

e-snaps Instructional Guide

Project Application Part 7: Budget Information



2014, Version 1

Project Application Part 7: Budget Information

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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.

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- **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.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. It features a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. Below the login form is a 'Create Profile' button. The main content area displays a 'Welcome to e-snaps' message, followed by a detailed welcome text, a note for authorized users, instructions for new users, and information regarding OMB approval and data collection. Two callout boxes are present: one pointing to the login fields with the text 'Log in here', and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'.

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 <i>e-snaps</i> 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 <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" 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/>.

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Access the Project Application

The screenshot shows the 'Front Office' web application interface. The top navigation bar includes 'Logout' and 'Help' buttons. The left sidebar contains menu items: 'Test2014', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'projects', and 'Submissions'. The main content area displays 'Submissions Filters' with dropdown menus for 'Applicant Project Name' (All Projects), 'Date Submitted' (On), 'Project Status' (Open Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). A 'Filter' button is located below these filters. Below the filters is a table titled 'Submissions' with columns: Project Name, Project Number, Funding Opportunity Name, Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The table contains three rows of project applications. A callout bubble points to the 'Submissions' menu item in the sidebar, and another callout bubble points to an 'Open Folder' icon (a folder with a plus sign) next to the first row of the table.

Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
New Project Application 2014	103662	New Project Application FY2014	New Project Application FY2014	Nov 22, 2013	Nov 30, 2015	Primary Applicant	1	
ST-XXX CoC Planning Application FY 2014	103660	CoC Planning Project Application FY2014	CoC Planning Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	
UFA Costs Project Application FY2014	103663	UFA Costs Project Application FY2014	UFA Costs Project Application FY2014	Nov 22, 2013	Feb 2, 2015	Primary Applicant	1	

- | 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. |

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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.*

7A. Funding Request

Instructions: [show]

* 1. Will it be feasible for the project to be under grant agreement by September 30, 2016? Yes

* 2. Is the project proposing to use funds reallocated from the CoC's annual renewal demand OR is the project applying for funding through the permanent supportive housing bonus? -- select --

* 3. Does this project propose to allocate funds according to an indirect cost rate? No

* 4. Select a grant term: 2 Years

5. Select the costs for which funding is being requested:

- Acquisition/Rehabilitation/New Construction
- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

Buttons: Save, Save & Back, Save & Next, Back, Next

Step	Description
1.	Select "Yes" or "No" to indicate the Project Applicant's readiness to initiate the project by September 30, 2016. <ul style="list-style-type: none"> • 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.

eForms

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424
1A. Application Type
1B. Legal Applicant
1C. Application Details
1D. Congressional District(s)
1E. Compliance
1F. Declaration
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
Part 3 - Project Information
3A. Project Detail
3B. Description

7A. Funding Request

Instructions: [show]

* 1. Do any of the properties in this project have an active restrictive covenant? -- select --

* 2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? -- select --

* 3. Are the requested renewal funds reduced from the previous award as a result of reallocation? -- select --

* 4. Does this project propose to allocate funds according to an indirect cost rate? No

5. Select a grant term: 1 Year

6. Select the costs for which funding is being requested:

- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operations
- HMIS

Save Save & Back Save & Next

Back Next

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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.*

7B. Acquisition/Rehabilitation/New Construction Budget

The following list summarizes the total request for each structure. To add a structure to the list, select the icon. To view or update a structure already listed, select the icon.

Total Acquisition:	\$500,000
Total Rehabilitation:	\$1,000,000
Total New Construction:	\$0
Total Assistance Requested:	\$1,500,000

"Add" icon

View	Name of Structure	Street Address 1	Street Address 2	City	State	Zip Code	Total Request	Acquisition	Rehabilitation	New Construction
	Joe's Apartments	55 Main St	--	Tacoma	New York	27990	\$1,500,000	\$500,000	\$1,000,000	--

Buttons: Save, Save & Back, Save & Next, Back, Next

- | 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 "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

The screenshot shows the 'Acquisition/Rehabilitation/New Construction Budget Detail' form. On the left is a sidebar with the 'Rouged' logo and navigation links for 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Number', and various application steps. The main content area contains instructions to complete fields for structure name, address, city, state, and zip code. Below these fields is a table for 'Assistance Requested' with four rows: 1. Acquisition, 2. Rehabilitation, 3. New Construction, and 4. Total Assistance Requested. At the bottom, there are buttons for 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'.

Step	Description
1.	Enter the name, street address, city, state, and zip code of the structure. <ul style="list-style-type: none">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: <ul style="list-style-type: none">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: <ul style="list-style-type: none">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

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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.

7B. Leased Units Budget

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:
 Grant Term:
 Total Request for Grant Term:
 Total Units:

Total Assistance Requested Amount has to be greater than \$0.

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

View	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
This list contains no items				

Back Next

- | 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 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.

Leased Units Budget Detail

Instructions: [show]

In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

* Metropolitan or non-metropolitan fair market rent area: -- select --

Size of Units	Number of units (Applicant)	FMR (Applicant)	HUD Paid Rent (Applicant)	12 months	Total request (Applicant)
SRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
0 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
1 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
2 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
3 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
4 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
5 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
6 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
7 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
8 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
9 Bedroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12	\$0
Total units and annual assistance requested:					0
Grant term:					2 Years
Total request for grant term:					\$0

Click the 'Save' button to automatically calculate totals.

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

- | 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 |

Project Application Part 7: Budget Information

(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."
-

Project Application Part 7: Budget Information

Leased Units Budget Detail (Renewal Projects)

Logout

Rouged

Applicant Name:
 City of New York Acting by and through its Department of Housing Preservation and Development
Applicant Number:
 137538489 1793
Project Name:
 test5
Project Number:
 103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
 Part 1 - SF-424
 1A. Application Type
 1B. Legal Applicant
 1C. Application Details
 1D. Congressional District(s)
 1E. Compliance
 1F. Declaration
 Part 2 - Recipient and Subrecipient Information
 2A. Subrecipients
 Part 3 - Project Information
 3A. Project Detail
 3B. Description
 Part 4 - Housing, Services, and HMIS
 4A. Services
 4B. Housing Type
 4C. HMIS Participation
 Part 5 - Participants and Outreach Information
 5A. Households
 5B. Subpopulations

Leased Units Budget Detail

Instructions: [show]

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.

* **Metropolitan or non-metropolitan fair market rent area:** -- select --

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO	<input style="width: 50px;" type="text"/>	
0 Bedroom	<input style="width: 50px;" type="text"/>	
1 Bedroom	<input style="width: 50px;" type="text"/>	
2 Bedroom	<input style="width: 50px;" type="text"/>	
3 Bedroom	<input style="width: 50px;" type="text"/>	
4 Bedroom	<input style="width: 50px;" type="text"/>	
5 Bedroom	<input style="width: 50px;" type="text"/>	
6 Bedroom	<input style="width: 50px;" type="text"/>	
7 Bedroom	<input style="width: 50px;" type="text"/>	
8 Bedroom	<input style="width: 50px;" type="text"/>	
9 Bedroom	<input style="width: 50px;" type="text"/>	
Total Units and Annual Assistance Requested	0	<input style="width: 50px;" type="text"/>
Grant Term		1 Year
Total Request for Grant Term		\$0

Click the 'Save' button to automatically calculate totals.

Save
Save & Add Another

Save & Back to List
Back to List

Check Spelling

- | 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. |



Project Application Part 7: Budget Information


-
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.”
-

Project Application Part 7: Budget Information

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.

Project Application Part 7: Budget Information

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.

7D. Leased Structures Budget

The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Total Structures:

Total Assistance Requested Amount has to be greater than \$0.

View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
This list contains no items				

Back Next

- | 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. |

Project Application Part 7: Budget Information

Leased Structures Budget Detail (New Projects)

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

Leased Structures Budget Detail

Instructions: [show]

* Structure Name:

* Street Address 1:

Street Address 2:

* City:

* State: --select--

* Zip Code:

* HUD Paid Rent (per Month):

12 Months:	12
Total Annual Assistance Requested:	\$0
Grant Term:	2 Years
Total Request for Grant Term:	\$0

Click the 'Save' button to automatically calculate the Total Assistance Requested.

HUD Paid Rent (per Month) amount has to be greater than \$0

Save Save & Add Another
 Save & Back to List Back to List
 Check Spelling

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
157236489 1793

Project Name:
TW - Test New Budgets

Project Number:
103665

New Project Application FY2014

New Project Application FY2014

Before Starting
 Part 1 - SF-424
 1A. Application Type
 1B. Legal Applicant
 1C. Application Details
 1D. Congressional District(s)
 1E. Compliance
 1F. Declaration
 Part 2 - Recipient and Subrecipient Information
 2A. Subrecipients
 2B. Experience
 Part 3 - Project Information

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." <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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.

Project Application Part 7: Budget Information

-
- 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.
-

Project Application Part 7: Budget Information

Leased Structures Budget Detail (Renewal Projects)

Leased Structure(s) Budget Detail

Instructions: [show]

* Structure Name: ?

* Street Address 1:

Street Address 2:

* City:

* State: -- select --

* Zip Code:

* HUD Paid Rent (Annual):

Grant Term:

Total Request for Grant Term:

Click the 'Save' button to automatically calculate the Total Assistance Requested.

HUD Paid Rent (Annual) amount has to be greater than \$0

Save Save & Add Another

Save & Back to List Back to List




Check Spelling

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." <ul style="list-style-type: none">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. <ul style="list-style-type: none">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.

Project Application Part 7: Budget Information

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.

Project Application Part 7: Budget Information

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.

The screenshot displays the '7E. Rental Assistance Budget' screen. On the left, there is a sidebar with the user's name 'Rouged' and application details. The main content area shows a summary of the rental assistance funding request. A callout box labeled '"Add" icon' points to the '+' icon in the table header. The table has the following data:

View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
	TRA	NY - New York, NY HUD Metro FMR Area ...	10	\$291,600

Below the table, there are 'Back' and 'Next' buttons. The total request for the grant term is \$291,600 and the total units are 10.

- | 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. |

Project Application Part 7: Budget Information

Rental Assistance Budget Detail (New Projects)

e.Forms Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
TV - Test New Budgets

Project Number:
103665

New Project Application FY2014

New Project Application FY2014

Before Starting

Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Dedication

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

3C. Expansion

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

Part 5 - Participants and Outreach

Rental Assistance Budget Detail

Instructions: [show]

Type of Rental Assistance: -- select --

* Metropolitan or non-metropolitan fair market rent area: -- select --

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
0 Bedroom	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
1 Bedroom	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
2 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
3 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
4 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
5 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
6 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
7 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
8 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
9 Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	\$0
Total Units and Annual Assistance Requested		0			\$0
Grant Term					2 Years
Total Request for Grant Term					\$0

Click the 'Save' button to automatically calculate totals.

- | 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 |

Project Application Part 7: Budget Information

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."
-

Project Application Part 7: Budget Information

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.

7D. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Total Request for Grant Term:
 Total Units:

[Show Filters] [Clear Filters]

View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
	PRA	NY - New York, NY HUD Metro FMR Area ...	30	\$324,360
	PRA	NY - New York, NY HUD Metro FMR Area ...	44	\$475,728

1

Back Next

- | 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. |

Project Application Part 7: Budget Information

Rental Assistance Budget Detail (Renewal Projects)

Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting

Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

3B. Description

Part 4 - Housing, Services, and HMIS

4A. Services

4B. Housing Type

4C. HMIS Participation

Part 5 - Participants and Outreach Information

5A. Households

5B. Subpopulations

Rental Assistance Budget Detail

Instructions: [show]

Type of Rental Assistance: -- select --

* Metropolitan or non-metropolitan fair market rent area: -- select --

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents? No

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
0 Bedroom	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
1 Bedroom	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
2 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
3 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
4 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
5 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
6 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
7 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
8 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
9 Bedrooms	<input type="text"/> x			<input checked="" type="checkbox"/> 12	= \$0
Total Units and Annual Assistance Requested					0
Grant Term					1 Year
Total Request for Grant Term					\$0

Click the 'Save' button to automatically calculate totals.

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

- | 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. |



Project Application Part 7: Budget Information


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.

Project Application Part 7: Budget Information

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).


Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424

- 1A. Application Type
- 1B. Legal Applicant
- 1C. Application Details
- 1D. Congressional District(s)
- 1E. Compliance
- 1F. Declaration

Part 2 - Recipient and Subrecipient Information

- 2A. Subrecipients

Part 3 - Project Information

- 3A. Project Detail
- 3B. Description

Part 4 - Housing, Services, and HMIS

- 4A. Services
- 4B. Housing Type
- 4C. HMIS Participation

Part 5 - Participants and Outreach Information

- 5A. Households
- 5B. Subpopulations
- 5C. Outreach

Part 6 - Performance Measures

- 6A. Standard
- 6B. Additional Performance Measures

7F. Supportive Services Budget

Instructions: [show]

*** A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.**

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs	<input type="text"/>	\$0
2. Assistance with Moving Costs	<input type="text"/>	
3. Case Management	<input type="text"/>	
4. Child Care	<input type="text"/>	
5. Education Services	<input type="text"/>	
6. Employment Assistance	<input type="text"/>	
7. Food	<input type="text"/>	
8. Housing/Counseling Services	<input type="text"/>	
9. Legal Services	<input type="text"/>	
10. Life Skills	<input type="text"/>	
11. Mental Health Services	<input type="text"/>	
12. Outpatient Health Services	<input type="text"/>	
13. Outreach Services	<input type="text"/>	
14. Substance Abuse Treatment Services	<input type="text"/>	
15. Transportation	<input type="text"/>	
16. Utility Deposits	<input type="text"/>	
17. Operating Costs	<input type="text"/>	\$0
Total Annual Assistance Requested		\$0
Grant Term		1 Year
Total Request for Grant Term		\$0

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Project Application Part 7: Budget Information

Step	Description
1.	<p>There are 17 budget categories on the Supportive Services Budget. For each applicable category, enter the following information:</p> <ul style="list-style-type: none">• 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. <p>Note: Carefully read the Project Application Detailed Instructions available in e-snaps before selecting #17, Operating Costs.</p>
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.	<p>The "Grant Term" field is prepopulated from the "7A. Funding Request" screen and is a "read only" field.</p> <ul style="list-style-type: none">• 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.

eForms
Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
11 - Test New Budgets

Project Number:
103665

New Project Application FY2014

New Project Application FY2014

Before Starting
Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

7H. Operating

Instructions: [show]

*** A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.**

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		\$0
Grant Term		2 Years
Total Request for Grant Term		\$0

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

eForms
Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
tests

Project Number:
103636

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424

1A. Application Type

1B. Legal Applicant

1C. Application Details

1D. Congressional District(s)

1E. Compliance

1F. Declaration

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

Part 3 - Project Information

3A. Project Detail

7G. Operating Budget

Instructions: [show]

*** A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.**

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		\$0
Grant Term		1 Year
Total Request for Grant Term		\$0

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Project Application Part 7: Budget Information

Step	Description
1.	<p>There are 7 budget categories on the Operating Budget. For each applicable category, enter the following information:</p> <ul style="list-style-type: none">• 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.	<p>The "Grant Term" field is populated based on the grant term selected on the "7A. Funding Request" screen and is a "read only" field.</p> <ul style="list-style-type: none">• 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).

7I. HMIS Budget

Instructions: [show]

* A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment		
2. Software		
3. Services		
4. Personnel		
5. Space & Operations		
Total Annual Assistance Requested:		\$0
Grant Term:		2 Years
Total Request for Grant Term:		\$0

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

- | Step | Description |
|------|--|
| 1. | For each of the 5 budget categories, enter the following: <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. |

Project Application Part 7: Budget Information

- Renewal projects may only request 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]."

Project Application Part 7: Budget Information

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.

7I. Sources of Match/Leverage

The following list summarizes the funds that will be used as Match or Leverage for the project. To add a Matching/Leverage source to the list, select the icon. To view or update a Matching/Leverage source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$697,769
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$697,769

Summary for Leverage

Total Value of Cash Commitments:	\$697,769
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$697,769

[Show Filters] [Clear Filters]

View	Match/Leverage	Type	Source	Contributor	Date of Commitment	Value of Commitments
	Match	Cash	Government	NYC Department of...	07/01/2013	\$249,119
	Leverage	Cash	Government	NYC Department of...	07/01/2013	\$249,119
	Match	Cash	Government	NYC Department of...	07/01/2013	\$448,650
	Leverage	Cash	Government	NYC Department of...	07/01/2013	\$448,650

Buttons: Save, Save & Back, Save & Next, Back, Next

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

Project Application Part 7: Budget Information

Sources of Match/Leverage Details

e.Forms Logout

Rouged

Applicant Name:
City of New York Acting by and through its Department of Housing Preservation and Development

Applicant Number:
137538489 1793

Project Name:
test5

Project Number:
103656

Renewal Project Application FY2014

Renewal Project Application FY2014

Before Starting
Part 1 - SF-424
1A. Application Type
1B. Legal Applicant

Sources of Match/Leverage Detail

Instructions: [show]

* 1. Will this commitment be used towards Match or Leverage? -- select --

* 2. Type of Commitment: -- select --

* 3. Type of Source: -- select --

* 4. Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable)



* 5. Date of Written Commitment: 23

* 6. Value of Written Commitment:


Save Save & Add Another
Save & Back to List Back to List
Check Spelling

- | 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. <ul style="list-style-type: none"> 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. <p>Once you have completed all of the "Sources of Match Details" screens that your project requires, select "Save & Back to List."</p> |
| 8. | Review the following items on the "Sources of Match/Leverage" screen. <ul style="list-style-type: none"> 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. |

Project Application Part 7: Budget Information

-
- 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.

7K. Summary Budget

Instructions: [show]
The following information summarizes the funding request for the total term of the project. However, the appropriate amount of cash and in-kind match and administrative costs must be entered in the available fields below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$500,000
1b. Rehabilitation			\$1,000,000
1c. New Construction			\$0
2a. Leased Units	\$0	2 Years	\$0
2b. Leased Structures	\$0	2 Years	\$0
3. Rental Assistance	\$145,800	2 Years	\$291,600
4. Supportive Services	\$0	2 Years	\$0
5. Operating	\$0	2 Years	\$0
6. HMIS	\$0	2 Years	\$0
7. Sub-total Costs Requested			\$1,791,600
8. Admin (Up to 10%)			
9. Total Assistance Plus Admin Requested			\$1,791,600
10. Cash Match			
11. In-Kind Match			
12. Total Match			\$0
13. Total Budget			\$1,791,600

The minimum required Total Match amount for the Grant Term is \$447,900.

Click the 'Save' button to automatically calculate totals.

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

Project Application Part 7: Budget Information

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

7J. Summary Budget

Instructions: [show]
The following information summarizes the funding request for the total term of the project. However, the appropriate amount of cash and in-kind match and administrative costs must be entered in the available fields below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Leased Units	\$0	1 Year	\$0
1b. Leased Structures	\$200	1 Year	\$200
2. Rental Assistance	\$800,088	1 Year	\$800,088
3. Supportive Services	\$0	1 Year	\$0
4. Operating	\$0	1 Year	\$0
5. HMIS	\$0	1 Year	\$0
6. Sub-total Costs Requested			\$800,288
7. Admin (Up to 10%)			\$56,006
8. Total Assistance plus Admin Requested			\$856,294
9. Cash Match			\$697,769
10. In-Kind Match			\$0
11. Total Match			\$697,769
12. Total Budget			\$1,554,063

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

- | 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.***

Project Application Part 7: Budget Information

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.