Additional guidance for Directs and Housing Authorities on Importing data from prior year in ESNAPS for FY17 NOFA

This is what LAHSA has identified as potential pitfalls for/during the importing process.

We found walking through the Renewal Project Application Instructions to be understandable: but offer the following suggestions/observations to be used in conjunction with the HUD issued instructions (https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/)

Have the following information at hand to reference:

1) The GIW (in excel) to Copy and Paste the grant names exactly as they were on the GIW;
2) The 2880 completed disclosure report (can be a printed copy);
3) IF you will be disclosing Lobbying Activities on the SF-LLL form, you will be required to enter additional data regarding were it is occurring and the name of the Lobbyist.

“The Process”

1) The process starts with registering your organization via the Funding Opportunity Registration link – this only needs to be done once.
2) Then via the Projects link – you will establish a Renewal Project Application FY2017 for EACH grant (project) in your portfolio.

You MUST complete all of the Part 1 pages for each grant before any subrecipient (if applicable) information can be accessed. Our suggestion would be to complete Part 1 for EVERY grant in your portfolio prior to working in part 2.
a) One at a time, Copy the project name from the GIW into the Applicant Project Name box;
b) In the Import Data From field there is a drop down – CAUTION the list was not sorted when we accessed the system, so use caution in making a selection.

3) In Submissions – select your imported grant, and complete the Section 1 data (Part 1 – Forms on the left-hand menu. There are 9 items to be completed). Most items will need to be either confirmed or certified via a check box.
   a. Regarding the 2880: If your organization has more than 1 grant, it is probable that the data in the Program Profile is going to be wrong for most of them. I have submitted an AAQ asking how to resolve the issue, and I will keep you update when I receive a reply.

4) After you have completed Part 1, Parts 2-7 will appear in the left-hand menu. Most of the subrecipient data was imported and is not editable. You will need to review the imported data and navigate to Submissions Without Changes (left-hand menu) where you can identify screen that you would like to be able to edit. IF YOU SELECT A SCREEN IN ERROR – Simply review the page and save it – there is no penalty. For those of you wishing to request Indirect Costs be an eligible expense, the question is on 6A, so it would need to be selected for changes.

5) Continue reviewing the screens for accuracy (if an error was made in entry during work in/on the Applicant Profile, the correction will need to be done there.

6) Response are required to be entered on screens 3C, 6D, 7A and 7B.