



Notes:


Welcome to the training module for Exhibit 1: Submitting Your CoC Application training module, which explains how to troubleshoot the Exhibit 1 Submission Summary screen and submit your Exhibit 1 to HUD.

The Submission Summary lists all of the Exhibit 1 forms that the user is required to complete in *e-snaps*. The Submission Summary provides a message next to each form listed stating whether the form was submitted, that the form still needs to be completed, or that the form is not required in order to submit your Exhibit 1 through *e-snaps* to HUD.



At any time while going through the application, if you need additional information on the Submission Summary, please access this training module.

Prior to starting the application, CoCs should review the Exhibit 1: Introduction and the *e-snaps* Features and Functions training modules. These and other resources are available on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>.

Now that you have an overview 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:
 - Interpret your Submission Summary
 - Troubleshoot your Exhibit 1
 - Make any necessary edits to Exhibit 1 forms
 - Submit your CoC application to HUD
 - Export your application as a .pdf document

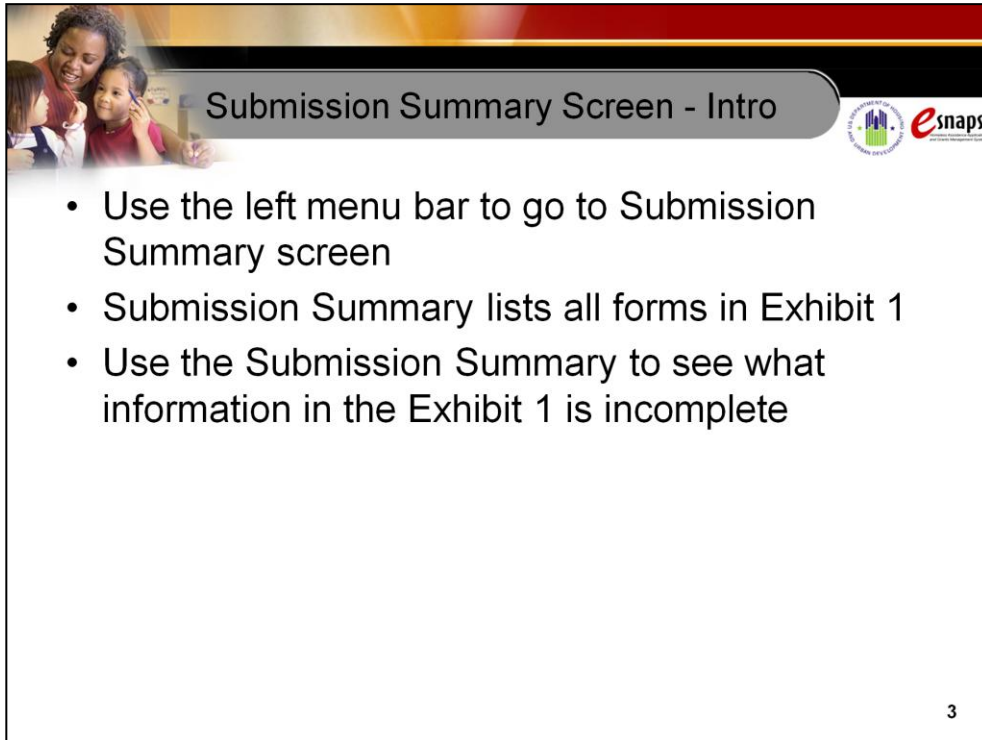
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By the end of this module, you should be able to:

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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.hudre.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.



The slide features a header with a photograph of a woman and two children on the left, the title "Submission Summary Screen - Intro" in a grey rounded rectangle, and the HUD and eSnaps logos on the right. The main content is a bulleted list of three points. The number "3" is located in the bottom right corner of the slide frame.

Submission Summary Screen - Intro

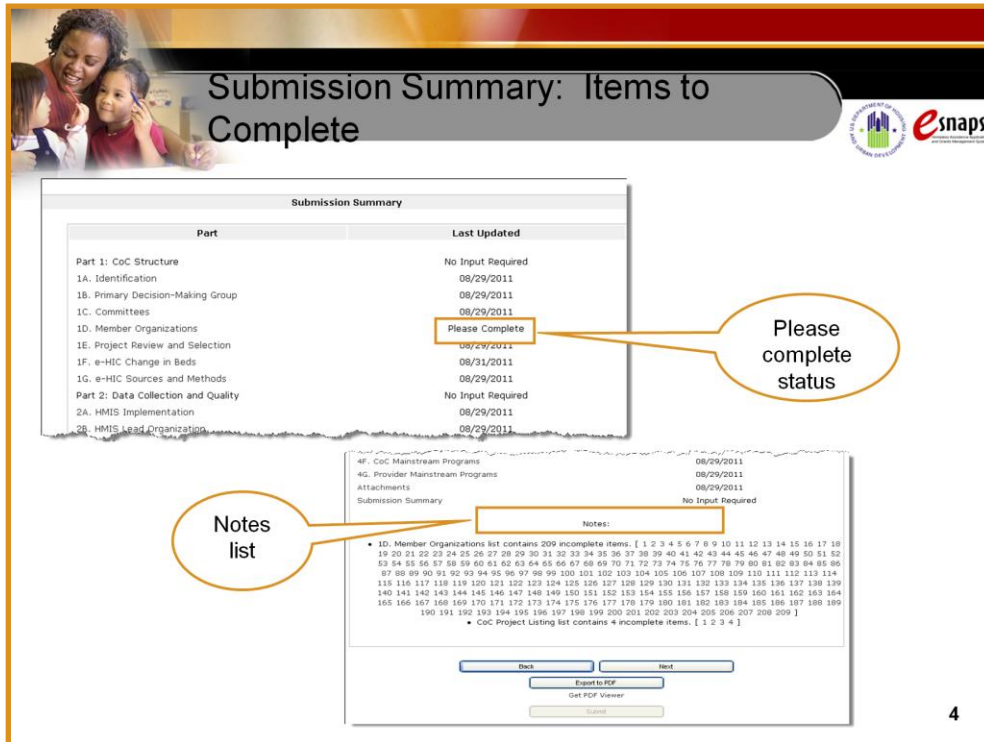
- Use the left menu bar to go to Submission Summary screen
- Submission Summary lists all forms in Exhibit 1
- Use the Submission Summary to see what information in the Exhibit 1 is incomplete

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Notes:

The Submission Summary screen is where you will submit your Exhibit 1 to HUD. It will also indicate whether any parts of your application are incomplete.

Once you think you have completed all of the forms in Exhibit 1 and loaded, reviewed, and ranked all of the Exhibit 2s you received, use your left menu bar to navigate to the Exhibit 1 Submission Summary screen. The Submission Summary screen for Exhibit 1 lists all of the forms on your left menu bar and provides the status of each form.



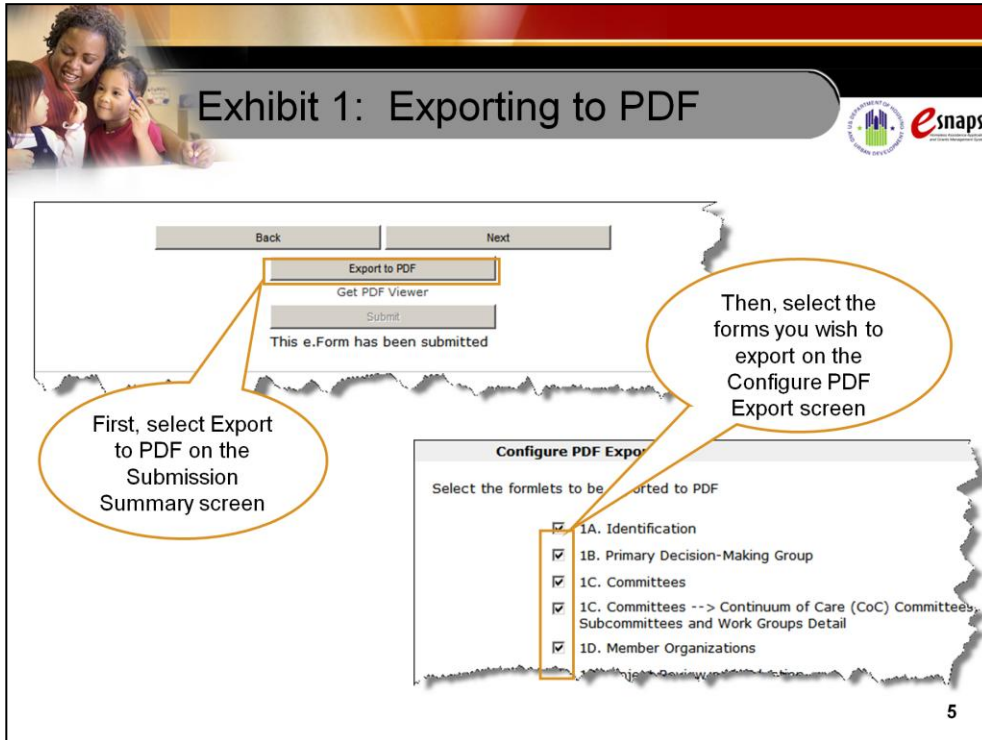
Notes:

On your Submission Summary screen, you will see an active “Submit” button once all of the forms are successfully completed and attachments are uploaded.

- To begin, review to this screen to identify if any item(s) are incomplete. You will be able to determine this either by seeing a note below the form listing (but above the “Back,” “Next,” “Export to .pdf,” and “Submit” buttons) and/or by seeing “Please Complete” next to the form name in the “Last Updated” column.
- You can navigate to the form that needs to be completed by selecting the form name.

Image Description:

The screen captures show the top and bottom portions of the Exhibit 1 Submission Summary screen, highlighting the “Please Complete” note in the right column of the screen, as well as the Note section at the bottom of the screen.



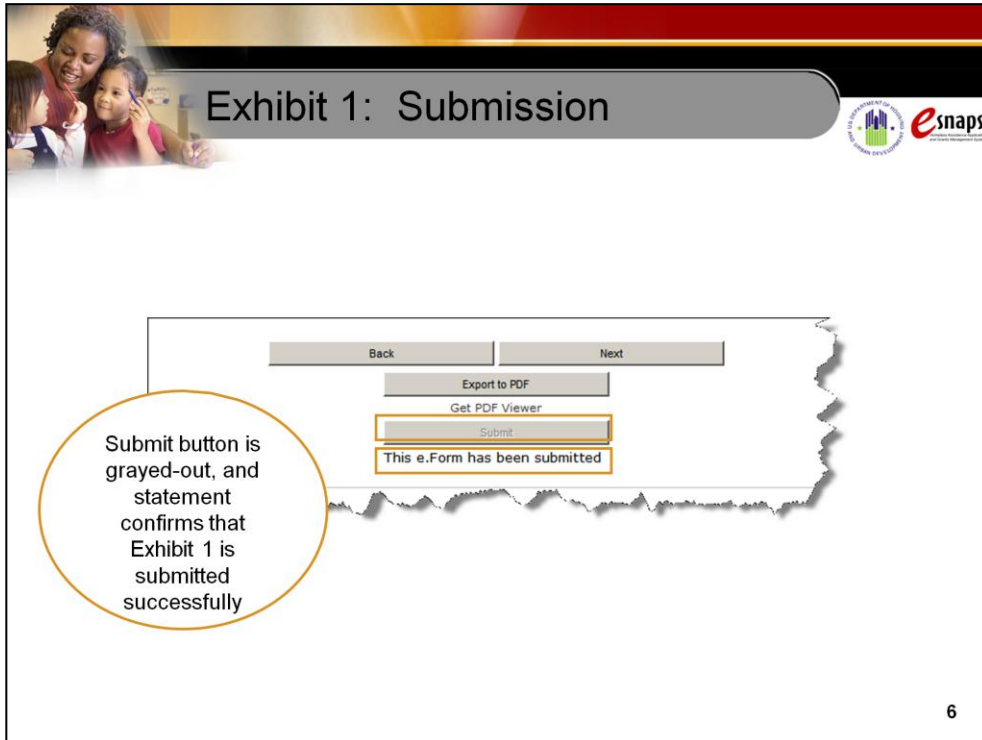
Notes:

Prior to submitting your Exhibit 1, you should export the application to PDF.

- To begin, select the “Export to PDF” button at the bottom of the Submission Summary screen. It will take you to the “Configure PDF Export” screen.
- Next, select the formlets that you wish to export and select the appropriate formlets.
- Once you decide which formlets you want to export, select “Export to PDF” at the bottom of the screen. You will be taken to a dialog box.
- The dialog box asks whether you want to save or open the file. It is best to save your file to your hard drive.
- Once you have successfully exported your Exhibit 1 to PDF, select the “Back” button at the bottom of the “Configure the PDF” screen. You will be taken back to the Submission Summary screen.

Image Description:

The first screen capture highlights the “Export to PDF” button at the bottom of the Exhibit 1 Submission Summary screen. The second screen capture shows the “Configure the PDF Export” screen with various formlets with check marks in the check boxes.

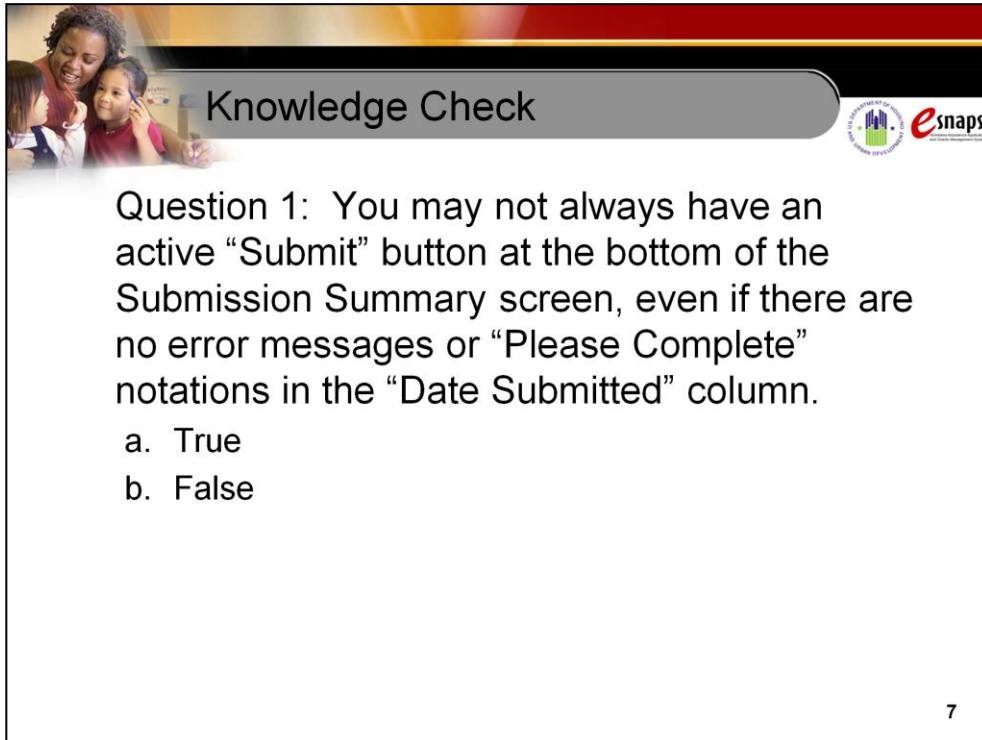


Notes:

Once you have exported your completed Exhibit 1 to PDF, you will be ready to submit your Exhibit 1 to HUD. If all error messages and instructions regarding incomplete forms or attachments have been cleared, the "Submit" button at the bottom of the screen will be active. Next, select the "Submit" button. Once the screen has refreshed, the "Submit" button will be "grayed out" and a note will appear stating that you submitted your Exhibit.

Image Description:

This screen capture highlights the "Submit" button on the Exhibit 1 Submission Summary screen and the statement that the Exhibit 1 has been submitted.



Knowledge Check

Question 1: You may not always have an active “Submit” button at the bottom of the Submission Summary screen, even if there are no error messages or “Please Complete” notations in the “Date Submitted” column.

- 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: You may not have an active “Submit” button at the bottom of the Submission Summary screen, even if there are no error messages or “Please Complete” notations in the “Date Submitted” Column.

Is this statement a. True or b. False?



Knowledge Check – Feedback



Question 1:

- a. True
- ✓ b. False


FEEDBACK:

If you have no error or incomplete messages on the Submission Summary screen, your “Submit” button at the bottom of the Submission Summary screen will be active (until you submit Exhibit 1).



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Notes:

The correct answer is b. False. If you have no error or incomplete messages on the Submission Summary screen, your “Submit” button at the bottom of the Submission Summary screen will be active (until you submit Exhibit 1).



Module Wrap-Up



Congratulations! You completed the Exhibit1: Submitting Your CoC Application training module. You should now be able to:


- Interpret your Submission Summary
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- Make any necessary edits to Exhibit 1 forms
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Module Completion Web Form



Now that you have completed the Exhibit 1: Submitting Your CoC Application training module, select the web link below so that you may fill out the 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: Submitting Your CoC Application training module, go ahead and select the web link that is titled, “e-snaps Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M240>) 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.