changes that require an amendment. As a time saving method for project applicants and HUD reviewers, HUD expects that a project’s proposed project information will remain the same from year-to-year unless changes are directed by HUD or approved through the grant agreement amendment process.

The summary budgets must match the budget category amounts approved in the Grants Inventory Worksheet.

New Project Applications will submit detailed budgets for the categories of funding for which the project is applying. Reallocations will be limited to the sum of the grants not being renewed/reallocated to created the new project.
PART 6: Leased Units or Rental Assistance

In the FY 2018 Application, project applicants must indicate how many units are procured through the award whether using leasing dollars or rental assistance.

For **Leased Units**, you must indicate the Metropolitan Fair Market Rent area, the number of units in the program, and their size, as well as the overall leasing amount in the “Annual Assistance Requested” box.

For **Rental Assistance**, you must indicate the type of Rental Assistance, the FMR area, and the number of units you have applied for in previous applications. For Rental Assistance award will be calculated for you.

Either type must be entered by clicking on the folded piece of paper icon, which will take you to a different screen to enter your information.

*The summary budgets must match the budget category amounts approved in the Grants Inventory Worksheet.*
PART 6: New Projects

New Project Applications will submit detailed budgets for the categories of funding for which the project is applying.

Reallocations are limited to the sum of the grants not being renewed/reallocated to created the new project.
PART 6: Match

HUD CoC program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families, individuals, and youth. **Meaning, HUD does not intend to be the sole support of any project that it funds.** Therefore, HUD requires applicants to have other funding streams in place.

- **Match:** The HEARTH Act allows for a new, simplified match requirement that includes both cash and in-kind contributions. All eligible funding costs (including admin, but excluding leasing) must be matched with no less than a 25% cash or in-kind match resources. Match must be used for eligible activities as defined by the CoC Program Interim Rule, 24 CFR Part 578, subpart D. As authorized by the FY2016 HUD Appropriations Act, program income may now be used as a source of cash match,

- **Leverage:** Leverage includes all funds, resources, and/or services beyond the 25% required match that the applicant can secure to support the project. Leverage is not documented separately from Match but it strengthens your overall application if you can provide it.
PART 6: Summary Budget

• The Summary Budget will populated with a combination of budget information entered earlier in Part 6 and/or from the information on file at HUD about the amounts of funding for which your project is eligible. **MAKE SURE IT MATCHES THE FY19 GIW** – if not update to make it match.

• **DO NOT FORGET TO ADD YOUR PRE-APPROVED ADMIN AMOUNT FROM THE GIW TO THE SUMMARY BUDGET**
  – If you forget to enter the Admin amount, the application could be submitted and you will not receive Admin funds
PART 7: Attachments & Certification

• On 7A, for each project, please attach your agency’s Non Profit documentation or the documentation of the Non Profit you sub contract to; **the date attached must be in 2018.**

• **You can also use 7A to attach any documentation for match and leverage sources.** You can use the third attachment space for any letters of support or other attachments you’d like HUD to review or see.

• On 7B, your agency must once again certify the information in the application. Check the signature box; hit “Save & Next” to proceed to the Submission Summary.
Submission Without Changes

• Renewals - You may indicate that you want to submit the 2019 application without any changes from 2018 application on the “Submission Without Changes” screen.

• On question 2. you may select “Make changes” and then check the boxes of individual screens where changes are needed if some but not all sections need an update.

• BE MINDFUL THAT MUCH OF THE APPLICATION’S CONTENT MAY HAVE CHANGED FROM YEAR TO YEAR, so please review the application in full before indicating that you do not want to make changes.
PART 8B: Summary

• The Submission Summary Screen lets you see which portions of the application are still incomplete; you will not be able to click on the “Submit” button the application until all required screens are finished.

• However, if any area is not required it may show here as complete before you are actually done with it. Make sure that all screens are complete to your satisfaction before submitting.
  – If you accidentally submit an application prior to it’s completion, let TCP know and we can “send” it back to you for editing via esnaps.

• If you want TCP to review your application before submitting, export it to a pdf, and email that; do not Submit via e-snaps if you not confident that it is complete.

• Hitting “Submit” does not mean this is going to HUD; it is going to TCP for inclusion in the CoC-wide application, so we can amend it back to you but with nationwide traffic on e-snaps this can be an extremely slow process.