e-snaps Instructional Guide

Project Application Part 7: Budget Information

2014, Version 1

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Introduction

Welcome to the Project Application Part 7: Budgets Instructional Guide. This instructional guide covers important information about accessing and completing the budget screens for the Project Applications, both for new and renewal projects. The budget instructions for CoC Planning and UFA Costs are contained in the appropriate instructional guide for each application. Please see the CoC Planning instructional guide for budget information for the CoC Planning budget and the UFA Costs instructional guide for budget information for the UFA Costs budget.

The entity submitting the Project Application for funding is the Project Applicant. Project Applications are submitted to the Continuum of Care (CoC) Collaborative Applicant, which will, in turn, submit the entire funding application to HUD.

Prior to using this instructional guide, Project Applicants **must** have completed the Project Applicant Profile, registered for the applicable funding opportunity, created a project, and accessed the project through the "Submissions" screen.

A separate Project Applicant Profile instructional guide is available on the CoC Program Competition Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/. Information on registering for a funding opportunity, creating a project, and accessing the Project Application is available in the Renewal Project Application and New Project Application instructional guides on the HUD Exchange.

Objectives

By the end of this instructional guide, you will be able to do the following:

- Complete the budget application screens that pertain to your Project Application

- Navigate through the various Project Application screens you need to complete and be able to make revisions or fixes as directed on the "Submission Summary" screen

- Complete the "Sources of Match/Leverage" screen

Overview of this Instructional Guide

The organization of the material in this instructional guide corresponds with the different Project Application budgets. The instructional guide discusses all of the budget forms that could appear on the left menu bar, but *e-snaps* users will see only the budget forms that are applicable to their project applications. Each budget form section includes the screen image for both the renewal and new projects with the corresponding instructional steps. Please consider reviewing the table of contents to identify the Budget forms that are applicable to your Renewal or New Project Application in order to streamline the review of this instructional guide.

- **Project Application Budgets.** After accessing the FY 2014 Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. The project component type and the activities for which the Project Applicant is applying for funding will dictate which budgets the Project Applicant must complete. This instructional guide provides instructions on completing each budget screen.

- **Sources of Match/Leverage.** The "Sources of Match/Leverage" screen asks you to enumerate the sources of cash and in-kind services for the project for which the Project Applicant has written commitments. The cash and in-kind amounts listed as sources of leverage are above and beyond the cash and in-kind amounts listed as match for the proposed project.

- **Summary Budget.** Once the Project Applicant completes all of the required budget screens, the "Summary Budget" screen populates with aggregated figures from the individual screens. The Project Applicant must enter the amounts for the Administrative funds requested.

Highlights in e-snaps in 2014

This section highlights several items in *e-snaps* this year that affect the budget screens.

- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

  e-snaps users with access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

  This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. *e-snaps* users must ensure they are working in the correct Applicant account.

- **Importing of Data from Prior Year Project Application.** When the CoC Program Competition opens and Project Applicants are able to begin the Renewal Project Application, you will be able to import data from previous years' Project Application(s). All information will not need to be re-entered.

- **Program Component.** During the FY 2014 CoC Program Competition, the only program component for which Project Applicants may apply when completing and submitting a New Project Application is Permanent Housing (PH), as is stated in the FY 2014 CoC Program Registration Notice published on July 18, 2014 and the FY 2013 - FY 2014 CoC Program Competition NOFA published on November 22, 2013.

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- **Rental Assistance**. In *e-snaps* for FY 2014 and beyond, there will only be one rental assistance screen which may be used for short/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.

- **Simplified Match Calculation.** The Project Applicant must match all requested grant funds in the project application by no less than 25 percent, except for leasing funds. They may do so with cash or in-kind contributions from other sources. Match must be used for the costs of activities that are eligible under subpart D of the CoC Program Interim Rule. The match is based on the amount of grant funds requested, rather than total project costs.

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Accessing *e-snaps* and the Application

The Project Application is submitted electronically in *e-snaps* during the annual competition under the Notice of Funding Availability (NOFA) for the CoC Program Competition.

To start using this instructional guide, you must first access your FY 2014 New Project or Renewal Project Application. The following steps recap how to log in to *e-snaps* and access your FY 2014 Project Application.

NOTE: *Each e-snaps user must have his or her unique log-in credentials. Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

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

New e-snaps Users

Step	Description
1.	Create an *e-snaps* 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" instructional guide is available on the CoC Program Competition Resources webpage on the HUD Exchange at:*
> *https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.*

Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.

> *For information on how to add and delete users, refer to the "Adding and Deleting Users" resource on the CoC Program Competition Resources webpage on the HUD Exchange at:*
> *https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.*

Access the Project Application

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Open Folder" icon to the left of the Project Application name you established when you created your project on the "Projects" screen.

Budget Screens for New and Renewal Projects

If you are a Project Applicant with a new or a renewal project, you will need to complete those budget screens that appear on your left menu bar after you have completed the following:

- "Part 1 – SF-424, 1A. Applicant Type" screen

- "Part 3 - Project Information, 3A. Project Detail" screen

- "Part 7 – Budget Information, 7A. Funding Request" screen

Throughout the *e-snaps* budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within *e-snaps* when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by *e-snaps*. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

Project Applicants with New Projects

Project Applicants will need to complete all or some of the upcoming budgets with their New Project Application. The budget screens you will be eligible to complete will depend on the type of Permanent Housing (PH) project you are undertaking. The budget activities that the Project Applicant may select are based on **two** elements:

- Whether your project is a new or renewal project, as reflected on screen 1A. Application Type

- The Permanent Housing (PH) component type, as designated on screen 3A. Project Detail

The two elements listed above determine the universe of activities for which you may select funds on the "7A. Funding Request" screen of your Project Application. **Your selections on the "7A. Funding Request" screen dictate which budget screens you will need to complete.** For new projects, Project Applicants must be careful to request the desired funding. They will only see budget screens for what they request.

> *During the FY 2014 competition, those submitting Project Applications for new projects may only choose the PH component. In the case of new projects, the budgets that appear on the left menu bar will depend on the selections you make on screen 7A "Funding Opportunity Request."*

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Below is a table that shows the eligible activities for New Project Applications.

NEW PROJECTS –
POSSIBLE COMPONENT TYPES AND ELIGIBLE ACTIVITIES

		PH
ELIGIBLE ACTIVITIES		Acquisition/New Construction/ Rehabilitation
		Leased Units
		Leased Structures
		Short-term/Medium-term Rental Assistance (Rapid Re-housing (RRH) Only)
		Long-term Rental Assistance (not applicable for RRH)
		Supportive Services
		Operations
		HMIS

NOTE: *In New Project Applications, Project Applicants may NOT have any of the following combinations in a single structure or housing unit:*

- *Acquisition and/or rehabilitation with new construction*

- *Leasing with acquisition, rehabilitation, or new construction*

- *Rental assistance with acquisition, rehabilitation, or new construction*

- *Leasing and rental assistance*

- *Rental assistance and operations*

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Project Applicants with Renewal Projects

For Renewal Project Applications, you will need to complete the relevant budget screens, making sure the amounts match the HUD-approved Grant Inventory Worksheet (GIW) or the reduced amount identified by the CoC through the Reallocation process. For renewal projects, if you are missing a budget, please refer back to the "7A. Funding Request" screen and ensure that you have selected all applicable budget activities for which the project is requesting funds.

Below is a table that shows the eligible activities for Renewal Projects by Component Type.

**RENEWAL PROJECTS –
POSSIBLE COMPONENT TYPES AND ELIGIBLE ACTIVITIES**

	COMPONENT TYPES				
	PH	**SH**	**TH**	**SSO**	**HMIS**
ELIGIBLE ACTIVITIES	Leased Units	Leased Units	Leased Units	Leased Structures	HMIS
	Leased Structures	Leased Structures	Leased Structures	Supportive Services	
	Short-term/Medium-term Rental Assistance (RRH Only)	Supportive Services	Short-term/Medium-term Rental Assistance	HMIS	
	Long-Term Rental Assistance (not applicable for RRH)	Operations	Supportive Services		
	Supportive Services	HMIS	Operations		
	Operations		HMIS		
	HMIS				

NOTE: *In Renewal Project Applications, Project Applicants may NOT have any of the following combinations in a single structure or housing unit:*

- *Leasing and rental assistance*
- *Rental assistance and operations*

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Funding Request - for New Projects Only (7A for New Projects)

The activities you select on this screen will determine the budget screens that *e-snaps* will require you to access and complete. This screen shows only the eligible costs applicable to new projects.

NOTE:	*The only eligible component for New Project Applications is PH. The activities listed under item 5 in the screen shot shown below depend on how you responded to questions 7, 7a, and 8a on screen 3B. Project Description. The example below shows the "Funding Request" for projects for which rental assistance is being requested.*

Step	Description
1.	Select "Yes" or "No" to indicate the Project Applicant's readiness to initiate the project by September 30, 2016. • In order to submit the New Project Application, you must answer "Yes" to this question.
2.	Select "Yes" or "No" to indicate if the project is proposing to use funds reallocated from the CoC's annual renewal demand OR if the project is applying for funding through the permanent supportive housing bonus.

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3.	Select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate?
	• If you select "Yes," indirect cost rate proposals should be submitted as soon as HUD notifies the applicant of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the *e-snaps* post-award process.
4.	From the dropdown menu, specify the grant term by selecting either "1 Year," "2 Years," "3 Years," "4 Years," "5 Years," "10 Years," or "15 years."
	Note: Any new projects requesting project-based rental assistance, sponsor-based rental assistance, or operating costs may request up to a 15-year grant term; however, Project Applicants may only request up to 5 years of funding.
5.	Select all the costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
6.	Select "Save and Next" to proceed to the first budget screen.

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Funding Request - for Renewal Projects Only (7A for Renewal Projects)

The activities you select on this screen will determine the budget screens that *e-snaps* will require you to access and complete. This screen shows only the eligible costs applicable to renewal projects.

NOTE:	*For renewal projects, the number of costs listed in item 6 depends on the project component. The screen capture below shows the "Funding Request" screen for PH projects. PH projects have the greatest number of eligible costs of all project components. For HMIS projects, there are no additional costs listed because HMIS projects, by definition, are funded for the HMIS activity only.*

Step	Description
1.	Select "Yes" or "No" to indicate if there is an active restrictive covenant on the project properties.
2.	Select "Yes" or "No" to indicate if the original project was awarded was either a Samaritan Bonus or Permanent Housing Bonus project.
3.	Select "Yes" or "No" to indicate if the requested renewal funds are being reduced from the previous award using reallocation.
4.	Select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.(
5.	The grant term field is gray-shaded, as Project Applicants may only request renewals for a 1-year term.
6.	Select all the eligible costs for which you are requesting funds for the project. After you select the "Save" button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
7.	Select "Save and Next" to proceed to the first budget screen.

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Acquisition/Rehabilitation/New Construction Budget - for New Projects Only (7B for New Projects)

The following steps provide instruction on completing the "Acquisition/Rehabilitation/New Construction Budget" screen for new projects only.

NOTE:	*Renewal Project Applicants will not have this screen.*

Step	Description
1.	To add information to this list, select the "Add" icon [icon] above the word "All" at the left side of the alphabetic listing to open the "Acquisition/Rehabilitation/New Construction Budget Detail" screen.
2.	The "Acquisition/Rehabilitation/New Construction Budget Detail" screen will appear.

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Acquisition/Rehabilitation/New Construction Budget Detail

Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure.
	• The name of the structure can be as simple as "Structure 1" or something that is descriptive of the project's use of the structure. It does not have to be the legal name of the structure.
2.	Enter the amount of grant funds requested for acquisition, rehabilitation, and new construction. Select "Save" and the screen will automatically calculate the Total Assistance Requested.
3.	If you are requesting project funds for acquisition/rehabilitation/new construction for one location only:
	• Select "Save & Back to List" to go back to the "Acquisition/Rehabilitation/New Construction Budget" screen.
	If you are requesting project funds for acquisition/rehabilitation/new construction for another location:
	• Select "Save & Add Another." Follow the directions for completing another "Acquisition/Rehabilitation/New Construction Budget Detail" screen as described above.
	• After you have entered all of the "Acquisition/Rehabilitation/New Construction

Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Acquisition/Rehabilitation/New Construction Budget" screen.

| 4. | After completing all of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens, the "Acquisition/Rehabilitation/New Construction Budget" screen will auto-populate with the budget information you entered. |

| 5. | Review the following items on the "Acquisition/Rehabilitation/New Construction Budget" screen. |

- The "Acquisition/Rehabilitation/New Construction Budget" screen should have been auto-calculated with your total acquisition/rehabilitation/new construction budget amount.

- Each "Acquisition/Rehabilitation/New Construction Budget Detail" screen you entered for each location will appear as a separate entry under the "View" header.

- If you want to be able to view and edit any of the "Acquisition/Rehabilitation/New Construction Budget Detail" screens, select the "View" icon next to the appropriate entry.

- If you find that you have created an "Acquisition/Rehabilitation/New Construction Budget Detail" screen in error and wish to delete it, select the "Delete" icon next to the appropriate entry.

| 6. | If the list seems to be missing one or more items: |

- Select the "Add" icon.

- Complete a "Acquisition/Rehabilitation/New Construction Budget Detail" screen, as discussed in steps 1-5.

| 7. | Select "Save and Next" to proceed to the next budget screen. |

| NOTE: | *If New Construction is requested for a structure, neither Acquisition nor Rehabilitation can be requested for the same structure. Project applications requesting any type of development costs must select a minimum grant term of 3 years.* |

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Leased Units Budget - for New and Renewal Projects
(7C for New and 7B for Renewal)

You must complete the "Leased Units Budget" screen and relevant detail screens if the Project Applicant is applying for leased units funds and has entered or is entering into leases directly with the property owner for units to house program participants.

For renewal project applications, please make sure to verify that your budget information is correct (as approved by HUD on the GIW or approved through the CoC's reallocation process).

The following steps provide instruction on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

Step	Description
1.	To add information to this list, select the "Add" icon [icon] above the word "All" at the left side of the alphabetic listing to open the "Leased Units Budget Detail" screen.
2.	The "Leased Units Budget Detail" screen will appear.

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Leased Units Budget Detail (New Projects)

Please note, the Leased Units Budget Detail screen for new projects is different from the screen for renewal projects.

Step	Description
1.	Select the FY 2014 Fair Market Rent (FMR) area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
2.	Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3.	In the "HUD Paid Rent" column, for each unit size, enter the rent to be paid by the CoC program grant. This rent can be equal to or below the FMR amount in the previous column. Once HUD awards funds to the project, recipients must document compliance with the rent reasonableness requirement explained in section 578.51 of the CoC Program interim rule.
4.	The 12-month column is fixed. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request

(Applicant)" column per unit type.

5.	The "Grant Term" field is populated with the grant term selected on the "7.A Funding Request" screen.
6.	Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.
7.	If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen.

- If the project is housed in more than one FMR Area, select "Save & Add Another" and repeat steps 1 - 3 for each structure in the project for which you are requesting leased units funds.

- Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

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Leased Units Budget Detail (Renewal Projects)

Step	Description
1.	Select the FY 2014 FMR area in which the project is located. The list is sorted by state abbreviation.
2.	Enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3.	Enter the Total Request of requested funding. For renewal projects, this must be the renewal amount that was approved on the GIW.
3.	The "Grant Term" field is populated with the grant term selected on the "7.A Funding Request" screen. The grant term for renewal projects must be one year only.
4.	Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will be auto-calculated.

5.   If the project is housed in one structure, select "Save & Back to List" to go back to the "Leased Units Budget" screen.

- If the project is housed in more than one FMR Area, select "Save & Add Another" and repeat steps 1 - 4 for each structure in the project for which you are requesting leased units funds.

- Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."

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Completion of Leased Units Budget for New and Renewal Projects

After completing all of the "Leased Unit Budget Detail" screens, the "Leased Unit Budget" screen will auto-populate with the budget information you entered.

1.   Review the following items on the "Leased Units Budget" screen.

   - The "Leased Units Budget" screen should have been populated with your total leased units budget amount.

   - Each "Leased Units Budget Detail" screen you entered for each location will appear as a separate entry under the "View" header.

   - If you want to be able to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon next to the appropriate entry.

   - If you find that you have created a "Leased Units Budget Detail" screen in error and wish to delete it, select the "Delete" icon next to the appropriate entry.

2.   If the list seems to be missing one or more items:

   - Select the "Add" icon.

   - Complete another "Leased Units Budget Detail" screen, as discussed in the previous pages.

3.   If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

Leased Structures Budget - for New and Renewal Projects
(7D for New and 7C for Renewal)

If you plan to lease structures or portions of structures for housing or supportive services for your project, you must complete the "Leased Structures Budget" screen.

For renewal projects, please make sure to verify that your budget information is correct (as approved by HUD on the GIW or approved through the CoC's reallocation process).

The following steps provide instruction on completing the "Leased Structures Budget" screen of the Project Application and are relevant for both new and renewal projects seeking funds for leased structures. Note that the screen image looks the same for both new and renewal projects.

Step	Description
1.	To add information to this list, select the "Add" icon above the word "All" at the left side of the alphabetic listing to open the "Leased Structures Budget Detail" screen.
	Note: The Renewal Project Application screen 7C will only have two auto fill rows, since renewals by definition are only 1 year.
2.	The "Leased Structures Budget Detail" screen will appear.

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Leased Structures Budget Detail (New Projects)

Please note that the Leased Structures Budget Detail screen for new projects is different for renewal projects.

Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure.
2.	Enter the monthly leasing amount in the "HUD Paid Rent (per month)" field. The amount entered must not exceed the monthly rent for comparable structures.
3.	The screen will automatically calculate the product of the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
4.	The screen will automatically calculate the product of the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "7A: Funding Request." • For new projects, the grant term will be 1, 2, 3, 4, 5, 10, or 15 years.
5.	If the project will lease one structure only, select "Save & Back to List" to go back to the "Leased Structures Budget" screen. • If the project will lease more than one structure, select "Save & Add Another." • Follow the directions for completing another "Leased Structures Budget Detail" screen as described in the preceding steps.

- After you have entered all of the "Leased Structures Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Leased Structures Budget" screen.

Leased Structures Budget Detail (Renewal Projects)

Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure. The name of the structure can be as simple as "Structure 1" or something that is descriptive of the use of the structure.
2.	Enter the annual leasing amount in the "HUD Paid Rent (Annual)" field. The amount entered must not exceed the annual rent for comparable structures.
3.	The screen will automatically calculate the product of the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "7A: Funding Request." • For renewal projects, the grant term will be for 1 year only.
4.	If the project will lease one structure only, select "Save & Back to List" to go back to the "Leased Structures Budget" screen. • If the project will lease more than one structure, select "Save & Add Another." • Follow the directions for completing another "Leased Structures Budget Detail" screen in the preceding steps. • After you have entered all of the "Leased Structures Budget Detail" screens that your project requires, select "Save & Back to List" to return to the "Leased Structures Budget" screen.

Completion of Leased Structures Budget for New and Renewal Projects

After completing all of the "Leased Structures Budget Detail" screens, the "Leased Structures Budget" screen will auto-populate with the budget information you entered.

1. Review the following items on the "Leased Structures Budget" screen.

   • The "Leased Structures Budget" screen should have been populated with your total leased structures budget amount.

   • Each "Leased Structures Budget Detail" screen you entered for each location will appear as a separate entry.

   • If you want to be able to view and edit any of the "Leased Structures Budget Detail" screens, select the "View" icon next to the appropriate entry.

   • If you find that you have created a "Leased Structures Budget Detail" screen in error and wish to delete it, select the "Delete" icon next to the appropriate entry.

2. If the list seems to be missing one or more items:

   • Select the "Add" icon.

   • Complete another "Leased Structures Budget Detail" screen, as discussed above.

3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

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Rental Assistance Budget for New Projects (7E for New Projects)

If you plan to provide rental assistance to participants (short/medium- or long-term) in your new project, you must complete the "Rental Assistance Budget" screen.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the New Project Application projects.

Step	Description
1.	To add information to this list, select the "Add" icon to open the "Rental Assistance Budget Detail" screen.
2.	The "Rental Assistance Budget Detail" screen will appear.

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Rental Assistance Budget Detail (New Projects)

Step	Description
1.	Select the "Type of Rental Assistance:" N/A, PRA, TRA, SRA. (not applicable, project rental assistance, tenant rental assistance, sponsor rental assistance).
2.	Select the FY 2014 FMR area in which the project is located. The list is sorted by State abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
3.	Enter the number of units of each bedroom size for which the project is requesting rental assistance.
4.	The 12-month column is fixed. The amount shown in the FMR column multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type.
5.	After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The sum of each column will be auto-calculated.
6.	The "Grant Term" field is populated based on the grant term selected on the "Funding

Request" screen and will be read only.

- For new projects, the grant term may be 1, 2, 3, 4, 5, 10, or 15 years.

7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

8. If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.

- If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 - 5 for each structure in the project for which you are requesting rental assistance funds.

- Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

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Rental Assistance Budget for Renewal Projects (7D for Renewal Projects)

If you plan to provide rental assistance to participants in your renewal project (short/medium- or long-term), you must complete the "Rental Assistance Budget" screen.

The following steps provide instruction on completing the "Rental Assistance Budget" screen of the Renewal Project Application.

Step	Description
1.	To add information to this list, select the icon to open the "Rental Assistance Budget Detail" screen. Note: The Renewal Project Application screen 7D will only have two auto fill rows, since renewals by definition are only 1 year.
2.	The "Rental Assistance Budget Detail" screen will appear.

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Rental Assistance Budget Detail (Renewal Projects)

Step	Description
1.	Select the "Type of Rental Assistance:" N/A, PRA, TRA, SRA. (not applicable, project rental assistance, tenant rental assistance, sponsor rental assistance).
2.	Select the FY 2014 FMR area in which the project is located. The list is sorted by State abbreviation. The selected FMR area will be used to populate the rents in the FMR Area column in the chart below.
3.	Indicate whether the request for rental assistance funding is for less than the area's per unit fair market rents.
4.	Enter the number of units of each bedroom size for which the project is requesting rental assistance.

5.   After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12 automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.

- For renewal projects, the total number and size of units must match the number and size of units approved by HUD on the FY 2014 GIW.

6.   The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read only.

- For renewal projects, the grant term may only be 1 year.

7.   The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, multiplied by the grant term.

8.   If the project is requesting rental assistance for one location, select "Save & Back to List" to go back to the "Rental Assistance Budget" screen.

- If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 - 5 for each structure in the project for which you are requesting rental assistance funds.

- Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

Project Application Part 7: Budget Information

Completion of Rental Assistance Budget for New and Renewal Projects

After completing all of the "Rental Assistance Budget Detail" screens, the "Rental Assistance Budget" screen will populate with the budget information you entered.

1. Review the following items on the "Rental Assistance Budget" screen.
   - The "Rental Assistance Budget" screen should have been auto-calculated with your total rental assistance total request for the grant term.
   - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
   - If you want to be able to view and edit any of the "Rental Assistance Budget Detail" screens, select the "View" icon next to the appropriate entry.
   - If you find that you have created a "Rental Assistance Budget Detail" screen in error and wish to delete it, select the "Delete" icon next to the appropriate entry.

2. If the list seems to be missing one or more items:
   - Select the "Add" icon.
   - Complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.

3. If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

Supportive Services Budget - for New and Renewal Projects (7G for New and 7F for Renewal)

The following steps provide instruction on completing the Supportive Services Budget for both new and renewal projects.

For renewal projects, please make sure to verify that your budget information is correct (as approved by HUD on the GIW or approved through the CoC's reallocation process).

Project Application Part 7: Budget Information

Step	Description
1.	There are 17 budget categories on the Supportive Services Budget. For each applicable category, enter the following information: • Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. • Dollar request for each year of the grant term. **Note: Carefully read the Project Application Detailed Instructions available in *e-snaps* before selecting #17, Operating Costs.**
2.	Select "Save."
3.	The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
4.	The "Grant Term" field is prepopulated from the "7A. Funding Request" screen and is a "read only" field. • For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, 10, or 15 years. • For renewal projects, the grant term will be for 1 year only.
5.	The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
6.	Select "Save and Next" to continue to the next budget form.

Project Application Part 7: Budget Information

Operating Budget - for New and Renewal Projects
(7H for New and 7G for Renewal)

The following steps provide instruction on completing the "Operating Budget" screen of the new and renewal Project Applications.

For renewal projects, please make sure to verify that your budget information is correct (as approved by HUD on the GIW or through the CoC's reallocation process). The first screen shown below is for new projects, while the second one is for renewal projects.

Project Application Part 7: Budget Information

Step	Description
1.	There are 7 budget categories on the Operating Budget. For each applicable category, enter the following information: • Narrative description of up to 400 characters under the quantity column. Be brief and use abbreviations as much as possible. • Dollar request for each year of the grant term.
2.	Select "Save."
3.	The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
4.	The "Grant Term" field is populated based on the grant term selected on the "7A. Funding Request" screen and is a "read only" field. • For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, 10, or 15 years. • For renewal projects, the grant term will be for 1 year only.
5.	The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
6.	Select "Save and Next" to proceed to the next budget form.

NOTE:	*For a description of the categories listed on this screen, please review the instructions on the top of the screen by selecting "[show]."*

Project Application Part 7: Budget Information

HMIS Budget - for New and Renewal Projects
(7I for New and 7H for Renewal)

The following steps provide instruction on completing the "HMIS Budget" screen of the new and renewal Project Applications. Note that the screen image looks the same for both new and renewal projects.

For renewal projects, please make sure to verify that your budget information is correct (as approved by HUD on the GIW or approved through the CoC's reallocation process).

Step	Description
1.	For each of the 5 budget categories, enter the following: • Narrative description under the quantity column. Be brief and use abbreviations as much as possible. • Dollar request for each year of the grant term.
2.	When you select "Save" on this screen, the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
3.	The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and is a "read only" field. • The "Grant Term" field is prepopulated from screen 3A. Project Details. • For new projects, the grant term will be anywhere from 1, 2, 3, 4, 5, 10, or 15 years.

	• Renewal projects may only requests funds for 1 year.
4.	When you select "Save" on this screen, the "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.
5.	Select "Save and Next" to proceed to the "Summary Budget" screen.

NOTE:	*For a description of the categories listed on this screen, please review the instructions on the top of the screen by selecting "[show]."*

Sources of Match/Leverage
(7J for New and 7I for Renewal)

The following steps provide instruction on completing the "Sources of Match/Leverage" screen of the new and renewal Project Applications.

Step	Description
1.	To add information to this list, select the "Add" icon ![add icon] to open the "Source of Match/Leverage" screen.
2.	The "Sources of Match Details" screen will appear.

Sources of Match/Leverage Details

Step	Description
1.	From the dropdown menu, indicate whether the commitment will be used towards Match or Leverage. Match is the required amount of cash or in-kind contributions that must be provided based on every budget line item, with the exception of leasing. Leverage is any amount of cash or in-kind contributions that exceed the required match.
2.	From the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
3.	In the next field, enter the type of source. Select "Private" or "Government" to denote the source of the contribution.
4.	In the field provided, enter the name of the entity providing the contribution.
5.	Enter the date of the entity's written commitment.
6.	Enter the total dollar value of the written commitment.
7.	If this is the project's only source of match or leverage, select "Save & Back to List" to go back to the "Sources of Match/Leverage" screen. • If the project has another source of match or leverage, select "Save & Add Another" and repeat steps 1 - 5 for each source of match or leverage. Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."
8.	Review the following items on the "Sources of Match/Leverage" screen. • The "Sources of Match/Leverage" screen should have been calculated with your total sources of match and/or leverage amounts. • Each "Match Detail" screen you entered will appear as a separate entry.

- If you want to be able to view and edit any of the "Sources of Match Details" screens, select the "View" icon next to the appropriate entry.

- If you find that you have created a "Sources of Match Details" screen in error and wish to delete it, select the "Delete" icon next to the appropriate entry.

9. If the list seems to be missing one or more items:

- Select the "Add" icon.

- Complete a "Sources of Match/Leverage Details" screen, as discussed in steps 1-6 in the previous section.

10. Select "Save and Next" to proceed to the next budget form.

Project Application Part 7: Budget Information

Summary Budget for New and Renewal Projects
(7K for New and 7J for Renewal)

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. You will see all of the possible activities for which you can request new project funding, but amounts will show only for those activities for which you completed individual budgets.

- The grant term for New Project Applications may be 1, 2, 3, 4, 5, 10, or 15 years.
- The grant term for Renewal Project Applications is limited to 1 year.

You will not enter any information in the gray-shaded fields, as they will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable fields. The next screen shown is for new projects, while the second one is for renewal projects. Please note, however, that the directions for completing this screen are the same for both new and renewal projects.

The following screenshot is for the New Project Application "Summary Budget" screen.

Project Application Part 7: Budget Information

The following screenshot is for the Renewal Project Application "Summary Budget" screen.

Step	Description
1.	In the "Admin." field (line 8 for new projects, line 7 for renewals), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
2.	Once you ensure that your "Summary Budget" screen for your new or renewal project is correct, select "Save & Next" at the bottom of the screen. You will proceed to the Part 8 - "Attachment(s) & Certification" screen.

NOTE: *The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities **except for leased units and leased structures, but including administration costs.***

Next Steps

You have completed the Project Application Part 7: Budget Information instructional guide.

At this point, you should return to the instructions provided in the Renewal Project Application or New Project Application instructional guides located on the CoC Program Competition Resources webpage on the HUD Exchange at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/. These two instructional guides contain the guidance for completing Parts 1 - 5 and Part 8 - 9. You will proceed to the Part 8 - "Attachment(s) & Certification" screen. Note that Part 6: Performance Measures is a separate instructional guide entitled Project Application Part 6: Performance Measures.