



Notes:


Welcome to the Exhibit 1: Certification of Consistency with the Consolidated Plan online training module. In this module, we will take you through the steps you need to complete to combine your Certifications of Consistency and your list of projects into one file and upload the file into *e-snaps*.

As stated in the FY2011 Continuum of Care (CoC) NOFA, the CoC is responsible for attaching the Certification(s) of Consistency with the Consolidated Plan (HUD-2991) for all new and renewal projects that are requesting funding to the CoC portion of the application, otherwise known as the Exhibit 1.


As mentioned in other Exhibit 1 training modules, if you have not yet reviewed the Introduction to *e-snaps* Features and Functions training module, please refer to that now. It is located on the *e-snaps* training page on the HRE, at <http://esnaps.hudhre.info/>.

Carefully review the Exhibit 1 Detailed Instructions located on the left hand menu of the CoC Exhibit 1 application when completing the forms. Please answer all questions as accurately and completely as possible.

Now that you have an understanding of what will be covered in this module, let's review this module's learning objectives.



Module Objectives



- By the end of this module, you should be able to:
 - Identify whether your CoC needs to submit one or more Certifications of Consistency with the Consolidated Plan
 - Combine your Certifications of Consistency with the Consolidated Plan into one zip file
 - Upload your Certification(s) into *e-snaps*


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Notes:


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

- Identify whether your CoC needs to submit one or more Certifications of Consistency with the Consolidated Plan
- Combine your Certifications of Consistency with the Consolidated Plan into one zip file
- Upload your Certification(s) into *e-snaps*

The steps for accessing Exhibit 1 are described in detail in the Exhibit 1 Introduction training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>. Each time you return to *e-snaps*, you will access Exhibit 1 by selecting Submissions on the left menu bar and selecting the orange “Open Folder” icon to the left of the CoC Number for the FY2011 Exhibit 1 project.



Before Starting



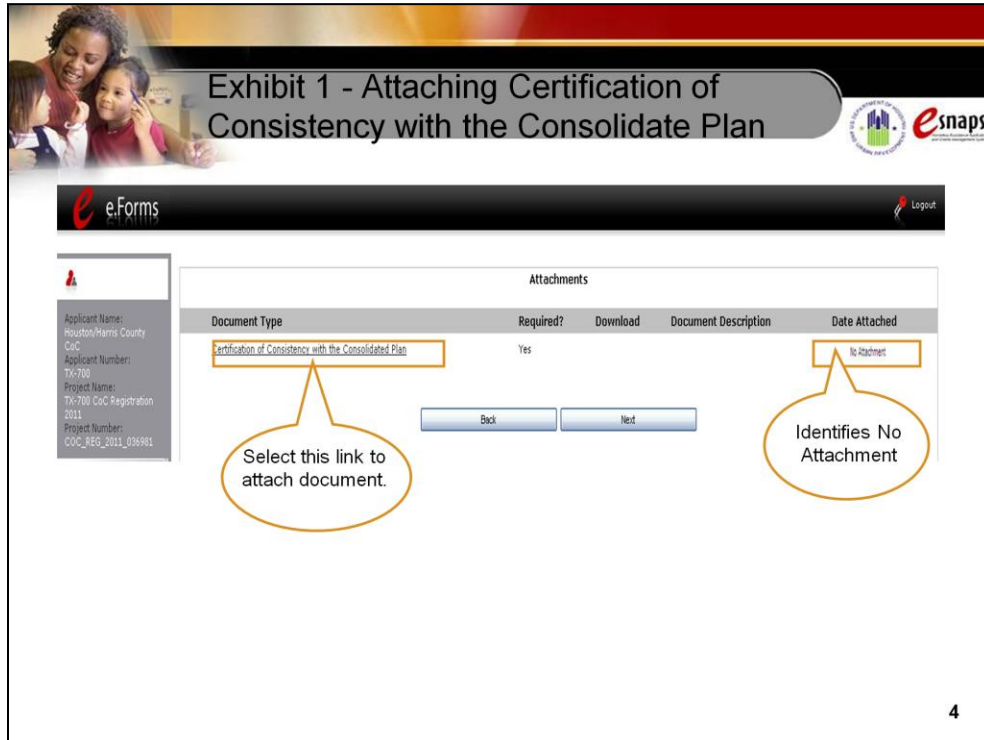
- Does your CoC cover more than one jurisdiction?
 - Attach a list of projects for **each jurisdiction**
 - Attach separate Con Plan cert for each
- Create one zip file document
 - Refer to the HRE, *e-snaps* training page, Reference Room for instructions on creating a zip file at http://esnaps.hudhre.info/files/creatingazipfile7-28-09_revised.pdf

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Notes:

Before you get ready to attach your Certification of Consistency with the Consolidated Plan, you must first consider whether your CoC covers more than one jurisdiction. This depends on the jurisdiction in which your individual project applicants are requesting funding.

- Each CoC must have a HUD-2991 signed by the official responsible for submitting the Consolidated Plan on behalf of the State or local government for **each jurisdiction** that is covered by the CoC, certifying that all projects requesting funding within that jurisdiction are consistent with the applicable Consolidated Plan. For each Certification, on a separate piece of paper, include a list of the projects within the jurisdiction for which Exhibit 2s will be submitted. The form(s) and the attached list(s) will then be uploaded into *e-snaps*.
- Certification is not voluntary. Each project that requests funding **must** be consistent with the consolidated plan. CoCs that cover multiple consolidated plan jurisdictions may have a project that is on more than one list, as it covers more than one jurisdiction. If a HUD-2991 is missing or if a project is not included on a list, the form and/or an updated project list will be required before the conditional HUD award can be made.
- You may attach **only one** file. Regardless of the number of certifications that you are required to submit, you must create a zip file and include all of the certifications in that one file and attach it in *e-snaps*. You can zip multiple files into one zip file. For instructions on how to create a zip file, please refer to the document, "Creating a Zip File," available in the Reference Room of the *e-snaps* training page on the HRE at http://esnaps.hudhre.info/files/creatingazipfile7-28-09_revised.pdf.



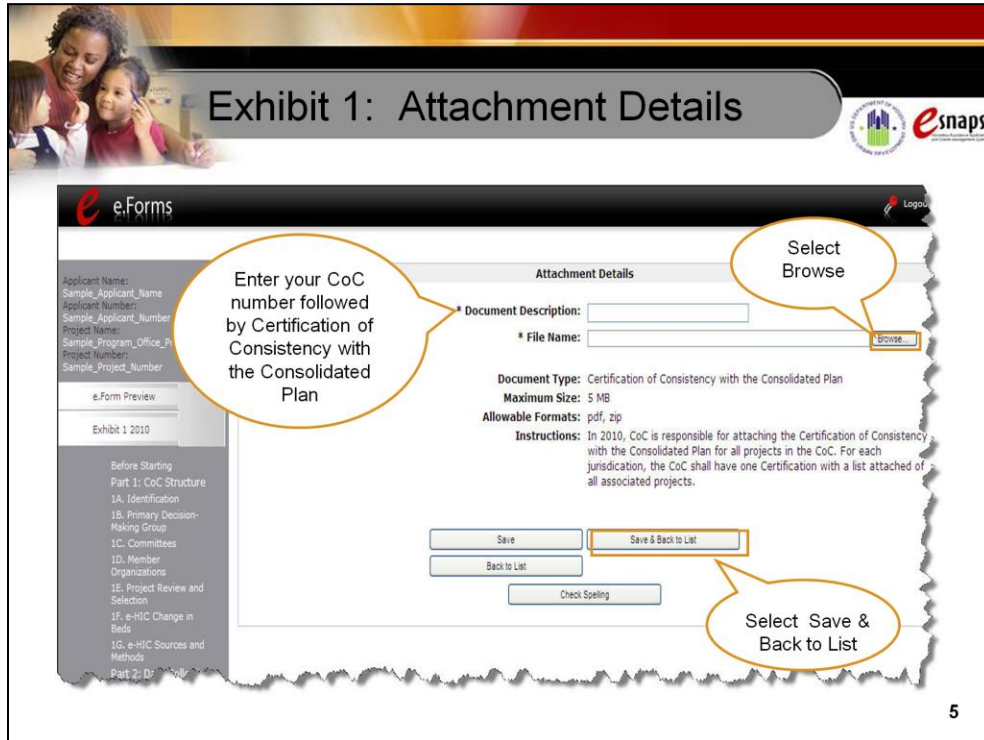
Notes:

To ensure that you attach your Certification(s) of Consistency with the Consolidated Plan document to your Exhibit 1, go to the left menu bar and select “Attachments.” *e-snaps* will automatically take you to the “Attachments” list screen shown above.

On the “Attachments” screen, if you have not yet uploaded your Certification of Consistency with the Consolidated Plan zip file, “No Attachment” appears under the Date Attached column.

To attach your zip file, double-click on “Certification of Consistency with the Consolidated Plan” link under the Document Type column.

Image Description: Screen capture of the Exhibit 1 Attachments screen, with the words “No Attachment” under the Date Attached column highlighted, along with the “Certification of Consistency with the Consolidated Plan” link.



Notes:

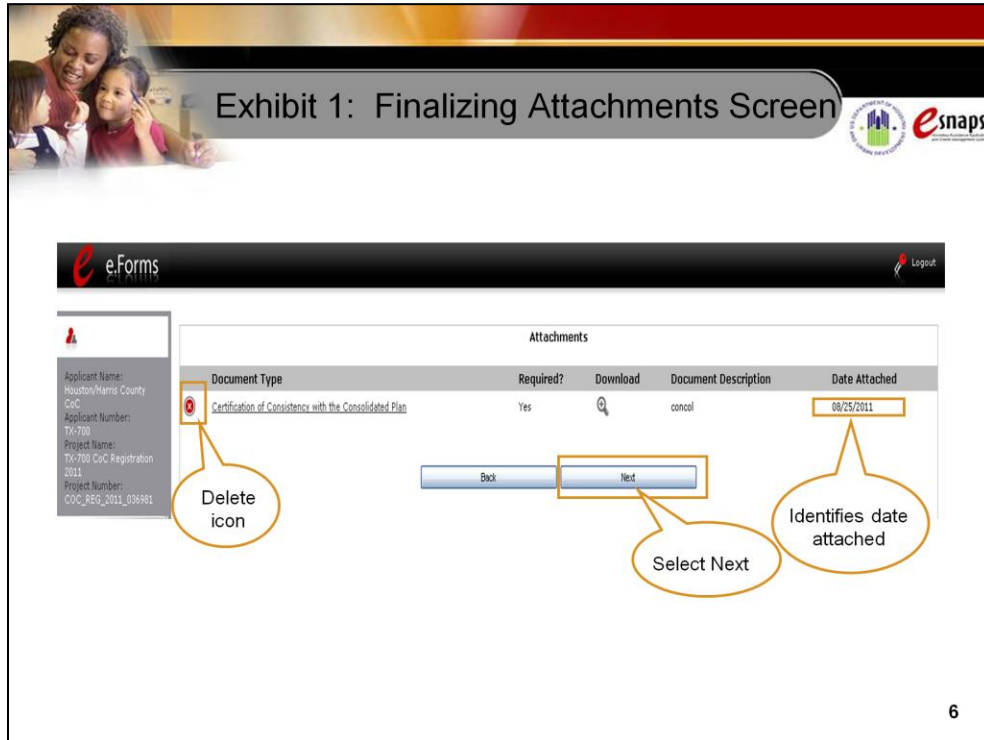
On the Attachment Details screen, you will upload your Certification of Consistency with the Consolidated Plan zip file.

- In the field next to Document Description, enter your CoC number followed by the words, “Certification of Consistency with the Consolidated Plan.” For example, “PA-508 Certification of Consistency with the Consolidated Plan.”

Note: Remember, you can only attach one file. If you have more than one Certification of Consistency with the Consolidated Plan, you must zip them together into one zip file and attach that one file only.

- Select the browse button, next to the blank field next to “File Name.” Your computer’s file menu will open. Locate the zip file you want to attach to your Exhibit 1, and either double-click on it or select “Open.” The file name of the zip file you want to attach will automatically be populated in the field next to File Name.
- Select “Save & Back to List” at the bottom of your screen to return to the Attachments screen.

Image Description: Screen capture of Attachment Details screen with the “Document Description” field, the “Browse” button, and the “Save & Back to List” button highlighted.



Notes:

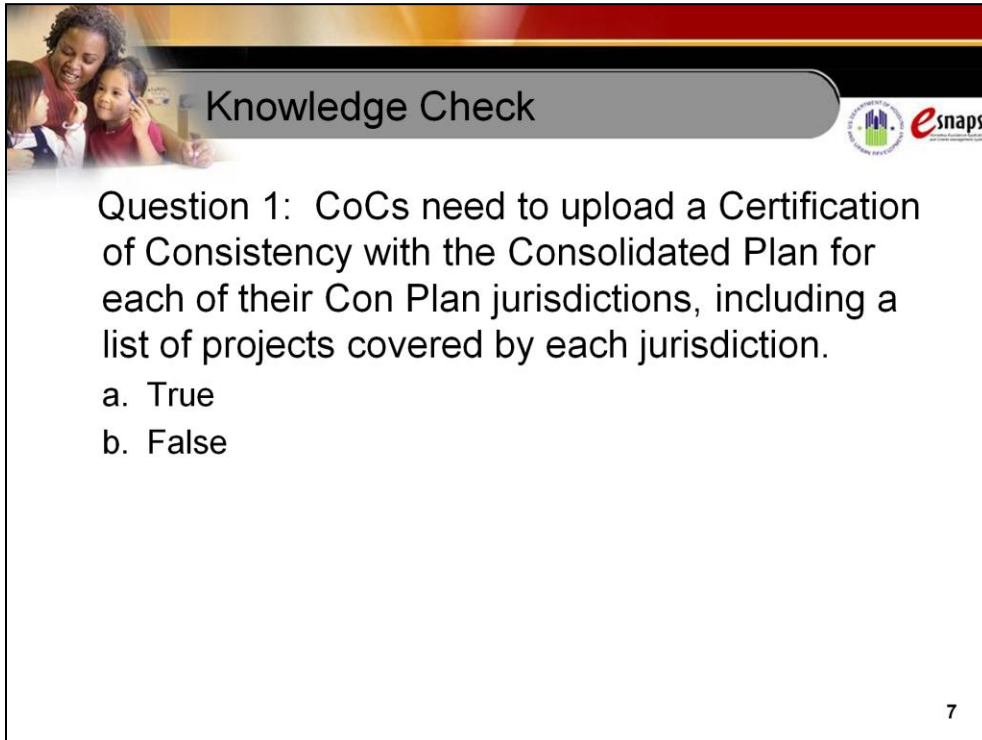
If you have successfully uploaded your Certifications of Consistency with the Consolidated Plan zip file, on the Attachments screen, the date you uploaded the file will appear in the “Date Attached” column.

If you find that you uploaded an incorrect file, you may select the “delete” button next to the “Document Type” and your document will be deleted. You may upload the correct file using the instructions on the previous pages.

Once you verify that the Certification was uploaded, select “Next” at the bottom of the page. *e-snaps* will automatically take you to the Submission Summary screen, which will be covered in the Project Ranking training module.

Now let’s review what you have learned.

Image Description: Screen capture of a completed Exhibit 1: Attachments screen with the entry in the “Date Submitted” column, the “Delete” button, and the “Next” button highlighted.



Knowledge Check

Question 1: CoCs need to upload a Certification of Consistency with the Consolidated Plan for each of their Con Plan jurisdictions, including a list of projects covered by each jurisdiction.


- a. True
- b. False

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Notes:

The following slides contain a series of knowledge check questions. Review the question and determine your response. The next slide will then review the correct answer and provide feedback. Let's get started.

Question 1: CoCs need to upload a Certification of Consistency with the Consolidated Plan for each of their Con Plan jurisdictions, including a list of projects covered by each jurisdiction. Is this statement a. True or b. False?



Knowledge Check - Feedback



Question 1: CoCs need to upload a Certification of Consistency with the Consolidated Plan for each of their Con Plan jurisdictions, including a list of projects covered by each jurisdiction.

- ✓ a. True
- b. False

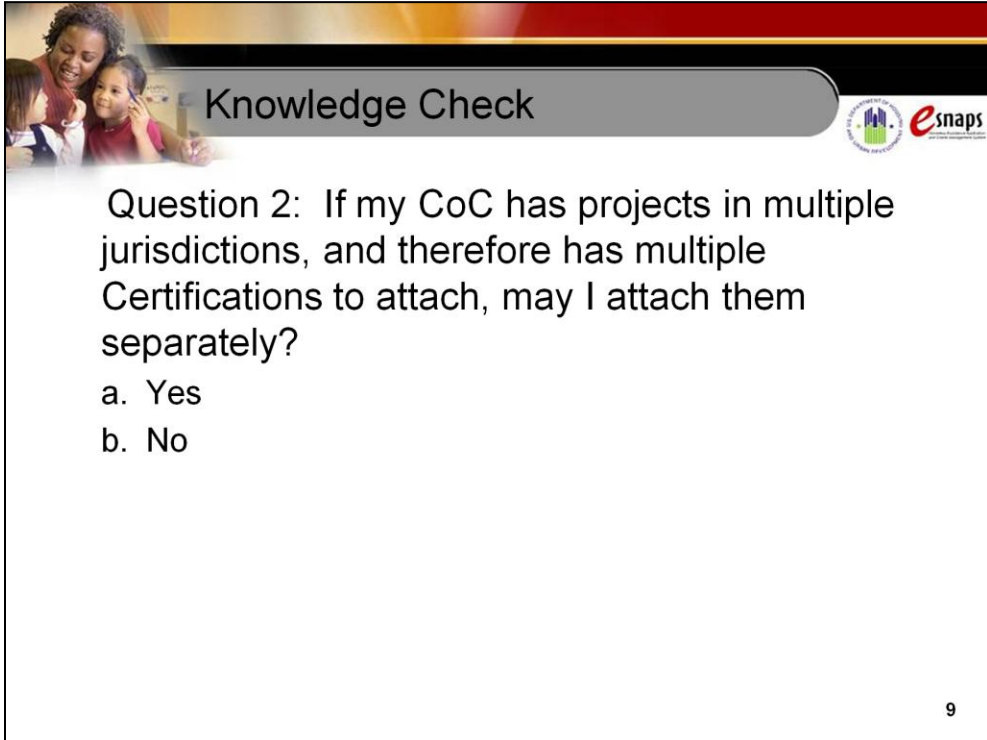
FEEDBACK:

CoCs need to have a Certificate of Consistency with the Consolidated Plan for each jurisdiction represented in their application.

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Notes:

The correct answer is a. True. CoCs must attach a Certification of Consistency with the Consolidated plan for each of their Con Plan jurisdictions, including a list of projects covered by each jurisdiction.



Knowledge Check


Question 2: If my CoC has projects in multiple jurisdictions, and therefore has multiple Certifications to attach, may I attach them separately?

- a. Yes
- b. No


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Notes:

Question 2: If my CoC has projects in multiple jurisdictions, and therefore has multiple Certifications to attach, may I attach them separately? Is this statement a. True or b. False?



Knowledge Check - Feedback



Question 2: If my CoC has projects in multiple jurisdictions, and therefore has multiple Certifications to attach, may I attach them separately?

- a. Yes
- ✓ b. No


FEEDBACK:

You must zip the individual Certificate of Consistency files into one document and upload that document into *e-snaps*. Remember, a CoC must attach a Certification of Consistency with the Consolidated Plan for each jurisdiction, with a list of all the associated projects.


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Notes:

The correct answer is b. No. The certifications must be aggregated in one zip file and the one file must be attached to your Exhibit 1.



Module Wrap-Up



- **Congratulations!** You completed the Exhibit 1: Certification of Consistency with the Consolidated Plan module.
- You should now be able to:
 - Understand whether your CoC needs to submit one or more Certifications of Consistency with the Consolidated Plan
 - Combine your Certifications of Consistency with the Consolidated Plan into one zip file
 - Upload your Certification(s) into *e-snaps*


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Notes:


Congratulations! You have completed the Exhibit 1: Certification of Consistency with the Consolidated Plan training module. You should now be able to:

- Understand whether your CoC needs to submit one or more Certifications of Consistency with the Consolidated Plan
- Combine your Certification of Consistency with the Consolidated Plan and the list of applicable projects for each jurisdiction into one zip file
- Upload your Certification(s) into *e-snaps*

Continue to the next slide to complete the required training web form.



Module Completion Web Form



Now that you have completed the Exhibit 1: Certification of Consistency with the Consolidated Plan online training module, select the web link below so that you may fill out the required web form.

[e-snaps Online Training Module Completion Web Form](#)

NOTE: To continue your learning experience, close this window and select another module from the training home page.

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Notes:

Now that you have completed the Exhibit 1: Certification of Consistency with the Consolidated Plan online training module, select the web link that is titled, “e-snaps Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M230>) so that you may complete the required training form.

After you complete the form, close this window and select another module from the training home page to continue your learning experience.