

e-snaps Training Series

**Conditional Award Recipients:
Issues and Conditions Module**



2013, Version 1

Issues and Conditions

Table of Contents

Introduction	2
Objectives	2
Overview of the Post-Award Process.....	2
Overview of this Training Module	3
What’s New in <i>e-snaps</i> in 2012.....	4
Accessing <i>e-snaps</i>	5
Existing Users	5
New <i>e-snaps</i> Users.....	6
Adding and Deleting Registrants.....	6
<i>Add a Registrant</i>	7
<i>Delete a Registrant</i>	9
<i>Edit Registrant Information</i>	9
Accessing the Issues and Conditions Form.....	10
Submissions	10
Issues and Conditions	Error! Bookmark not defined.
Before Starting the Issues and Conditions Form	12
Reference Submissions	14
Acknowledgment	15
Additional Issues and Conditions.....	17
Adjustments.....	20
Adjustment Formlets	21
Attachments.....	22
Submission Summary.....	23
Submitting Issues and Conditions	25
Module Completion.....	Error! Bookmark not defined.

Issues and Conditions

Introduction

Welcome to the Issues and Conditions training module. This module covers important information about accessing and completing the post-award process for conditionally awarded Continuum of Care (CoC) Program renewal projects.

The organization that submitted the renewal project application for funding and selected to receive a conditional award is referred to as the “recipient.” The FY2012 CoC Program Tier 1 renewal projects were announced by HUD on March 13, 2013. This announcement initiated the post-award process for conditionally awarded projects that addresses issues, conditions, and budget revisions (if needed) prior to issuance of the grant agreement. Once the issues, conditions, and budget revisions have been completed and approved, the local HUD CPD field office will issue the HUD-signed grant agreement to the recipient.

Prior to using this training module, recipients **must** contact the local HUD CPD field office regarding issues, conditions, and budget changes.

Objectives

By the end of this module, you should be able to do the following:

1. Access *e-snaps*
2. Enter the issues and conditions form from the “Submissions” screen
3. Complete and submit the issues and conditions form to HUD in *e-snaps*
4. **If necessary**, coordinate with the local HUD CPD field office to make changes to the issues and conditions form in *e-snaps*

Overview of the Post-Award Process

Conditionally awarded recipients that have identified issues, conditions, or and/or budget changes must go through the “Post-Award” process before the grant agreement can be executed. This process includes the acknowledgement and resolution of issues and conditions.

In past years, the acknowledgement of issues and conditions was completed using various combinations of mail, phone calls, faxes, and emails, which often delayed the post-award process and issuance of the grant agreement. Beginning with the FY2012 CoC Program competition post-award process, issues, conditions, and budget changes will be completed using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

Issues and Conditions

Each recipient must complete the issues and conditions form in order for HUD to issue the grant agreement. The post-award process, including this form, contains the following elements:

- HUD verifies and submits issues and conditions to recipients using *e-snaps*.
- HUD notifies recipients when the issues and conditions form is ready in *e-snaps*.
- Recipients will acknowledge issues and conditions directly in *e-snaps*.
- Recipients will be able to adjust a limited amount of project information from the renewal project application in *e-snaps* to resolve the issues and conditions issued by HUD or to reconcile budget changes made by HUD when assessing the project application.
- Recipients will attach supporting documentation (e.g., current date HUD form 2880, Subrecipient nonprofit documentation) for the resolution of issues and conditions in *e-snaps*.
- The resolution of issues and conditions will be reviewed in *e-snaps* by the HUD CPD field office for approval.

Note: Significant changes to the project and grant consolidations **cannot** be requested during Post-Award. Additional guidance will be provided at a later date for grant amendments and grant consolidations as these can only occur **after** the initial grant agreement has been executed.

Overview of this Training Module

The organization of materials in this training module corresponds with the different parts of the post-award 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 in order to log into *e-snaps*. In order to see an organization's issues and conditions form, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account.

- The "Accessing *e-snaps*" section of this module highlights key information for recipients to complete on the issues and conditions form.
- For detailed instructions on accessing *e-snaps*, see page 5 of this training module.

Accessing the Issues and Conditions Form. The steps discussed in this section allow recipients to access the issues and conditions 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.

Issues and Conditions. After accessing the issues and conditions in *e-snaps*, recipients will review and complete four sections: "Referenced Submissions," "Acknowledgment," "Adjustments," and "Attachments."

Issues and Conditions

- **Referenced Submissions.** The recipient will be able to access and review the project application submission and the HUD award.
- **Acknowledgment.** Requires the acknowledgement of issues and conditions placed on the grant and includes a detailed description of the action required to resolve issues and conditions.
- **Adjustments.** Requests that the recipient update information in order to resolve issues and conditions, or to reconcile budget changes made by HUD, before grant agreement.
- **Attachment.** Provides an opportunity to attach documentation, as necessary, concerning the resolution of issues and conditions.

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

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

The resolution of issues, conditions, and budget changes in *e-snaps* is new in FY2012. As a reminder, beginning in 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.

Issues and Conditions

Accessing e-snaps

The issues and conditions screens in *e-snaps* are submitted electronically during the post-award process.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left, there is a navigation menu with options: 'Username:' (with a text input field), 'Password:' (with a text input field), 'Login' (button), 'Forgot your password?', 'Locale: English - United States', 'Browse Funding Opportunities', and 'Create Profile' (button with a person icon). A callout bubble points to the 'Login' button with the text 'Log in here'. Another callout bubble points to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The main content area is titled 'Welcome to e-snaps' and contains the following text: 'Welcome to **e-snaps!** **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition. **E-snaps** is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section. If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user access. The information contained in this application have been submitted to the Office of Management and Budget (OMB) for review 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete a valid OMB control number. In determining eligibility, and establish grant amounts. Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions. **CoC Registration:** OMB Approval No. 2506-0182 (exp. 04/30/2012) Public reporting burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

NOTE: *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.*

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

Issues and Conditions

New e-snaps Users

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



For a refresher on how to navigate through the *e-snaps* system, the "Introduction to *e-snaps* Features and Functions" training module is available on the *e-snaps* training page at: <http://www.hudhre.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.

The screenshot shows the Front Office interface with a sidebar menu and a main content area. The sidebar menu includes 'Applicants' under the 'Workspace' section. The main content area displays a table of Applicants. A callout points to the 'Applicants' menu item with the text 'First, Select Applicants'. Another callout points to the 'Registration' button in the top right of the main content area with the text 'Second, select Registration'.

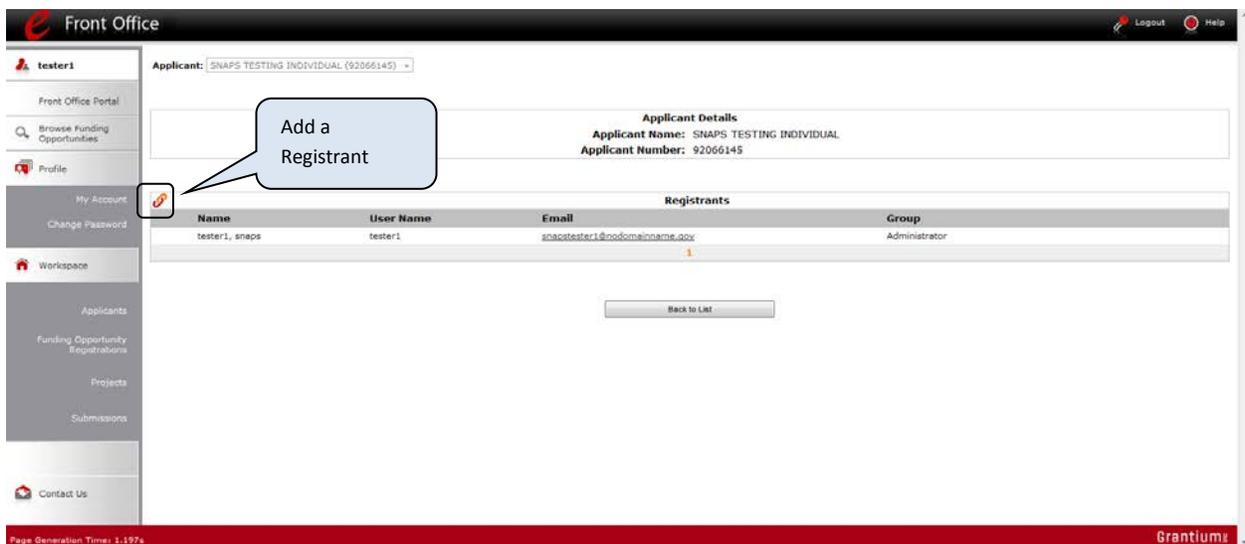
Applicant Name	Applicant Number	Number of Projects	Last Submission
SNAPS TESTING INDIVIDUAL	92066145	1	Oct 8, 2012

Issues and Conditions

- | 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



The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'My Account' selected. A callout box points to a plus icon with the text 'Add a Registrant'. The main content area shows 'Applicant Details' for 'SNAPS TESTING INDIVIDUAL' and a table of registrants.

Name	User Name	Email	Group
tester1, snaps	tester1	snaps@domainname.gov	Administrator

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

Issues and Conditions

Front Office

Logout Help

Applicant: SNAPS TESTING INDIVIDUAL (92066145)

Applicant Details
Applicant Name: SNAPS TESTING INDIVIDUAL
Applicant Number: 92066145

Add a Registrant

* User Name:
* Email Address:
* Group: Administrator

Add Registrant Back to List

Page Generation Time: 4.456s Grantium

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.

Issues and Conditions

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.

The screenshot shows the 'Front Office' interface. The top navigation bar includes 'Logout' and 'Help'. The left sidebar contains navigation options like 'Front Office Portal', 'Browse Funding Opportunities', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area shows 'Applicant: Tester TG (101010101)'. Below this is the 'Applicant Details' section with 'Applicant Name: Tester TG' and 'Applicant Number: 101010101'. The 'Registrants' table is displayed with the following data:

Name	User Name	Email	Group
tester1, snaps	tester1	snaps@tester1@modomainname.org	Administrator
Hundred, Tester	Tester100	tester.hundred@ufi.com	Administrator

A red 'X' icon is positioned to the left of the name 'Hundred, Tester'. Below the table is a 'Back to List' button. The footer of the page shows 'Page Generation Time: 2.058s' and the 'Grantium' logo.

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. |

Issues and Conditions

Accessing the Issues and Conditions Form

After receiving an email from the local HUD CPD field office alerting you that the form is ready, and after successfully logging in to e-snaps, recipients are ready to access the issues and conditions screens. This section identifies the steps for accessing the issues and conditions 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.

For this process you must be working in the Project Applicant Profile.

Submissions

Recipients must access the Issues and Conditions form from the "Submissions" screen.

- | Step | Description |
|------|--|
| 1. | Select "Submissions" on the left menu bar. |
| 2. | The "Submissions" screen appears. |
| 3. | Locate the project that has been conditionally awarded.
Option: Use the "Submissions Filters." Select the appropriate project from the "Applicant Project Name" field. Then select the "Filter" button to find your |

Issues and Conditions

project(s).

Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application FY2012"/"C1.9a."

The screenshot shows the Front Office interface for Applicant: AIDS Foundation Houston, Inc. (19-007-4179). The Submissions Filters section includes dropdowns for Applicant Project Name (First Responders), Date Submitted (On), Project Status (All Projects), Submission Version (Latest Version), and Associate Type (All). Below the filters is a table of Submissions with columns: Project Name / Project Number, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. An orange folder icon is highlighted next to the project entry for 'First Responders' with Project Number TX0170L6E001205.

Project Name / Project Number	Funding Opportunity Name / Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
First Responders TX0170B6E000801	Exhibit 2 Submission Exhibit 2 (Applicant Submission)	Jul 24, 2008	Jan 1, 2010	Primary Applicant	2	Sep 10, 2008 5:30:06 PM
First Responders TX0170B6E001003	Exhibit 2 FY2010 Exhibit 2 (Applicant Submission)	Sep 20, 2010	Nov 18, 2010	Primary Applicant	2	Nov 3, 2010 12:14:40 PM
First Responders 056988	CoC Full Annual Performance Report CoC Full APR - General	Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Apr 30, 2012 6:55:26 PM
First Responders TX0170L6E001205	Renewal Project Application FY2012 C1.9a Renewal Application Adjustments	Nov 9, 2012	Oct 31, 2013	Primary Applicant	1	
First Responders TX0170L6E001205	Renewal Project Application FY2012 Renewal Project Application	Nov 9, 2012	Jan 17, 2013	Primary Applicant	2	Jan 9, 2013 3:07:08 PM
First Responders TX0170B6E000802	Exhibit 2 FY2009 Exhibit 2 (Applicant Submission)	Sep 24, 2008	Nov 25, 2009	Primary Applicant	1	Oct 13, 2009 8:32:19 PM
First Responders CoC_APR_034083	CoC Annual Performance Report APR Step 2 - Transition APR	Jul 19, 2010	Jun 1, 2014	Primary Applicant	3	Jun 9, 2011 10:26:27 AM
First Responders TX0170B6E001104	Exhibit 2 FY2011 Exhibit 2 (Applicant Submission)	Aug 30, 2011	Oct 27, 2011	Primary Applicant	1	Oct 18, 2011 9:32:45 PM
First Responders CoC_APR_034083	CoC Annual Performance Report APR Step 1 - Project Information	Jul 19, 2010	May 31, 2012	Primary Applicant	2	Jun 9, 2011 10:02:54 AM

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



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile, CoC or Project, under which you are working.
Please ensure you are working under the correct Applicant.

Issues and Conditions

Completing the issues and conditions screens in *e-snaps* is a straightforward process. This section identifies the steps for completing the screens.

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.

*Please note that the Project Name and Applicant Name **cannot** be changed prior to issuance of the grant agreement.*

*To edit the Project Applicant Profile, recipients must first exit the "Issues and Conditions 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 training module located on the *e-snaps* training page, <https://esnaps.hudhre.info/>, under Project Applicants.*

Before Starting the Issues and Conditions Form

Before you begin resolving Issues and Conditions, 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.

Issues and Conditions

Logout

walkert

Applicant Name:
AIDS Foundation
Houston, Inc.

Applicant Number:
1540774172

Project Name:
First Responders

Project Number:
TX0170LSE001205

Renewal Project
Application FY2012

Applicant Renewal
Adjustment

Before Starting

Reference Submissions

Issues, Conditions and Alerts

Acknowledgement

Adjustments

Attachments

Part 4 - Housing, Services,
and HHS

4B. Housing Type

Part 5 - Participants and
Outreach Information

5A. Households

5B. Subpopulations

5C. Outreach

Part 7 - Budget Information

7B. Leased Units

7F. Supp. Svcs. Budget

7G. Operating Budget

7I. Summary Budget

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions
List

Before Starting the Issues and Conditions

HUD strongly encourages ALL project applicants to review the following information BEFORE beginning Issues and Conditions.

Issues and Conditions

Congratulations on your FY2012 Continuum of Care (CoC) Program conditional renewal award(s). As is the case each year, all conditionally selected recipients must go through a "post-award" process before a grant agreement can be executed. This process includes the acknowledgment and resolution of Issues and Conditions. This step in *e-snaps* formally replaces the Issues and Conditions letter that was sent to recipients in the past.

The purpose of moving the post-award process into *e-snaps* is to streamline the process, making it easier to execute grant agreements more quickly while preserving the correct information in *e-snaps*. This will also ensure that the correct information is in *e-snaps* for the full grant term and that it will be correct for the next competition. These forms will also be made available after the signing of a grant agreement to easily process grant amendment requests. For those grant recipients that have aligned grants and received approval from the local HUD office to consolidate two or more grants, the new grant amendment steps completed in *e-snaps* after grant agreement will further ensure that information is streamlined and up to date. The forms in *e-snaps* that conditional recipients will be completing are very similar to the forms from the Project Application, and so should be easy to navigate.

Moving the Issues and Conditions to *e-snaps* is not intended to remove people from the process, or to replace the important communication that needs to occur with the local HUD office. If you have questions about the specific changes you need to make, contact your local HUD office for guidance. If you have technical questions about completing the forms in *e-snaps*, please submit a question to the Virtual Help Desk.

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 field office.

Things to Remember

- This form should only be used to acknowledge Issues and Conditions and either resolve those Issues and Conditions or reconcile budget changes made by HUD. No other adjustments to project information will be accepted by HUD before grant agreement.
- 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 Issues and Conditions in *e-snaps* may be directed to HUD through the HUD HRE Virtual Help Desk, which is accessible online at <http://www.hudhre.info/helpdesk>.
- 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

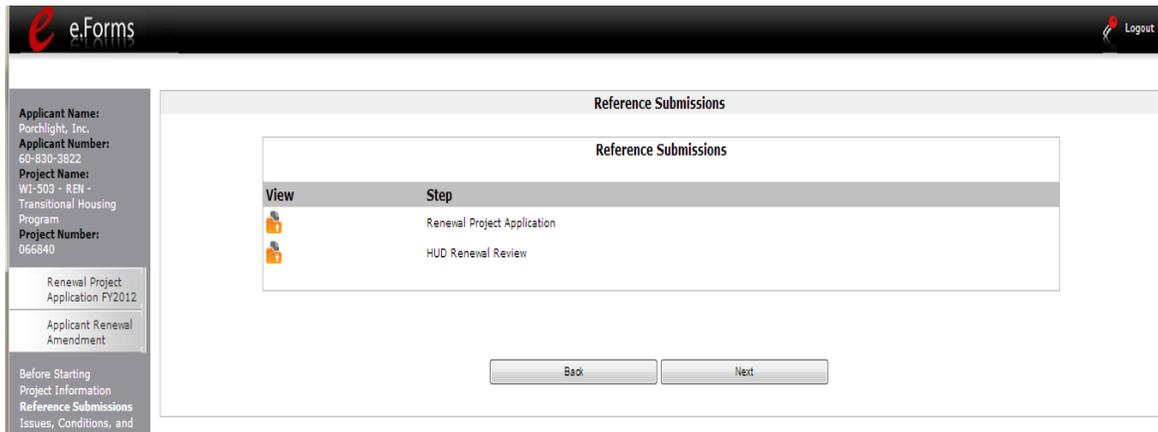
Step	Description
1.	Select "Next."

NOTE: *When working in the issues and conditions 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.*

Issues and Conditions

Reference Submissions

The following steps provide instruction on reviewing the "Reference Submission" screen, and accessing both the original project application and the HUD conditional award.



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 submissions as this is for informational purposes only. The two submissions are available for review:

Renewal Project Application – A copy of the application that was submitted by the project applicant and reviewed by HUD.

HUD Renewal Review – The information populated in this section is based on HUD's review. HUD may have corrected one or more of the following:

- 2.

Grant Number – A project's grant number was corrected when the applicant entered an incorrect expiring grant number. HUD confirmed the grant number through either the final HUD-approved Grant Inventory Worksheet (GIW) or via LOCCS.

Reallocation Status – In some instances a project application indicated it was being reallocated; however, upon review of the CoC Application there was no reallocation noted in the CoC's geography. If this was the case, HUD corrected the reallocation status on the application to indicate that the project was not being reallocated.

Component Type – In some cases, the applicant selected the incorrect component type for the application (e.g., the selection was SH for Safe Haven and should have been PH for permanent

Issues and Conditions

supportive housing). Component types were verified using the final HUD-approved GIW and LOCCS.

Rental Assistance Type – In some cases, the project applicant selected the incorrect rental assistance type (e.g., project selected PRA but is in fact a TRA project).

Rapid Re-housing Housing (RRH) Designation – In some cases, the project applicant indicated the project was a rapid re-housing project. Only those projects approved for RRH designation during the GIW process were permitted to select RRH on the project application. Additionally, the 23 original Rapid Re-housing for families Demonstration projects were only permitted to select TH (transitional housing) per the FY2008 CoC Homeless Assistance Grants Programs NOFA.

Project Budget – Many projects had incorrect costs listed within their budget forms. Per the CoC Program interim rule, these ineligible costs (e.g., food on the Operating budget) require correction prior to grant agreement. Additionally, due to the error on the Leased Units Budget, HUD made corrections to the unit information to accurately reflect the leased unit request amount approved on the final HUD-approved GIW. In most cases, the budgets will need to be corrected between the recipient and the local HUD CPD field office prior to issuance of the grant agreement. It is important to note that HUD only made changes to the total amount for each budget form, and so projects with ineligible costs will need to adjust the affected budgets later in this form.

After completing a review of the reference submissions, recipients need to click “Back to Recipient Issues and Conditions” at the bottom of the left menu to return to the review forms.

Acknowledgment

The following steps provide instruction on reviewing the fields on the "Acknowledgment" screen. This screen replaces the issues and conditions letter that was mailed to conditionally awarded recipients in past competition years. This screen is designed to allow recipients to view the issues and conditions placed on the project by HUD as well as to review comments, known as “alerts” provided to the recipient by the local HUD CPD field office. Recipients should review the details of each issue and/or condition indicated, and **must** acknowledge that all identified issues and conditions have been reviewed and resolved before submitting this form.

Issues and Conditions

walkert

Applicant Name:
AIGG Foundation Houston, Inc.

Applicant Number:
154074372

Project Name:
First Responders

Project Number:
TK0370LGC001205

Renewal Project Application FY2012

Applicant Renewal Adjustment

Before Starting
Reference Submissions
Issues, Conditions and Alerts
Acknowledgement
Adjustments
Attachments

Part 4 - Housing, Services, and HMIS
4B. Housing Type
Part 5 - Participants and Outreach Information
5A. Households
5B. Subpopulations
5C. Outreach
Part 7 - Budget Information
7B. Leased Units
7F. Supp. Svcs. Budget
7G. Operating Budget
7L. Summary Budget

Recipient Acknowledgement

Instructions: [show]

This text box presents comments and alerts, recorded by the Field Office. Do not qualify as issues or conditions.

These are the FO comments to the Recipient.

Alerts regarding the project application are listed here.

HUD Award	Recipient Acknowledgement	Condition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>1. Income The following form(s) must be submitted:</p> <ul style="list-style-type: none"> a. D-940 (HUD form 50070) b. Recipient Disclosure/Update Report (HUD form 2880) c. Drug-Free Workplace (HUD form 50070)
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Conducting business in accordance with core values and ethical standards not confirmed. Before HUD can execute the grant agreement, the recipient must upload its code of conduct into the Applicant Profile in e-snaps. The recipient must satisfy this condition before HUD can execute a grant agreement. Please notify the local HUD Field Office once this condition has been satisfied.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. System for Award Management (SAM) was not recorded.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Proposed project participants.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Assisting homeless under other Federal statutes.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Special performance/capacity. Before grant agreement execution, the recipient must provide a written, comprehensive management plan addressing the capacity concern(s) listed below.</p> <ul style="list-style-type: none"> a. Outstanding obligation to HUD that is in arrears or no payment schedule established. b. Unresolved construction delays, or monitoring or audit findings. c. History of poor financial management/drawdown issues. d. History of low occupancy levels. e. Lack of experience in administering the project type. f. Other capacity issues (specified below).
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. APR not submitted.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Unclear expansion activities.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Ineligible budget combinations. The following funds were requested within the same project and cannot be used for the same unit and/or structure:</p> <ul style="list-style-type: none"> a. Leasing and acquisition, rehabilitation, and new construction b. Tenant-based rental assistance and acquisition, rehabilitation, and new construction c. Short-term/Medium term rental assistance and acquisition, rehabilitation, and new construction d. Rental assistance and leasing e. Rental assistance and operating
<input type="checkbox"/>	<input type="checkbox"/>	<p>10. Match not demonstrated.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>11. Administration of leasing awards.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>12. Other policy and program related conditions:</p> <p><u>Conditions Applicable for PH Projects</u></p> <p>13. a. New Projects: For permanent housing bonus funds that are being awarded, no more than 20 percent of the total of the grant's eligible project costs for each grant (grant total minus project administration costs up to 10 percent) may be used for case management. HUD will not fund any supportive services other than case management for the Permanent Housing Bonus projects. The remaining 80 percent of the grant's eligible project costs must be used for eligible housing costs (i.e., new construction, acquisition, rehabilitation, leasing, rental assistance, or operating costs). Before HUD can execute the grant agreement, the Supportive Services budget must be revised to include only case management for no more than 20 percent of the project's total costs. Recipients will have the option to redistribute the additional funds to eligible housing costs (i.e., new construction, acquisition, rehabilitation, leasing, rental assistance, or operating costs).</p> <p>b. Renewal Projects: For a Samaritan Housing Initiative (as stated in the FY2005, FY2006, FY2007, and FY2008 CoC NOFAs) or permanent housing bonus (as stated in the FY2009, FY2010, and FY2011 CoC NOFAs), no more than 20 percent of the total of the grant's eligible project costs for each grant (grant total minus project administration costs up to 10 percent) may be used for case management. HUD will not fund any supportive services other than case management for renewing Samaritan Housing Initiative or permanent housing bonus projects. The remaining 80 percent of the grant's eligible project costs must be used for eligible housing costs (i.e., leasing, rental assistance, acquisition, rehabilitation, or operating costs). Before HUD can execute the grant agreement, the Supportive Services budget must be revised to include only case management for no more than 20 percent of the project's total costs. Recipients will have the option to redistribute the additional funds to eligible housing costs (i.e., new construction, acquisition, rehabilitation, leasing, rental assistance, or operating costs).</p> <p><u>Conditions Applicable for TH and RR</u></p> <p>14. Recipient was awarded funds under a demonstration program.</p> <p><u>Conditions Applicable for Dedicated HMIS</u></p> <p>15. Unclear HMIS Lead Agency.</p>

If this column is checked it indicates a condition(s) issued by HUD during application review.

Check the corresponding box in this column to acknowledge the condition issued by HUD.

A "Warning" will appear until the condition(s) are acknowledged.

The Recipient has not acknowledged all the issues and conditions identified by HUD.

Save Save & Back Save & Next
Back Next

Issues and Conditions

Step	Description
1	<p>Review “Alerts” and/or comments from HUD entered into the text box at the top of the screen.</p> <hr/> <p>Recipients must acknowledge all conditions placed on the conditionally awarded project before the local HUD CPD field office can issue the grant agreement:</p> <p>Review the “HUD Award” column to determine if a box has been checked If the box is checked, review the corresponding condition details associated with the checked box.</p>
2.	<p>Upon review and understanding of the condition, check the box in the column “Recipient Acknowledgement” to indicate that you have reviewed and understood the condition. The condition will need to be resolved prior to issuance of the grant agreement.</p> <p>If you need additional clarification regarding the condition issued by HUD, or you are unsure what is needed to resolve the condition contact your local HUD CPD field office representative for further guidance.</p> <p>Ensure that all conditions checked by HUD have been reviewed and resolved by checking the “Recipient Acknowledgement” box.</p>
3	<p>After completing the review and acknowledging all conditions, recipients should click “Save and Next” at the bottom of the screen to continue to the next step.</p>

NOTE:

If a recipient does not acknowledge all indicated conditions a warning message will appear and the recipient will be unable to submit this form. Recipients that did not receive conditions on their awards do not need to complete items on this screen.

Additional Issues and Conditions

The following steps provide instruction on reviewing the fields on the "Additional Issues and Conditions" screen. This screen will only be visible if HUD placed non-standard issues or conditions on the award. Recipients should review the detail of each additional issue and condition, and **must** acknowledge all issues and conditions before submitting this form.

If there are no additional issues and/or conditions, the following screens will not appear. Continue to the next section, “Adjustments.”

Issues and Conditions

- | Step | Description |
|------|---|
| 1 | Review the list of issues and conditions under the column, "Condition/Issue Title."
Select the magnifying glass to view each additional issue and/or condition, if listed. |
| 2. | Once each additional issue and condition has been acknowledged, the word "Yes" will appear in each row under the column, "Condition/Issue Acknowledged." Recipients must acknowledge all issues and conditions placed on the conditional award. |
| 3 | After completing the review and acknowledging all issues and conditions, recipients should click "Next" at the bottom of the screen to continue to the next screen. |



Issues and Conditions

Step	Description
1.	<p>Recipients must acknowledge all issues and conditions placed on the conditional award: In the text box labeled “Condition/Issue Details:” review the issue and/or condition placed on the conditionally awarded project.</p> <p>Upon review and understanding of the additional issue or condition, click on the checkbox titled “By clicking here, Recipient acknowledges this Condition/Issue:” to indicate that you have reviewed and understood the additional issue or condition.</p> <p>If you need additional clarification regarding the additional issues and/or conditions issued by HUD, or you are unsure what is needed to resolve the additional issues and/or conditions, contact your local HUD CPD field office representative for further guidance.</p> <p>Repeat this process until all additional issues and/or conditions indicated have been acknowledged.</p>
3	<p>After completing the review and acknowledgment of additional issue(s) and/or condition(s), recipients should click “Save and Back to List” at the bottom of the screen to return to the list of additional issues and/or conditions.</p>
NOTE:	<p><i>If a recipient fails to acknowledge all issues and conditions a warning message will appear and the recipient will be unable to submit this form. Recipients that did not receive additional conditions on their award do not need to complete the information on this screen.</i></p>

Issues and Conditions

Adjustments

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

The screenshot shows the 'Adjustments' screen in the eForms system. On the left is a sidebar with user information (walkert) and a navigation menu. The main area is titled 'Adjustments' and contains a list of formlets under the heading 'Formlets selected for Adjustment'. The formlets are grouped into parts: Part 4 (Housing, Services, and HMIS), Part 5 (Participants and Outreach Information), and Part 7 (Budget Information). Each formlet has a checkbox to its right. Callouts explain that checked boxes indicate formlets that can be updated, while grey shaded areas and unchecked boxes indicate formlets that are not available for adjustment. At the bottom, there are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

Callout 1: Once checked and saved, cannot be unchecked!

Callout 2: Grey shaded areas are not available for adjustment.

Callout 3: Not shaded - available for adjustment. Click the box to check and then click "Save."

2. Check the box next to each formlet that needs to be updated based on the issues, conditions, or alerts placed by HUD on the conditional award or budget changes required by HUD before conditional award.

For example, no CoC's were approved to serve "Homeless persons as defined under other federal statutes" in the FY2012 CoC Program competition. Therefore, if a number was entered for "Homeless persons as defined under other federal statutes" on the project application, the recipient must now adjust formlet "5C. Outreach" to clearly indicate where homeless participants will enter the program from to the exclusion of "Homeless persons as defined under other federal statutes."

Click "Save and Next" to continue.

*The forms in this process are populated directly from the project application. Recipients should only select those forms containing the information that must be edited to resolve issues and/or conditions, or to reconcile budget changes required by HUD. Recipients **cannot** use this form to initiate new requests that do not relate to an issue or condition. If unsure of which forms to edit, contact your local HUD CPD field office.*

Issues and Conditions

Adjustment Forms

The “Adjustment Forms” are identical to the form names used in the project applications. These forms can only be edited if they have been selected on the “Adjustments Form.” All other forms are read-only and cannot be edited. The rows, columns, and fields are also identical to the project application with the following general exceptions:

- Certain forms from the project application can be adjusted, while others cannot be adjusted

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

- The recipient will not be able to adjust all of the fields on the forms. HUD identified the fields that will need to be changed to satisfy the issue, condition, and/or alert. All other fields not affected by the issues, conditions, and/or alerts are locked and cannot be edited.
- Fields in sections 4 and 5 contain open number and text boxes that can be adjusted by directly editing the text brought forward from the application.
- Fields in section 7, the budget section, are presented in three columns or sections. The first is read only and represents data from the application, “Renewal Submission.” The second is read only and represents data from the “HUD Award.” The third can be edited to represent the adjusted value required to resolve issues and/or conditions or to reconcile budget changes made by HUD, “Adjustment.”
- On the “Leased Units,” “Leased Structures,” and “Rental Assistance Budgets,” there is a new field that will be available for editing. “Leased Units/Structures/Rental Assistance

Issues and Conditions

Administration Costs (Max Amount)” is designed to allow the recipient to indicate to HUD how much of their Leasing or Rental Assistance award amount will be used for administering the leasing or rental assistance. This amount cannot exceed the total leasing or rental assistance budget. It will be used by the local HUD CPD field office to aid in the monitoring process.

- 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 available on other forms.

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

Adjustments made to the project during the post-award process should only include those items that are necessary to resolve an issue, condition, and/or alert. All adjustments must be discussed with the local HUD CPD field office in advance of the submission of this form to prevent inaccurate adjustments. If the local HUD CPD field office representative identifies an adjustment that had not been previously approved it will reject the change and amend the form back to the recipient which will further cause a delay in the issuance of the grant agreement.

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 field office representative to review with the purpose of confirming resolution by the recipient of issues, conditions, and/or alerts. Documents should also be uploaded that will clarify adjustments made to project information.

Document Type	Required?	Download	Document Description	Date Attached
1) Attachment(s)	No	--		No Attachment
2) Attachment(s)	No	--		No Attachment
3) Attachment(s)	No	--		No Attachment
4) Attachment(s)	No	--		No Attachment
5) Attachment(s)	No	--		No Attachment

Step	Description
------	-------------

- | | |
|----|---|
| 1. | Select the document name under “Document Type”. |
|----|---|

Issues and Conditions

2. The "Attachment Details" screen appears.

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

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 1) Attachment(s)

Maximum Size: 5 MB

Allowable Formats: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP*, gif, tiff

Instructions: Attach any additional documentation supporting issues and conditions identified. To attach multiple documents, zip them into a single file or put them into separate attachments.

- | 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." |

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

Submission Summary

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 issues and conditions screens. 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.

Issues and Conditions

You 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 issues and conditions form has been submitted, recipients must notify the local HUD CPD field office.

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.

Submission Summary

Page	Last Updated
Reference Submissions	No Input Required
Acknowledgement	Please Complete
Attachments	No Input Required
4B. Housing Type	04/19/2013
5A. Households	04/19/2013
5B. Subpopulations	No Input Required
5C. Outreach	04/19/2013
7B. Leased Units	04/19/2013
7F. Supp. Svcs. Budget	No Input Required
7G. Operating Budget	04/19/2013
7I. Summary Budget	No Input Required

Notes:

- The Recipient has not acknowledged all the issues and conditions identified by HUD.

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (Inactive)

- | 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." |

Issues and Conditions

Submitting Issues and Conditions

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

The screenshot displays the "Submission Summary" screen in the e.Forms system. On the left, there is a sidebar with the "walkert" logo and application details for "AIDS Foundation Houston, Inc.". The main content area shows a table with two columns: "Page" and "Last Updated". The "Submit" button at the bottom is highlighted with a callout box indicating it is active.

Page	Last Updated
Reference Submissions	No Input Required
Acknowledgement	No Input Required
Attachments	No Input Required
4B. Housing Type	04/19/2013
5A. Households	04/19/2013
5B. Subpopulations	No Input Required
5C. Outreach	04/19/2013
7B. Leased Units	04/19/2013
7F. Supp. Svcs. Budget	No Input Required
7G. Operating Budget	04/19/2013
7I. Summary Budget	No Input Required

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (Active)

- | 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 field office representative as soon as you have submitted the form notifying him/her that you have completed step C1.9. |

Issues and Conditions

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."