FY22 SNOFO *e-snaps* Budget Resources for New Applicants

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[Special NOFO to Address Unsheltered and Rural Homelessness New Project Application](#)
[CoC Special NOFO to Address Unsheltered and Rural Homelessness through the CoC Program New Project Application](#) [Detailed Instructions](#)

Special NOFO New Project Application

Preface to Part 6: Budget Information

The upcoming pages contain instructions for completing budgets for the New Project component types and activities. Before continuing to the instructions, please review the following information:

- **Budget Detail screens.** New Project Applications have "Detail" project screens for each budget category: acquisition/rehabilitation/new construction; leased units; leased structures; rental assistance; supportive services; operating, and HMIS.

- **Rental Assistance**. There is only one rental assistance screen to use for short/medium-term or long-term. The user will select from the drop-down menu which type of rental assistance is applicable to the project.

- **FMRs.** Project Applicants will apply for projects in the Special NOFO to Address Unsheltered and Rural Homelessness Program Competition using the FY 2022 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the Special NOFO application submission deadline.

  24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects, "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following:

- "Part 1 – SF-424"
- "Part 3 - Project Information, 3A. Project Detail" screen
- "Part 6 – Budget Information, 6A. 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).

Helpful tips:

Each screen must be completed, reviewed and saved before the next screen will autopopulate.

To add information on screens, click the "Add" icon in the bottom left corner.

This is the Add icon!

Clicking on the Add icon will autopopulate the "Budget Details" screens.

Clicking Save on some screens will automatically calculate totals.

Always make sure your totals are correct before clicking next to continue!

Part 6: Budget Information in *e-snaps*

TIPS:

Budget screens are determined by Application Type chosen on Screen 1A (Unsheltered Set Aside / Rural Set Aside / CoC Planning (Unsheltered Set Aside only) and Project Detail Component Type selected on Screen 3A.

Project Description questions on Screen 3B also determine which budget screen PH projects are eligible to complete: a budget screen for PSH or RRH.

Funding Request chosen on Screen 6A will determine which budget screens autopopulate.

(Following slides provide instructions for how to complete each screen)

BIG TIP:

The Budget Detail screens use the FY 2022 FMRs. Project applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at time of the Special NOFO application submission deadline (i.e., the FY 2023 FMRs).

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Part 6: Budget Information

In *e-snaps*, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by all of the following:

- Whether your project is for the Unsheltered Set Aside, Rural Set Aside, CoC Planning (Unsheltered Set Aside only), or UFA Costs (Unsheltered Set Aside only), as reflected on screen **1A. Application Type**.

- The component type selected on screen **3A. Project Detail.**
  - If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.

- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

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

New Projects:
### Possible Component Types and Eligible Activities

PH (PSH)	PH (RRH)	Joint TH/PH-RRH	SSO-CE	SSO-Street Outreach, SSO-Other	HMIS
Acquisition/ Rehabilitation/New Constructions					
Leased Units		Leased Units			
Leased Structures		Leased Structures			
Rental Assistance	Rental Assistance	Rental Assistance			
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	
Operating Costs		Operating Costs			
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

NOTE: *Project Applicants may NOT have any of the following combinations in a single structure or housing unit, although some of these budgets may be combined in a single Project Application because the funding is not used in the same structure or unit, such as in a Joint TH and PH-RRH Project:*

- *Acquisition and/or rehabilitation with new construction*

Pay attention to tips and notes as you go along!
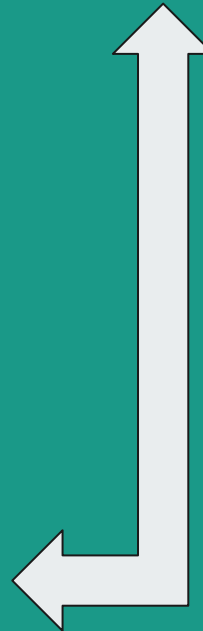
Screen 6A: Funding Request for New Projects (refer to onward)

Steps: (click to access full detailed instructions)

1) In field 1, select "Yes" or "No" to indicate the Project Applicant's readiness to initiate the project by September 15, 2024. ● If you select "No," you will not be able to submit the Project Application.

2) In field 2, the response automatically pulls forward the selected Funding Opportunity when you registered for this specific application (either Unsheltered Homelessness Set Aside or Rural Set Aside). ● Note: If field 2 is incorrect, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application

3) In field 3, select "Yes" or "No" to indicate if this project proposes to allocate funds according to an indirect cost rate. ● If "Yes", fields 3a will appear. In field 3a, complete the indirect cost rate schedule; list the cognizant agency, record the indirect cost rate and the direct cost rate, and select whether you plan to use the approved rate or the 10 percent de minimis rate. Note: 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. Applicants with an approved indirect cost rate must submit a copy of the approval with this application.

4) 4. In field 4, the "Select a grant term" drop-down menu is pre-populated with "3 Years" and cannot be edited. Note: If the screen in e-snaps is not pre-populated with "3 Years", then you are working in the wrong application, i.e., you are working in the annual CoC Program NOFO, not the Special NOFO to Address Unsheltered and Rural Homelessness. You must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.

5) In field 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 & Next" to continue.

Screen 6B: Acquisition / Rehabilitation / New Construction Budget

• HMIS (24 CFR 578.57).

PH-PSH Screen 6B. Acquisition/Rehabilitation/New Construction Budget

(Rural Set Aside ONLY) You have access to this budget if you checked "**Acquisition/Rehabilitation/New Construction**" on Screen 6A. Complete the information on this screen to request funds for development activities. See the following sections of the Rule for additional information:

- 24 CFR 578.43, Acquisition
- 24 CFR 578.45, Rehabilitation; and
- 24 CFR 578.47, New Construction

The primary screen on Screen 6B will aggregate the acquisition, rehabilitation, and new construction costs requested for each proposed project site to calculate the total for all costs requested. To add a site, select add to access the budget screens. The primary 6B screen will populate and update when new budget screens are added. To view and edit select view . To delete, select .

You must enter specific location information for each site requesting capital costs. Create a name for each site that you will recognize as it will populate the list on the primary screen and enter the Street Address, City, State, and Zip Code. The address must be the actual site of the proposed development activities and not the administrative office of your organization or subrecipient. Projects serving victims of domestic violence must use a PO Box **or** other anonymous address to ensure the safety of program participants.

You must enter the amount of funds requested for acquisition, rehabilitation, and new construction costs at the structure site.

Screen 6B: Acquisition / Rehabilitation / New Construction Budget

Steps:
1) To add information to this list, select the "Add" icon to open the "Acquisition/Rehabilitation/New Construction Detail" screen.
2) The "Acquisition/Rehabilitation/New Construction Budget Detail" screen will appear.

HUD's CFR (24 CFR 578.47, New Construction referenced below)

§ 578.47New construction.
(a) *Use.* Grant funds may be used to:
(1) **Pay up to 100 percent** of the cost of new construction, including the building of a new structure or building an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land associated with that construction, for use as housing.
(2) **If grant funds are used** for new construction, the applicant must **demonstrate** that the costs of new construction are substantially **less than** the costs of rehabilitation **or** that there is a lack of available appropriate units that could be rehabilitated at a cost less than new construction. For purposes of this cost comparison, costs of rehabilitation or new construction **may include the cost of real property acquisition**.
(b) *Ineligible costs.* Grant funds **may not be used for new construction on leased property.**
(c) *Broadband infrastructure.* Any new construction of a building with more than 4 rental units and funded by a grant awarded after January 19, 2017 **must include** installation of broadband infrastructure, as this term is defined in 24 CFR 5.100, **except** where the grantee determines and, in accordance with § 578.103, documents the determination that:
(1) The location of the new construction makes installation of broadband infrastructure infeasible; or
(2) The cost of installing broadband infrastructure would result in a fundamental alteration in the nature of its program or activity or in an undue financial burden.
[77 FR 45442, July 31, 2012, as amended at 81 FR 92637, Dec. 20, 2016]

Screen 6B: Acquisition / Rehabilitation / New Construction Budget

Next Steps:

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, or 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, or 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.

★ Acquisition can be combined with Rehabilitation. However, New Construction cannot be combined with Acquisition.

Screen 6C: Leased Units Budget

Special NOFO New Project Application

Completion of the Acquisition/Rehabilitation/New Construction Budget Screen

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

Steps

1. 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.

2. If changed are needed, please follow the following guidance:
   - If you want to view and edit any of the "Leased Units Budget Detail" screens, select the "View" icon next to the appropriate entry.
   - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
   - If the list seems to be missing one or more items select the "Add" icon and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.

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

Screen 6C: Leased Units Budget

Steps:

Select the FY 2022 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.

Enter the number of units of each bedroom size for which the project is requesting leased units assistance.

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 - it cannot exceed the FMR amount.

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.

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 "Grant Term" field is populated with the grant term pre-populated on the "6A Funding Request" screen.

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.

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 through 6 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."

Screen 6D: Leased Structures Budget
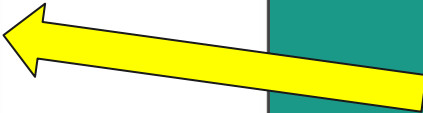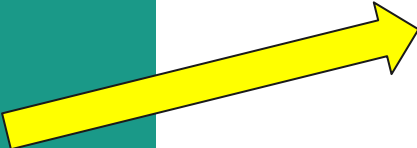
Screen 6D: Leased Structures Budget

Steps:
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 describes the use of the structure.
2) In the "HUD Paid Rent (per Month)" field, enter the monthly leasing amount. The amount entered must not exceed the monthly rent for comparable structures.
3) The screen will automatically calculate the HUD paid rent multiplied by 12 months to show the "Total Annual Assistance Request."
4) Select "Save" and the screen will automatically calculate the "Total Annual Assistance Request" multiplied by the "Grant Term." The "Grant Term" field is populated from screen "6A: Funding Request."
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.

Screen 6E: Rental Assistance Budget

Screen 6E: Rental Assistance Budget

Steps:
1) Select the "Type of Rental Assistance:"—PRA, TRA, or SRA. (project-based rental assistance, tenant-based rental assistance, or sponsor-based rental assistance).
2) Select the FY 2022 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 is multiplied by the number of units per unit type and multiplied by 12 to automatically populate 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.
4) The "Grant Term" field is populated based on the grant term pre-populated on the "Funding Request" screen and will be read only. 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, and 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 through 7 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."
5) 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.
6) After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes. If you want 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 want to delete it, select the "Delete" icon next to the appropriate entry. If the list is missing one or more items, select the "Add" icon and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
7) If the list is complete, select "Next" at the bottom of the screen. You will proceed to the next budget screen.

Screen 6E: Rental Assistance Budget

Steps:
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.
2) After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes. If you want 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 want to delete it, select the "Delete" icon next to the appropriate entry. If the list is missing one or more items, select the "Add" icon and 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.

Screen 6F: Supportive Services Budget (click here to see descriptions of categories listed on this screen)

Screen 6F: Supportive Services Budget

Steps:
1)   There are 18 budget categories on the Supportive Services Budget. For each applicable category, enter the following information:
   a)   Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible. •
   b)   Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term. • Note: Field 17, "Operating Costs" is for facilities providing only supportive services. Dollar request for each year of the grant term.

★   Field 18 is for Rural Set Aside only. See the Detailed Instructions for more information.
★   The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
★   The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
★   The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.

2)   Select "Save & Next" to continue to the next budget form.

Screen 6G: Operating Budget (click <u>here</u> to see descriptions of categories listed on this screen)

Steps:
1) There are seven budget categories on the Operating Budget screen. For each applicable category, enter the following information:
   a) Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. **Be brief and use abbreviations as much as possible.**
   b) Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.
2) Select "Save," and the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

★ The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
★ The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
★ The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.

3) Select "Save & Next" to continue to the next budget form.

6H: HMIS Budget (click <u>here</u> to see descriptions of categories listed on this screen)

Steps:
1)   For each of the five budget categories, enter the following:
   a)   Under the "Quantity AND Description" column, enter the quantity and a narrative description of up to 400 characters. Be brief and use abbreviations as much as possible.
   b)   Under the "Annual Assistance Requested" column, enter the dollar request for each year of the grant term.

2)   Select "Save," and the "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

★   The "Total Annual Assistance Requested" field is automatically calculated based on the sum of the annual assistance requests entered for each activity.
★   The "Grant Term" field is prepopulated from the "6A. Funding Request" screen and is a "read only" field.
★   The "Total Request for Grant Term" field is automatically calculated based on the "Total Annual Assistance Requested" multiplied by the grant term.

3)   Select "Save & Next" to continue to the next budget form.