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

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

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

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

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

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

In past years, the acknowledgement of issues and conditions was completed using various combinations of mail, phone calls, faxes, and emails, which often delayed the post-award process and issuance of the grant agreement. Beginning with the FY2012 CoC Program competition post-award process, issues, conditions, and budget changes will be completed using e-snaps, a web-based portal accessible at www.hud.gov/esnaps.
Each recipient must complete the issues and conditions form in order for HUD to issue the grant agreement. The post-award process, including this form, contains the following elements:

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

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

Overview of this Training Module
The organization of materials in this training module corresponds with the different parts of the post-award process, and the instructional steps follow the progression of screens in e-snaps.

**Accessing e-snaps.** All e-snaps users must have a username and password in order to log into e-snaps. In order to see an organization's issues and conditions form, the e-snaps user needs to be associated as a "registrant" with the organization's e-snaps account.

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

**Accessing the Issues and Conditions Form.** The steps discussed in this section allow recipients to access the issues and conditions screens in e-snaps. The steps will include filtering projects and form types, and identifying the correct form for the correct project under the “Submissions” folder.

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

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

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

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

The resolution of issues, conditions, and budget changes in *e-snaps* is new in FY2012. As a reminder, beginning in FY2012 CoC Program competition, a function was added that allows applicants with multiple access (i.e., CoC applicant and project applicant) to choose the application type that is being completed via the “Applicant” dropdown on the top left side of the screen.

Users with *e-snaps* access to only one organization's account will see only one item in the "Applicant" dropdown menu. Others with access to multiple organizational accounts will have a list of applicants. Users that have access to multiple organizational accounts in *e-snaps* must ensure they are working in the correct account type.
Accessing *e-snaps*

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

**NOTE:**

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

**Existing Users**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>On the left menu bar, enter your username and password. You will then enter <em>e-snaps</em> and arrive at the &quot;Welcome&quot; screen.</td>
</tr>
<tr>
<td>3.</td>
<td>If you forgot your password, select &quot;Forgot your password?&quot; under the &quot;Login&quot; button.</td>
</tr>
</tbody>
</table>
New e-snaps Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Create an <em>e-snaps</em> username and password by selecting the &quot;Create Profile&quot; link.</td>
</tr>
<tr>
<td>2.</td>
<td>Log in as instructed under “Existing Users” above.</td>
</tr>
</tbody>
</table>

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

Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*. However, only people who have been associated with the organization as registrants (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and the issues and conditions forms associated with the organization.

Anyone who currently has access to an organization’s *e-snaps* account (i.e., who can see the organization’s Project Applicant Profile, prior years project applications, APRs, etc.) can add or remove other registrants by following the instructions provided below.
### Issues and Conditions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select &quot;Applicants&quot; on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>On the &quot;Applicants&quot; screen, click &quot;Registrant&quot; located to the left of the “Applicant Name.”</td>
</tr>
</tbody>
</table>

**NOTE**

*Before anyone can be added as a registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. The person responsible for adding the new registrant will use the person’s username and email address to “register”, or “associate,” the new user with the project applicant’s records in e-snaps.*

### Add a Registrant

![Add a Registrant](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the &quot;Add Registrant&quot; at the top left of the list.</td>
</tr>
</tbody>
</table>
Step | Description
--- | ---
1. | Enter the username and email address of the registrant. There is a "Group" field. This item is **NOT** being used this year. You do not need to do anything with this field.
2. | Select the "Add Registrant" button.
3. | Select the "Back to List" button to return to the "Registrants" screen, where you will see the name of the person added.
4. | On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.
Delete a Registrant
Deleting the user will remove that user from the Project Applicant Profile. This person will still be able to access *e-snaps*, but he/she will no longer be able to access the organization’s Project Applicant Profile, project applications, and APRs.

### Step Description

1. Select "Delete" next to the person's name.
2. Select the "Back to List" button to return to the "Applicants" screen.

Edit Registrant Information
To edit a registrant's information, delete the person first and then add the person again.

### Step Description

1. Select "Delete" next to the person's name.
2. Follow the instructions above for adding the person again with the correct information.
Accessing the Issues and Conditions Form

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

**Remember, the "Applicant" field with the dropdown menu located at the top left side of the screen identifies the Applicant Profile in which you are working. There are two types of Applicant Profiles – CoC Applicant Profile and Project Application Profile.**

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

Submissions

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

### Step Description

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen appears.
3. Locate the project that has been conditionally awarded.
   
   **Option:** Use the "Submissions Filters." Select the appropriate project from the "Applicant Project Name" field. Then select the "Filter" button to find your
Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for “Renewal Project Application FY2012” / “C1.9a.”

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### Step 3 Description

3. Select the orange folder 🗂️ to the left of the “Project Name” you established with the Step Name "C1.9".

4. The "Before Starting" screen appears.

Continue with the instructions in the next section for completing issues and conditions.

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**Remember**, the “Applicant” field with the dropdown menu located at the top of the screen identifies the Applicant Profile, CoC or Project, under which you are working.

**Please ensure you are working under the correct Applicant.**
Completing the issues and conditions screens in *e-snaps* is a straightforward process. This section identifies the steps for completing the screens.

**NOTE:**

*Some data will automatically populate from the Project Applicant Profile.*

Review the populated data. If it is not correct, you will need to edit the Project Applicant Profile, making sure to select the "Complete" button after making your edits so that the data can be pulled forward again.

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

To edit the Project Applicant Profile, recipients must first exit the “Issues and Conditions Form” and enter the Applicant Profile from the *e-snaps* home screen. For more information on how to edit the Project Applicant Profile, please review the Project Applicant Profile training module located on the *e-snaps* training page, [https://esnaps.hudhre.info/](https://esnaps.hudhre.info/), under Project Applicants.

**Before Starting the Issues and Conditions Form**

Before you begin resolving Issues and Conditions, review the information on the "Before Starting" screen. This screen highlights the important issues concerning the submission of this form. The "Before Starting" screen also contains quick links to the following: HUD's Continuum of Care email based listserv, FY2012 CoC Registration Notice, the [HUD OneCPD Resource Exchange](https://esnaps.hudhre.info/), and HEARTH training and resources.
Step 1.
Select "Next."

**NOTE:** When working in the issues and conditions form, e-snaps users may return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access "Applicant," "Funding Opportunity Registration," "Projects," and "Submissions" on the left menu bar.
Reference Submissions

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

Step Description

1. Click on the orange folder under the “View” column to open each submission. The “Reference Submission” selected will open in the same active window.

   Recipients are not required to review submissions as this is for informational purposes only. The two submissions are available for review:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step | Description
--- | ---
1 | **Review “Alerts” and/or comments from HUD entered into the text box at the top of the screen.**

   Recipients must acknowledge all conditions placed on the conditionally awarded project before the local HUD CPD field office can issue the grant agreement:

   - Review the “HUD Award” column to determine if a box has been checked
   - If the box is checked, review the corresponding condition details associated with the checked box.

2. | **Upon review and understanding of the condition, check the box in the column “Recipient Acknowledgement” to indicate that you have reviewed and understood the condition. The condition will need to be resolved prior to issuance of the grant agreement.**

   - If you need additional clarification regarding the condition issued by HUD, or you are unsure what is needed to resolve the condition contact your local HUD CPD field office representative for further guidance.

   - Ensure that all conditions checked by HUD have been reviewed and resolved by checking the “Recipient Acknowledgement” box.

3 | **After completing the review and acknowledging all conditions, recipients should click “Save and Next“ at the bottom of the screen to continue to the next step.**

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

**Additional Issues and Conditions**

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

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

1. Review the list of issues and conditions under the column, “Condition/Issue Title.” Select the magnifying glass to view each additional issue and/or condition, if listed.

2. Once each additional issue and condition has been acknowledged, the word “Yes” will appear in each row under the column, “Condition/Issue Acknowledged.” Recipients must acknowledge all issues and conditions placed on the conditional award.

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

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

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

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

Click “Save and Next” to continue.

*The forms in this process are populated directly from the project application. Recipients should only select those forms containing the information that must be edited to resolve issues and/or conditions, or to reconcile budget changes required by HUD. Recipients cannot use this form to initiate new requests that do not relate to an issue or condition. If unsure of which forms to edit, contact your local HUD CPD field office.*
Adjustment Forms
The “Adjustment Forms” are identical to the form names used in the project applications. These forms can only be edited if they have been selected on the “Adjustments Form.” All other forms are read-only and cannot be edited. The rows, columns, and fields are also identical to the project application with the following general exceptions:

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

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

- The recipient will not be able to adjust all of the fields on the forms. HUD identified the fields that will need to be changed to satisfy the issue, condition, and/or alert. All other fields not affected by the issues, conditions, and/or alerts are locked and cannot be edited.
- Fields in sections 4 and 5 contain open number and text boxes that can be adjusted by directly editing the text brought forward from the application.
- Fields in section 7, the budget section, are presented in three columns or sections. The first is read only and represents data from the application, “Renewal Submission.” The second is read only and represents data from the “HUD Award.” The third can be edited to represent the adjusted value required to resolve issues and/or conditions or to reconcile budget changes made by HUD, “Adjustment.”
- On the “Leased Units,” “Leased Structures,” and “Rental Assistance Budgets,” there is a new field that will be available for editing. “Leased Units/Structures/Rental Assistance
Administration Costs (Max Amount)” is designed to allow the recipient to indicate to HUD how much of their Leasing or Rental Assistance award amount will be used for administering the leasing or rental assistance. This amount cannot exceed the total leasing or rental assistance budget. It will be used by the local HUD CPD field office to aid in the monitoring process.

- The forms follow the same rules as they did during the project application process. If one form is adjusted it may affect the visibility of the fields available on other forms.

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

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

Attachments

The "Attachments" screen allows the recipient to attach up to five (5) documents. These items are available for the recipient to upload documentation for the local HUD CPD field office representative to review with the purpose of confirming resolution by the recipient of issues, conditions, and/or alerts. Documents should also be uploaded that will clarify adjustments made to project information.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the document name under “Document Type”.</td>
</tr>
</tbody>
</table>
2. The "Attachment Details" screen appears.

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

---

### Step Description

1. Enter the name of the document in the "Document Description" field (e.g., HUD form 2880).

2. Select "Choose File" to the right of the "File Name" label to upload the file.

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

3. Select "Save & Back to List" to return to the "Attachments" screen.

4. On the "Attachments" screen, select "Next."

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

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### Submission Summary

Once the required information has been entered, including required attachments, the recipient must select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows all of the issues and conditions screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed.
You will be able to go back to any screen by clicking on the screen name on the left menu or on the screen name in the Submissions list. Remember to select "Save" after making changes or those changes will be lost.

The "Submit" button is located at the bottom of the screen. Once the issues and conditions form has been submitted, recipients must notify the local HUD CPD field office.

The following image shows the "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is grey-shaded and cannot be selected.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Item(s) that state &quot;Please Complete,&quot; either select the link under the &quot;Page&quot; column or select the item on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>Complete the required information on the screen and be sure to click “Save” before navigating off the page.</td>
</tr>
<tr>
<td>3.</td>
<td>When the &quot;Submit&quot; button is active (no longer grey shaded) you will be able to click “Submit.”</td>
</tr>
</tbody>
</table>
Submitting Issues and Conditions

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If you are not already on the &quot;Submission Summary&quot; screen, select it on the left menu bar.</td>
</tr>
<tr>
<td>2.</td>
<td>Select the &quot;Submit&quot; button.</td>
</tr>
<tr>
<td>3.</td>
<td>The &quot;Submit&quot; button will be grey. Below it there will be text stating, &quot;This e. Form has been submitted&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Important:</strong> Send an email to your local HUD CPD field office representative as soon as you have submitted the form notifying him/her that you have completed step C1.9.</td>
</tr>
</tbody>
</table>
Exporting to PDF

Recipients can obtain a hard copy of the issues and conditions forms using the "Export to PDF" button located at the bottom of the “Submission Summary” screen under the navigation buttons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on &quot;Export to PDF.&quot;</td>
</tr>
<tr>
<td>2.</td>
<td>On the &quot;Configure PDF Export&quot; screen, select the screen you would like included.</td>
</tr>
<tr>
<td>3.</td>
<td>Click &quot;Export to PDF.&quot;</td>
</tr>
</tbody>
</table>