OCEAN for

Supportive Housing Programs

(SHP)

Application Preparer User Guide

May 28, 2015

Version 1.0

Ohio Department of Development

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Document Overview

OCEAN for Supportive Housing Program (SHP)

Welcome to OCEAN. The purpose of this user guide is to instruct you on how to navigate and user the OCEAN application software.

This guide is designed for Application Preparers for the SHP program. This guide will instruct you on how to perform the following functions in OCEAN:

- Logging in to OCEAN
- Changing your password and/or organization
- Completing an application for SHP
- Logging out of OCEAN

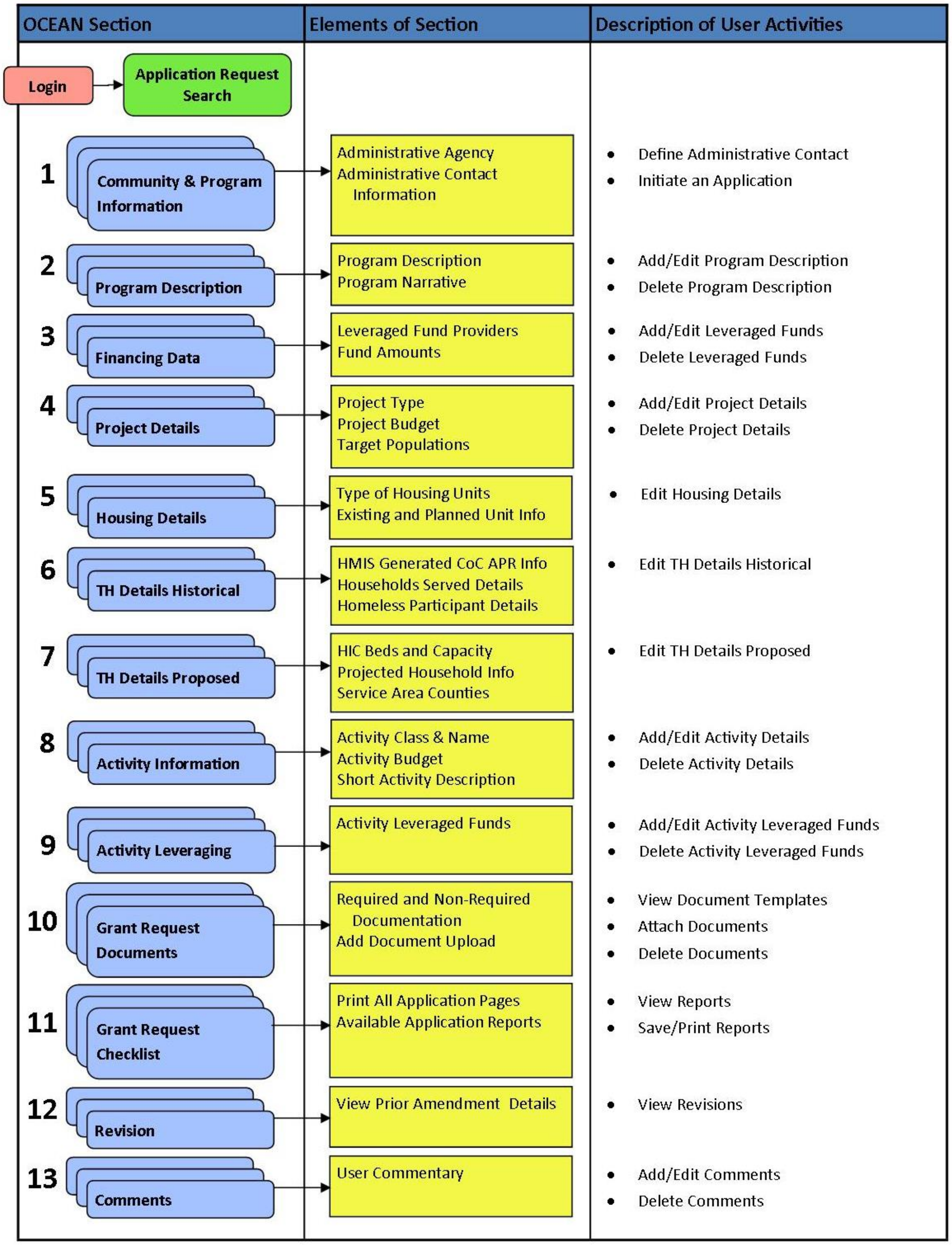
Technical Requirements

To access the OCEAN application, you will need:

- A high-speed internet connection
  - 4 MB or greater download speed
  - 1 MB or greater upload speed
  - Visit http://www.speedtest.net/ to test your current internet speeds
- Internet Explorer version 7 or greater
  - Disable pop-up blocking software

OCEAN for SHP Process Diagrams

Transitional Housing



Permanent Supportive Housing

OCEAN Section	Elements of Section	Description of User Activities
Login → Application Request Search		
1 Community & Program Information	Administrative Agency Administrative Contact Information	• Define Administrative Contact • Initiate an Application
2 Program Description	Program Description Program Narrative	• Add/Edit Program Description • Delete Program Description
3 Strategic Planning	Strategic Planning Objectives Actual and Proposed Numeric Achievements	• Add/Edit Program Description • Delete Program Description
4 Financing Data	Leveraged Fund Providers Fund Amounts	• Add/Edit Leveraged Funds • Delete Leveraged Funds
5 Project Details	Project Type Project Budget Target Populations	• Add/Edit Project Details • Delete Project Details
6 Housing Details	Type of Housing Units Existing and Planned Unit Info	• Edit Housing Details
7 PSH Details Historical	HMIS Generated CoC APR Info Households Served Details Homeless Participant Details	• Edit PSH Details Historical
8 PSH Details Proposed	HIC Beds and Capacity Bridge Funding Details Service Area Counties	• Edit PSH Details Proposed
9 Activity Information	Activity Class & Name Activity Budget Short Activity Description	• Add/Edit Activity Details • Delete Activity Details
10 Activity Leveraging	Activity Leveraged Funds	• Add/Edit Activity Leveraged Funds • Delete Activity Leveraged Funds
11 Grant Request Documents	Required and Non-Required Documentation Add Document Upload	• View Document Templates • Attach Documents • Delete Documents
12 Grant Request Checklist	Print All Application Pages Available Application Reports	• View Reports • Save/Print Reports
13 Revision	View Prior Amendment Details	• View Revisions
14 Comments	User Commentary	• Add/Edit Comments • Delete Comments

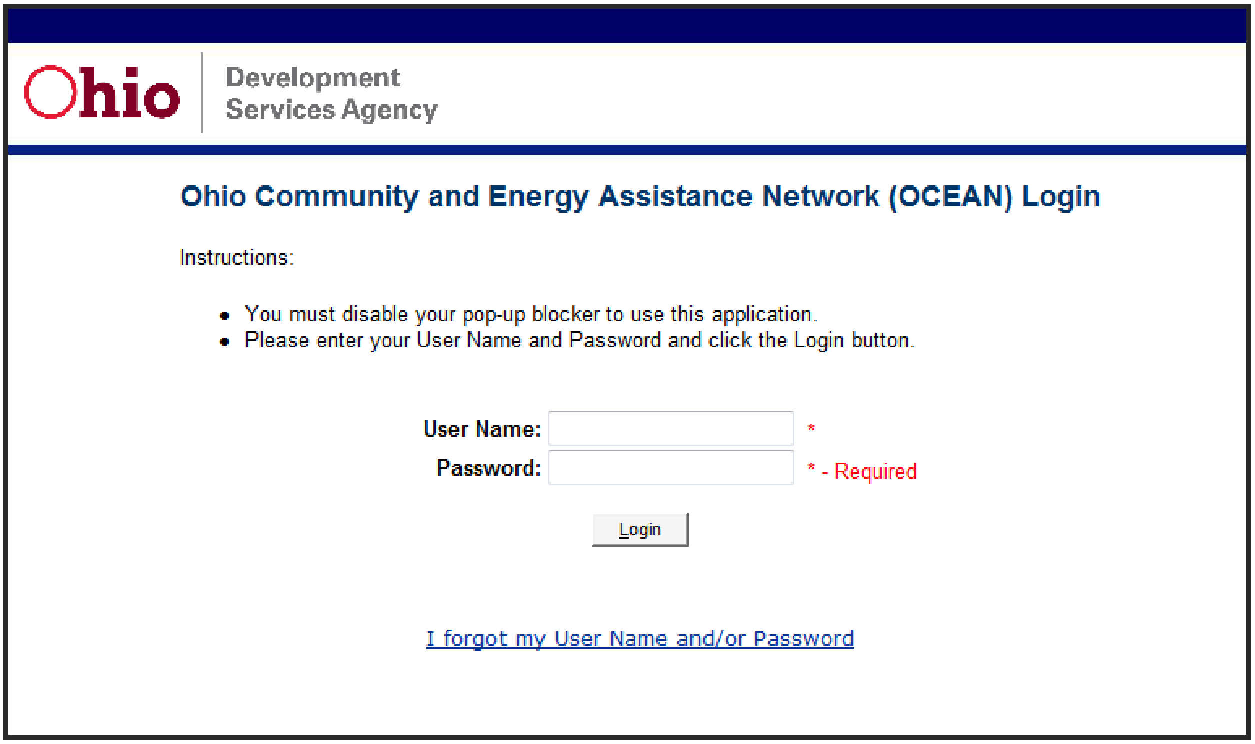
Accessing and Logging into OCEAN

Requirements for access to the OCEAN application:

- Complete the "Going Online with ODSA – OCD Intake Forms" file
    - This document must be signed by your Organization's CEO and a Notary Public
    - Submit your completed form through one of the following three options:
        - Email: scan and email completed and signed forms to David.Kale@development.ohio.gov
        - Fax: 614-955-1465 attn: David Kale
        - Mail: David Kale
77 South High Street
P.O. Box 1001
Columbus, OH 43216-1001
    - Once your forms have been received by OCD, they will be forwarded to the OCEAN Help Desk for processing. For any new User accounts created, the User will receive an email once the account has been created. The email will include a link to the OCEAN website as well as login information.
- User ID and Password

Login Screen

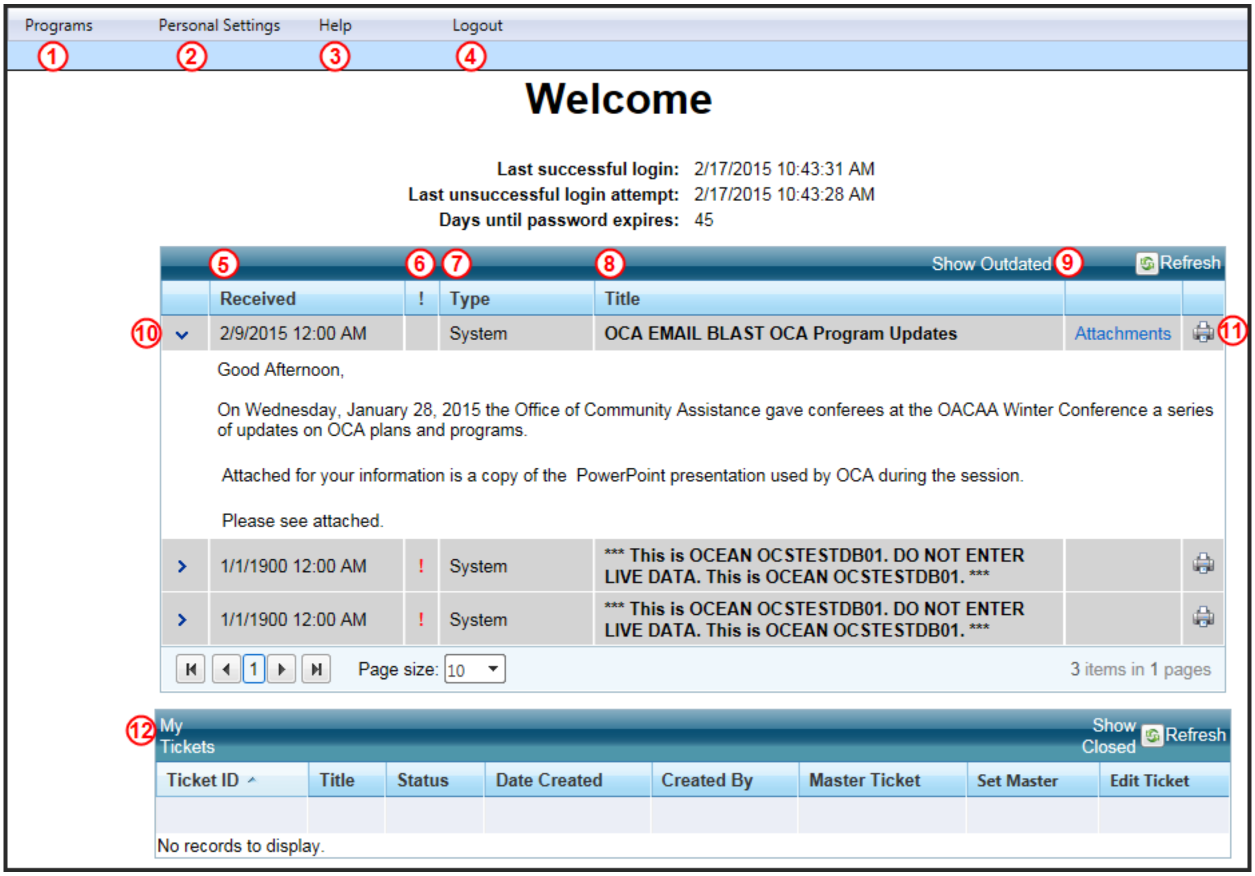
The screen below is the login screen for OCEAN.



Username and Password are required. If you forget your username or password, click on the "I forgot my User Name and/or Password" link to reset it.

OCEAN Navigation and Menu

Welcome Screen and Notification Center

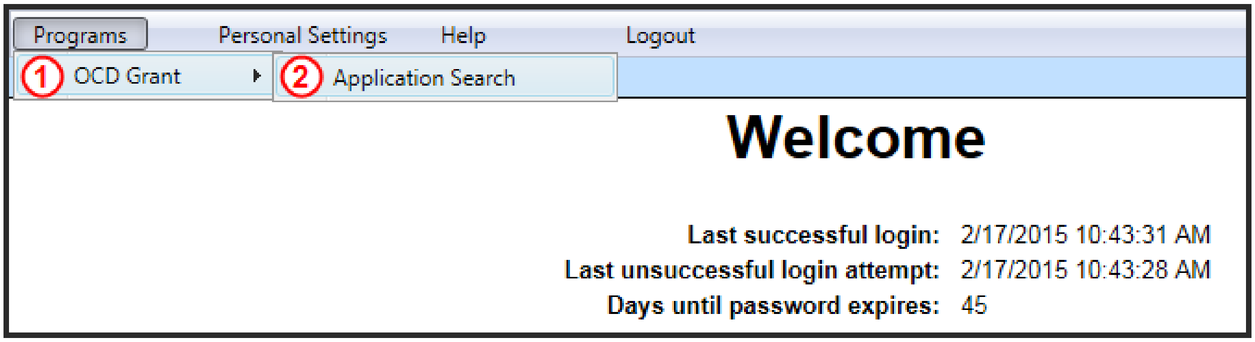


This is the OCEAN Welcome Screen. The Welcome Screen has the menu navigation across the top of the page. The Notification Center and My Tickets grids are also displayed.

Menu/Field	Purpose
1. Programs	Used to access the OCD grant menu options.
2. Personal Settings	Used to change your password and/or organization.
3. Help	Used to access grant document templates and user guide manuals.
4. Logout	Used to sign out and exit the OCEAN application.
5. Date/Time Received	Sortable column of notification messages date and time.
6. Urgency Icon	Sortable column identifying the message as urgent.
7. Type	Target audience – either system, organization, or role-based.
8. Title	Short description of the message.
9. Show/Hide Outdated	Click to reveal/hide past or outdates messages.

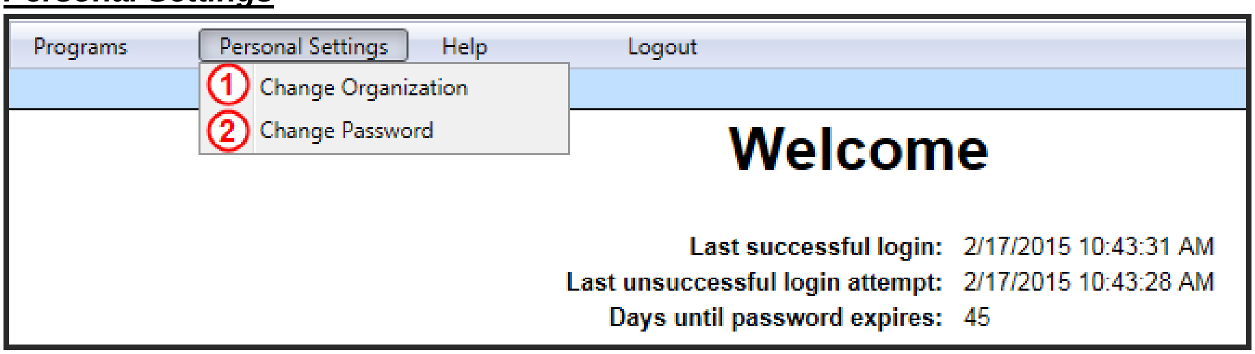
10. Message Line	Click on arrow to expand and view communications in regards to OCEAN.
11. Print Icon	Click to print the message to your local printer.
12. Tickets	Shows tickets entered to the OCEAN Help Desk.

Programs



Menu	Purpose
1. OCD Grant	Choose this option to see a list of OCD Grant pages in OCEAN.
2. Application Search	Choose this option to navigate to the Application Search page for viewing/editing existing applications and adding new applications.

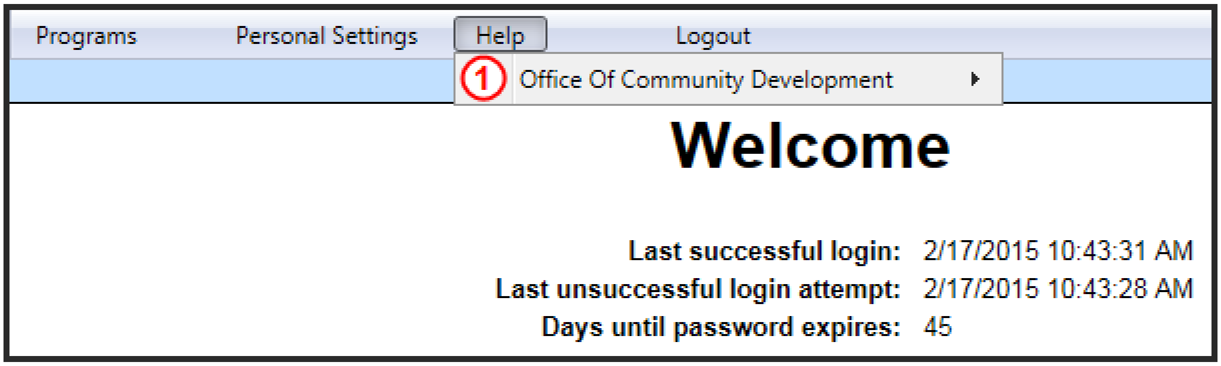
Personal Settings



Menu	Purpose
1. Change Organization	Choose this option to navigate to a page for selecting another organization that you are working with. You will only be able to access the organizations that you have been added as an authorized user using the “Going Online with ODSA – OCD Intake Forms” file. If you have access to a single organization, then this menu option will not be available for you.

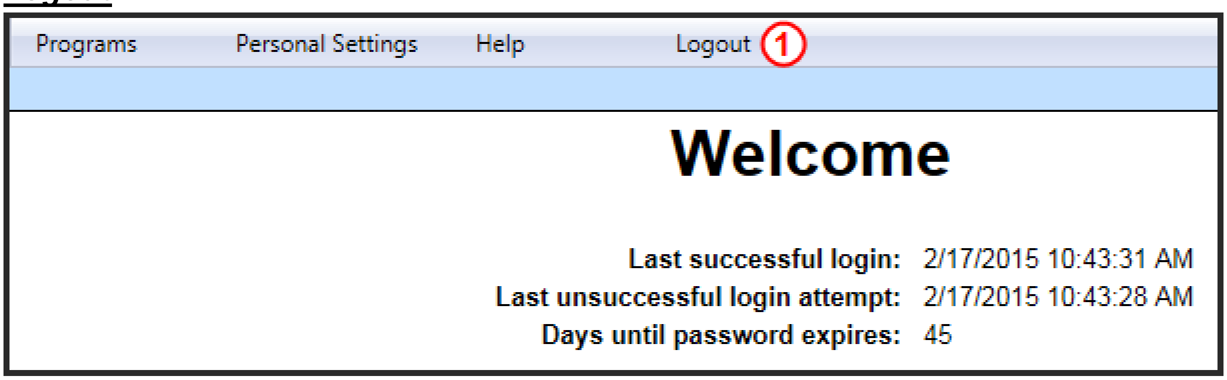
2. Change Password	Choose this option to change your OCEAN password.

Help



Menu	Purpose
1. Office of Community Development	Choose this option to view grant document templates and user guides for each grant type you have access to.

Logout



Menu	Purpose
1. Logout	Choose this option to logout and exit your session with the OCEAN application.

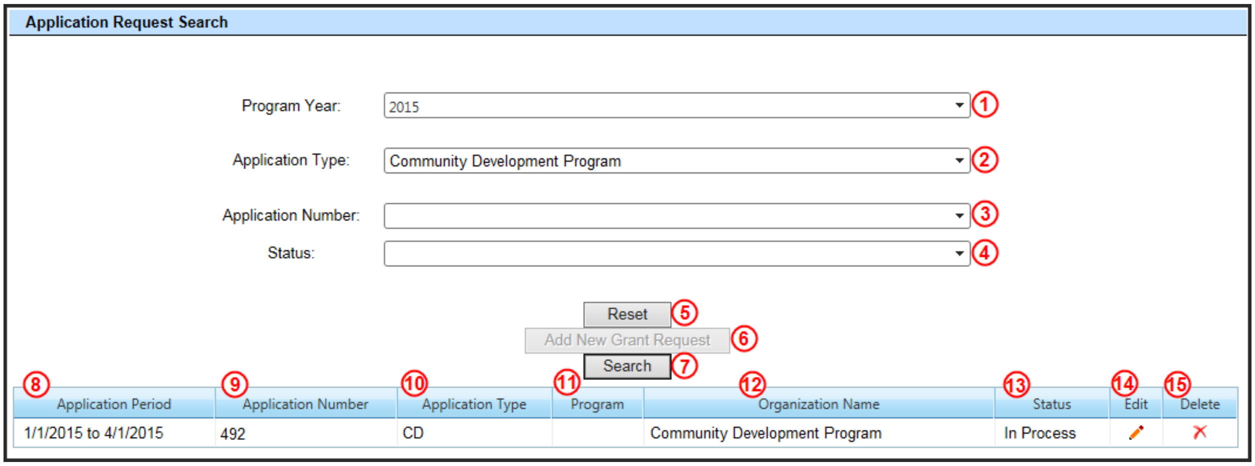
Completing an Application for SHP

The following section describes the process for creating an application for the Supportive Housing Programs (SHP) in OCEAN.

To begin an application, you must first navigate to the Active Application Search page. Choose the following menus to display the Active Application Search page:

Applications → Active Application Search

Application Request Search



Button/Field	Description
1. Program Year	Use this dropdown to select the program year of an application you would like to add or search for an existing application. The dropdown contains the current year as well as the previous ten years.
2. Application Type	Use this dropdown to select the application type you would like to add or search for an existing application. The list of application types will be limited by the applications that can be created by your organization as well as your own security permissions.
3. Application Number	Use this dropdown to refine the search results to an application number for the program year and application type selected.
4. Status	Use this dropdown to refine your search results to display applications that are currently in the selected status.
5. Reset	Choose this option to reset the search criteria and begin a new search.
6. Add New Grant Request	Choose this option to begin a new grant request. Prior to clicking this button, you must first select a program year and application type. *Note: If this button is disabled, then either: 1. You have reached the maximum number of requests allowable for the program year and application type selected. or 2. It is past the application period and you can no longer create applications for the program year and application type selected.
7. Search	Choose this option to display search results based on the search criteria defined above.
8. Application Period	Displays the period when applications can be submitted to OCD.
9. Application Number	Displays a unique assigned number for your application.
10. Application Type	Displays the type of application for the record.
11. Program	Displays the program type and program name.

12. Organization Name	Displays the name of the organization that created the application request.
13. Status	Displays the current status of the application.
14. Edit	Click the pencil icon to edit the application. *Note: Applications can only be edited when they are in an 'In Process' or 'Returned for Revision' status. If they have been 'Submitted' to OCD or have been 'Approved,' then the application would open and be read only.
15. Delete	Click the red "x" icon to delete the application. *Note: Applications can only be deleted when they are in an 'In Process' status. Once they have been 'Submitted' to OCD, the applications can no longer be deleted.

The functions available from the Application Search page are listed below with steps for performing each function:

Search for an Application:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.

Add a New Application:

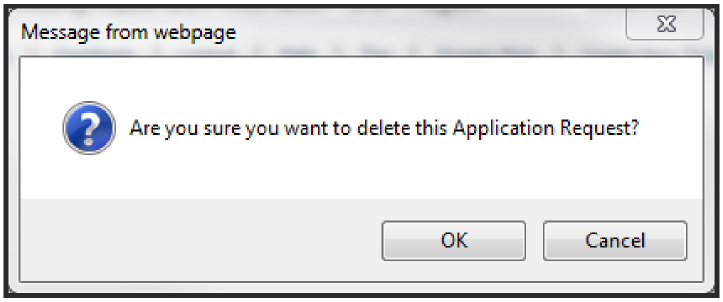
1. Select a **Program Year** and an **Application Type**.
2. Click the **Add New Grant Request** button.
3. You will navigate to the **Grant Request** page for adding a new application.

Edit an Existing Application:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Edit** icon next to an application that is in an 'In Process' status.
5. You will navigate to the **Grant Request** page for editing an existing application.

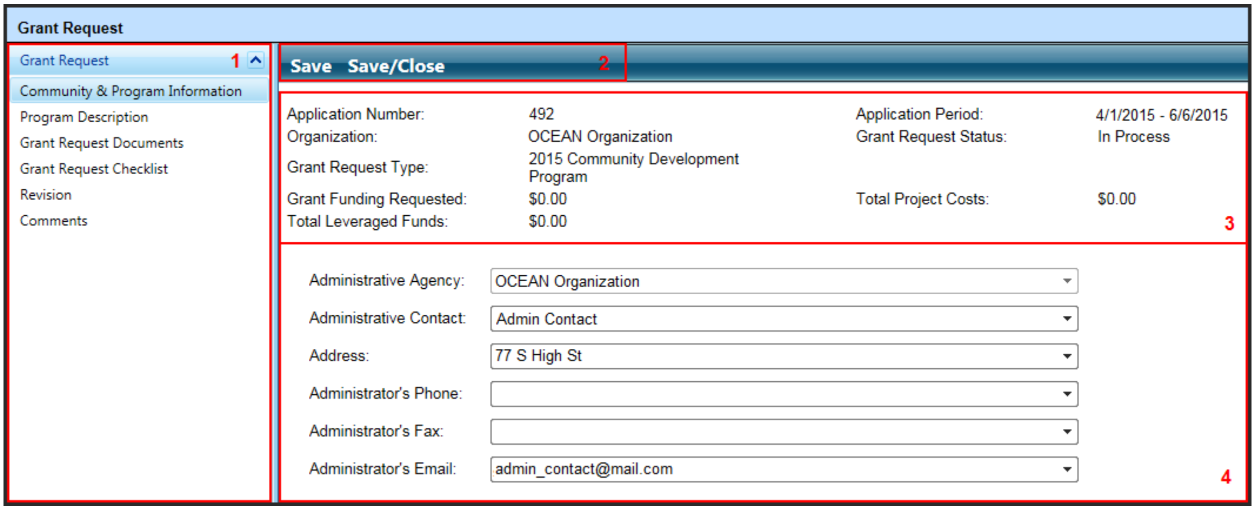
Delete an Existing Application:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Delete** icon next to an application that is in an 'In Process' status.
5. A message displays asking if you are sure you want to delete this Application Request.



6. Click **OK** to delete the application.

Grant Request



The Grant Request process is broken into four main sections:

1. **Left Navigation Panel** – This section lists the individual pages that will be completed as part of the application process. Clicking on an item in the left navigation updates section 4 with the details to be collected.
2. **Button Bar** – These buttons allow the user to save the application as additional details are entered up until the time it is ready to be submitted. Applications that are not completed will be saved as an “In Process” status. The buttons available in the button bar include:
   - **Save** – Saves the application in an “In Process” status and runs validations on the application for Community Development. Any validation messages will be displayed for review and corrected prior to the application being ready for submission.

Validation Message	Definition
All of the documents that are required have not been attached.	A document is listed on the Grant Request Documents page that has the checkbox checked for “Required,” but no response document has been uploaded. Upload your response document to clear this validation.
Total funds across activities ($$$) must equal $$$$ for the <<provider name>> provider leveraged fund.	All activity leveraged funds must total to the amounts you defined on the Financing Data page. Reallocate leveraged funds for this provider across the appropriate activities to clear this validation.
Project <<project name>>’s activity budget totals to $$ but should be $$$.	All activity budgets must total to the overall project budget. Reallocate activity budget dollars under this project to clear this validation.

Housing Details: <<project and type of housing unit>> must be filled in to submit the Grant Request	Click the Housing Details link in the left navigation, edit each type of housing unit record, entering data in all fields, and clicking the 'Update' button.
TH Details Historical <<project>> must be filled in to submit the Grant Request.	This message only displays for the Transitional Housing program. Click on the TH Details Historical link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.
TH Details Proposed <<project>> must be filled in to submit the Grant Request.	This message only displays for the Transitional Housing program. Click on the TH Details Proposed link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.
PSH Details Historical <<project>> must be filled in to submit the Grant Request.	This message only displays for the Permanent Supportive Housing program. Click on the PSH Details Historical link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.
PSH Details Proposed <<project>> must be filled in to submit the Grant Request.	This message only displays for the Permanent Supportive Housing program. Click on the PSH Details Proposed link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.
Activity <<project and activity name>> needs at least one outcome measurement.	All activities need an outcome measurement (if applicable). Click the Activity Outcomes and Leveraging link in the left navigation and associate at least one outcome in the outcome grid to each activity that tracks outcomes.

Table 1

- **Save/Close** – Saves the application in an "In Process" status and returns you to the Application Request Search page.
- **Submit** – Submits the grant request.
- **Return to Search** – Returns you to the Active Application Search page.

3. **Header Details** – The header details section remains throughout the application. It gives an overview of the application, including:
   - **Application Number** – unique assigned number to the application
   - **Organization** – organization creating the application
   - **Grant Request Type** – program the application is being created for
   - **Grant Funding Requested** – total CDBG funds requested across all projects on this application
   - **Total Leveraged Funds** – total leveraged funds defined on the financing data page
   - **Application Period** – application period for submitting applications
   - **Grant Request Status** – current status of the application
   - **Program Name** – displays the name of the program you entered on the Program Description page
   - **Assigned To –** name of the administrator assigned to the grant
4. **Page Details** – This section shows the specific details to be entered for the page

selected in the left navigation panel. The following pages detail each of these pages and the functions available for entering your application data.

Supportive Housing Programs

There are two types of Supportive Housing programs that you can create an application for:

- Transitional Housing
- Permanent Supportive Housing

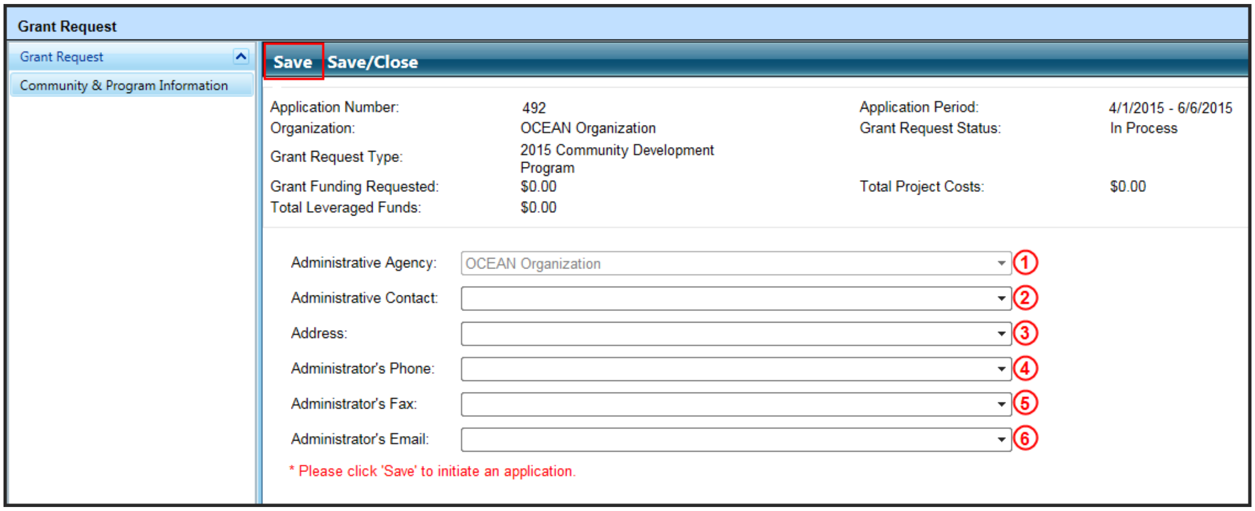
Each program will be added as a separate application.

The following sections are broken down into these two programs and will detail the process for creating each type of application.

Transitional Housing

Start from the Application Request Search page and click to **Add New Grant Request**.

Community & Program Information



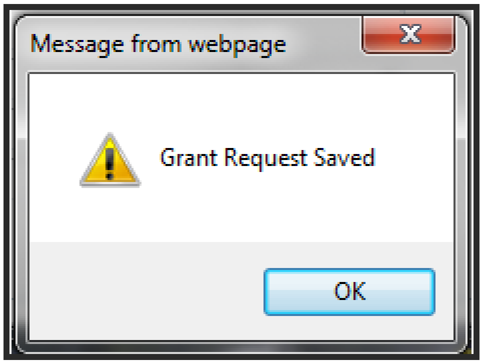
Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the SHP application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application – Save

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.

3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

Initiate an Application – Save / Close

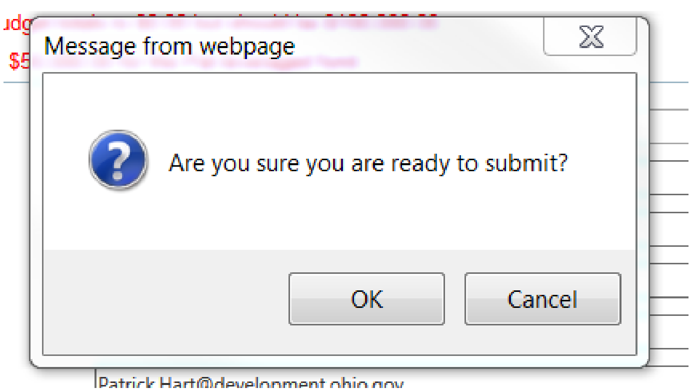
1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** is selected.
3. Click the **Save** / **Close** button in the top button bar to save the application.
4. The Active Application Search page is displayed.

Return to Application Search

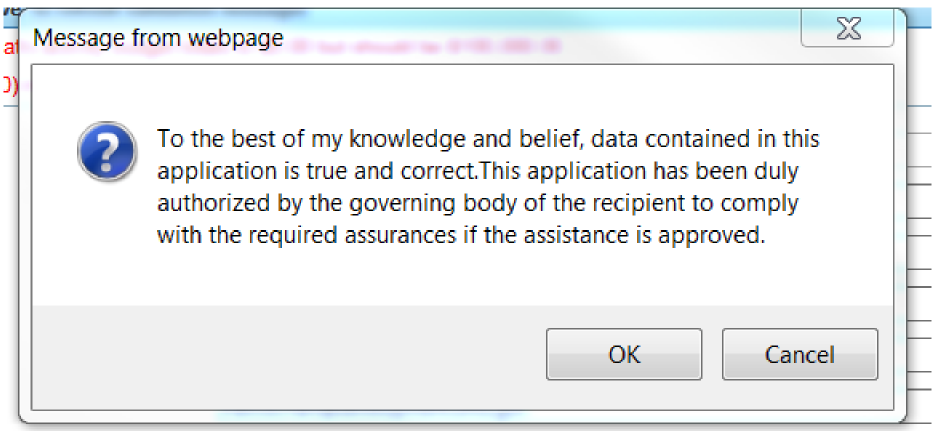
1. Click the Return to Search button from the top button bar.
2. The Active Application Search page is displayed and no information is saved.

Submit a New Application

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** is selected.
3. Click the **Submit** button in the top button bar to submit the application. Note, any validation messages must be resolved before the application can be successfully submitted.
4. A message will display to confirm the submit:



5. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
6. Another message box will be displayed to confirm the accuracy of the information:

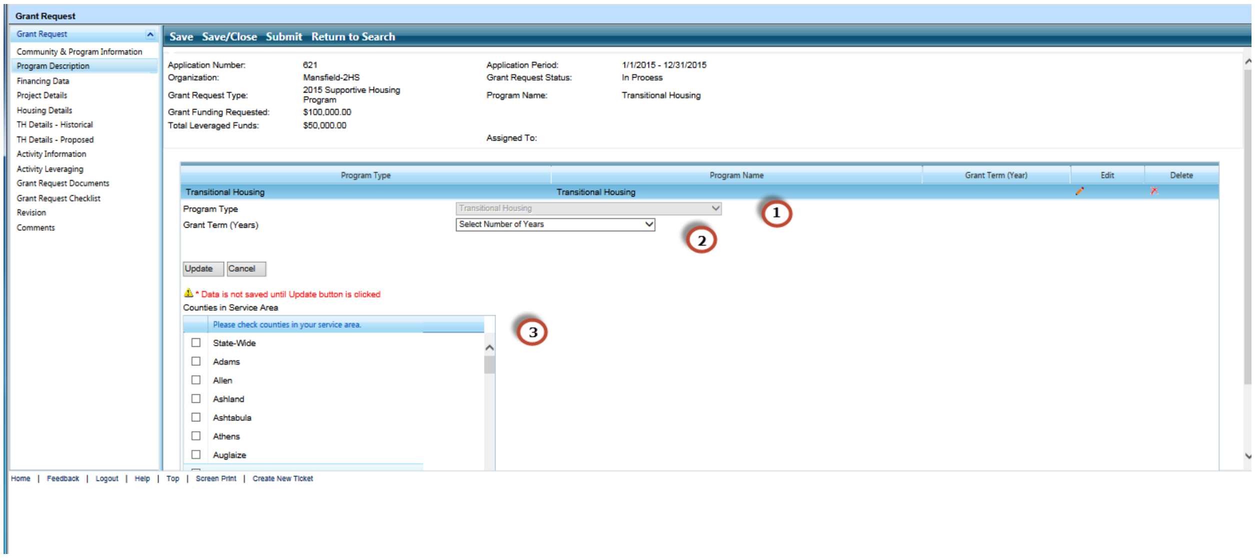


7. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
8. The application will be submitted when **OK** is clicked and there are no validation messages.

Cancel Initiating a New Application

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

Program Description



Field	Description
1. Program Type	This dropdown contains the type of program for which the grant is being requested. For SHP, there are two available programs: • Transitional Housing • Permanent Supportive Housing
2. Grant Term (years)	Provides you with the ability to select from a drop down the length of the grant – either one or two years.
3. Counties in Service Area	Provides you with the ability to select which counties are in your service area (also the ability to select all counties).

The functions available from the Program Description page are listed below with steps for performing each function:

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Grant Term and Counties in Service Area.**
4. Click the **Update** button.
5. Program description details are updated.

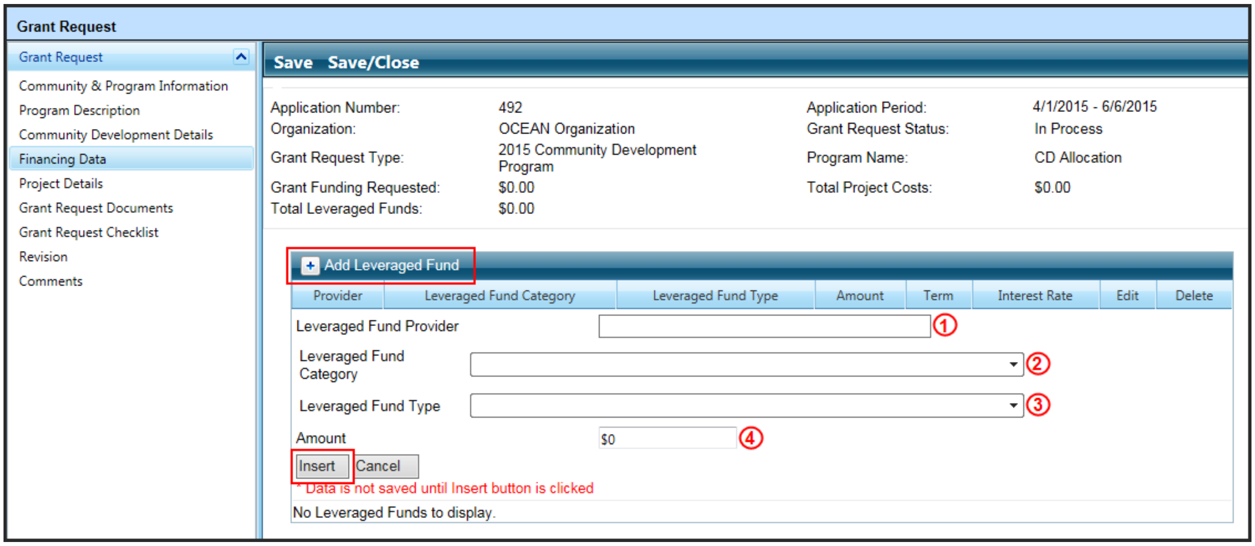
Cancel Editing Program Description

1. Click to **Edit** an existing program description in the grid.
2. The grid expands for editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Program Description

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Housing Details, TH Details Historical, TH Details Proposed, Activity Information, and Activity Leveraging will be deleted as well.

Financing Data



Field	**Description**
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: • Other Federal • Other Funds • Private Funds • State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: • Grant • In Kind • Cash
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.

The functions available from the Financing Data page are listed below with steps for performing each function:

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update (Insert)** button.
5. Leveraged fund details are updated.

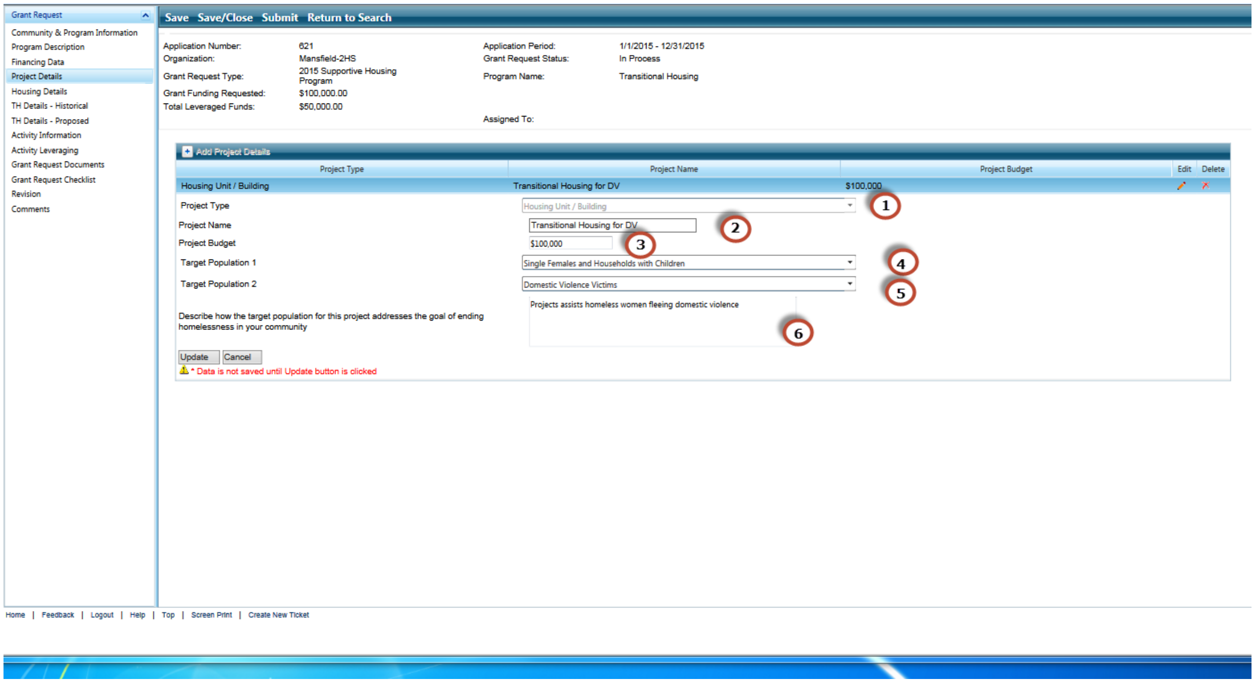
Cancel Editing Leveraged Fund

1. Click to **Edit** an existing leveraged fund in the grid.
2. The grid expands for editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details



Field	Description
1. Project Type	Select the project type from the dropdown. For the Supportive Housing – Transitional Housing program, the only available project type is: • Housing Unit / Building A maximum of 5 projects can be added to the application.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Supportive Housing projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. Target Population 1	Select the target population from the dropdown. Available options include: • Single Males (18 years and older) • Single Females (18 years and older) • Single Males and Females (18 years and older) • Couples Only, No Children • Single Males and Households with Children • Single Females and Households with Children • Households with Children • Unaccompanied Young Males (under 18) • Unaccompanied Young Females (under 18) • Unaccompanied Young Males and Females (under 18) • Single Male and Female and Households with Children

5. Target Population 2	Select the target population from the dropdown. Available options include: • Domestic Violence Victims • Veterans • Persons with HIV / AIDS • Chronically Homeless • Not Applicable; your program targets none of the above
6. Describe how the target population for this project addresses the goal of ending homelessness in your community	Enter text that answered the question.

The functions available from the Project Details page are listed below with steps for performing each function:

Edit Project Detail

1. Click on the **Edit** icon next to an existing project detail record in the grid.
2. The grid expands for editing the project detail record.
3. Edit the project detail information.
4. Click the **Update** button.
5. Project detail information is updated.

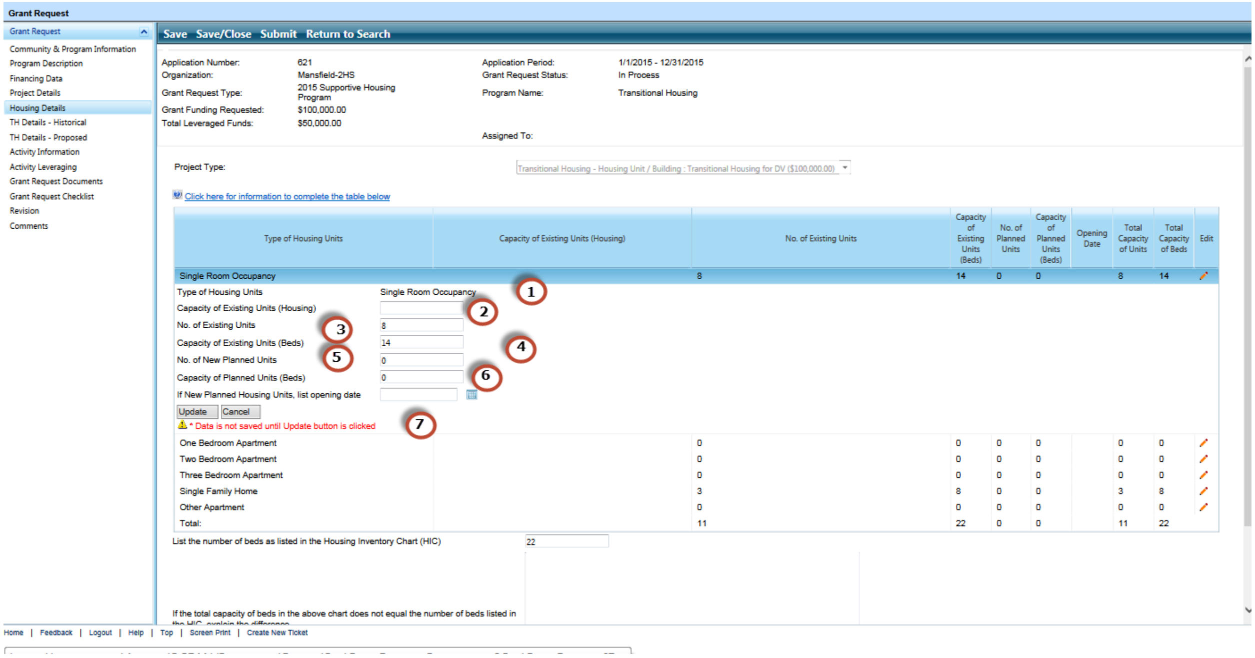
Cancel Editing Project Detail

1. Click to **Edit** an existing project detail record in the grid.
2. The grid expands for editing a project detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Project Detail

1. Click on the **Delete** icon next to an existing project detail record in the grid.
2. Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Housing Details, TH Details Historical, TH Details Proposed, Activity Information, and Activity Leveraging records will be deleted as well.

Housing Details



Field	Description
1. Type of Housing Units	Displays the type of housing unit for data to be entered.
2. Capacity of existing units (housing)	Enter the capacity of existing housing units.
3. No. of Existing Units	Enter the number of existing units for the type of housing unit displayed and project selected.
4. Capacity of Existing Units (Beds)	Enter the capacity of existing units (beds) for the type of housing unit displayed and project selected.
5. No. of New Planned Units	Enter the number of new planned units for the type of housing unit displayed and project selected.
6. Capacity of Planned Units (Beds)	Enter the capacity of planned units (beds) for the type of housing unit displayed and project selected.
7. If New Planned Housing Units, list Opening Date	If No. of New Planned Units were entered, then click the calendar icon and select the opening date for the type of housing unit displayed and project selected.

The functions available from the Housing Details page are listed below with steps for performing each function:

Edit Housing Details

1. Select a project from the **Project Type** dropdown above the housing units grid.
2. Click on the **Edit** icon next to an existing housing unit record in the grid.

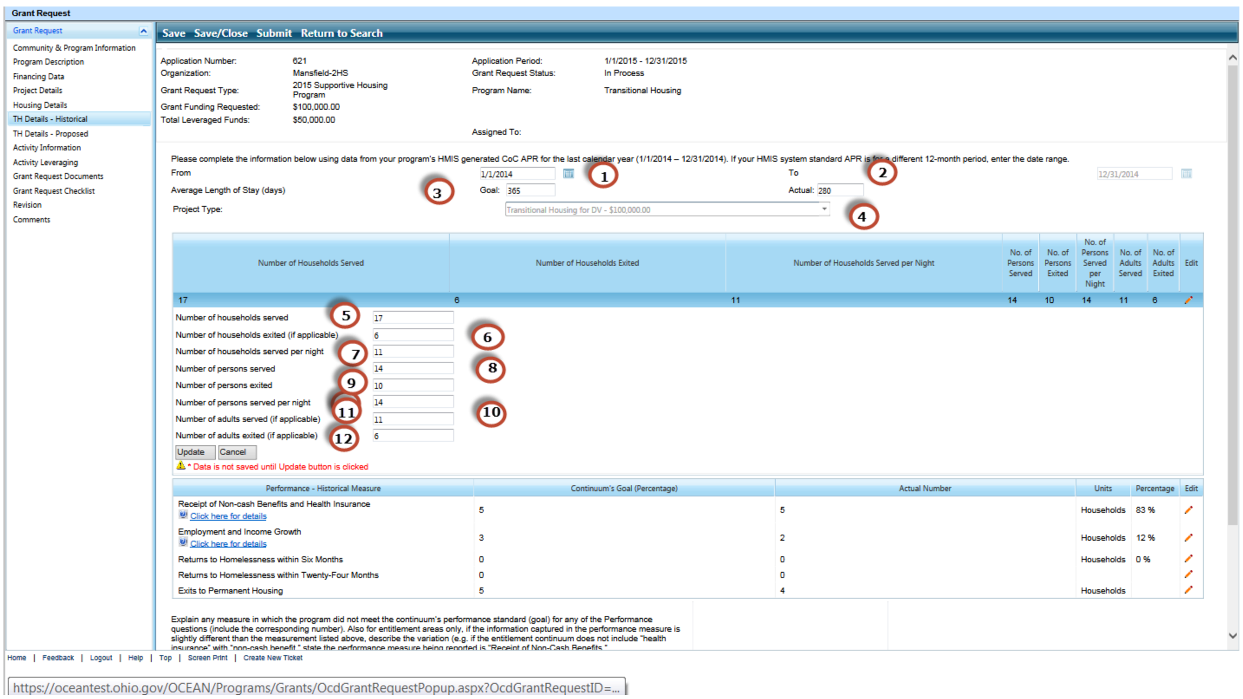
3. The grid expands for editing the housing unit record.
4. Edit the housing unit details.
5. Click the **Update** button.
6. Housing unit details are updated.
7. Repeat Steps 2 – 6 for each housing unit record for the project type selected.
8. Repeat Steps 1 – 7 for each project type in the project dropdown until housing unit details have been added for all projects.

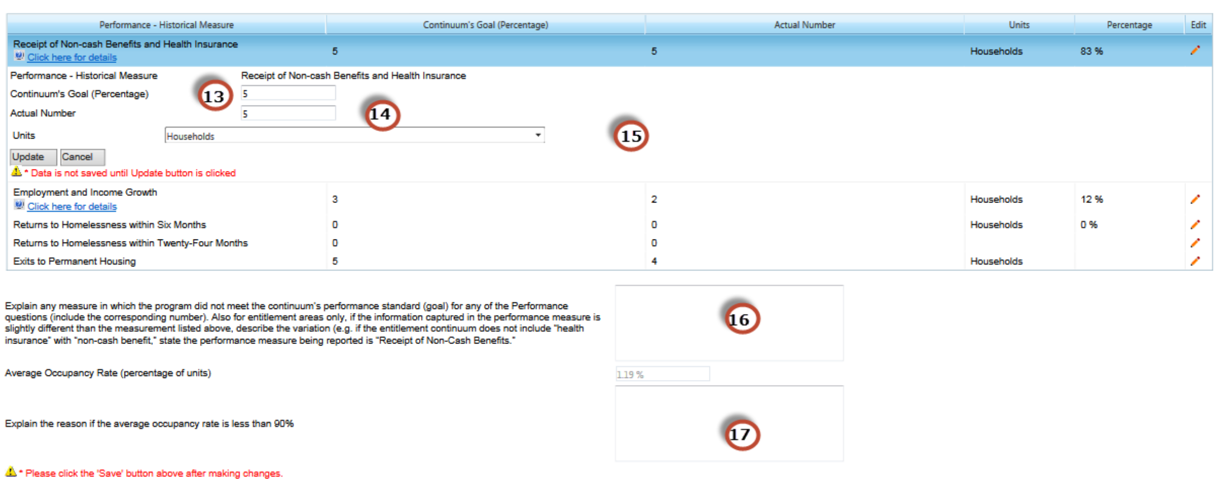
Cancel Editing Housing Details

1. Click to **Edit** an existing housing unit record in the grid.
2. The grid expands for editing a housing unit record.
3. Click the **Cancel** button.
4. Changes are not saved.

TH Details Historical

The TH Details Historical page only displays after a program has been added on the Program Description page for 'Transitional Housing.'





Field	Description
1. From	Enter the calendar year from date, note the system defaults to 1/1/2014.
2. To	Enter the calendar year to date, note the system defaults to 12 calendar months from the From date.
3. Average Length of stay (days), goal and actual	Enter the goal and actual numbers that reflect the average length of stay expressed in days.
4. Project Type	Select the project type amount from the drop down.
5. Number of households served	Enter the total number of households served.
6. Number of households exited	Enter the number of households that exited if applicable.
7. Number of households served per night	Enter the total number of households served per night.
8. Number of persons served	Enter the number of persons served.
9. Number of persons exited	Enter the number of persons exited.
10. Number of persons served per night	Enter the applicable number of the adults served per night.
11. Enter the number of adults served	Enter the applicable number of the adults that were served..
12. Number of adults exited	Enter the applicable number of the adults that exited.
13. Continuum's Goal	Enter the continuum's goal as a percentage of households for each of the historical performance measures.
14. Actual Number	Enter the actual number of exits households for each of the historical performance measures.
15. Units	Express the units measurement from the dropdown as persons, adults, or households for each of the historical performance measures.

16. Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits."	Explain any measure which did not meet the continuum's performance standard goal
17. Explain the reason of the average occupancy rate is less than 90%	Enter the reason (s) why the Average Occupancy Rate (percentage of units) is less than 90%.

The functions available from the TH Details Historical page are listed below with steps for performing each function:

Edit TH Details Historical

1. Select a project from the **Project Type** dropdown above the three grids.
2. Click on the **Edit** icon next to an existing record.
3. The grid expands for editing the record.
4. Edit the record.
5. Click the **Update** button.
6. Record details are updated.
7. Repeat the necessary steps for each record for the project type selected.
8. Repeat the necessary steps for each project type in the project dropdown until details

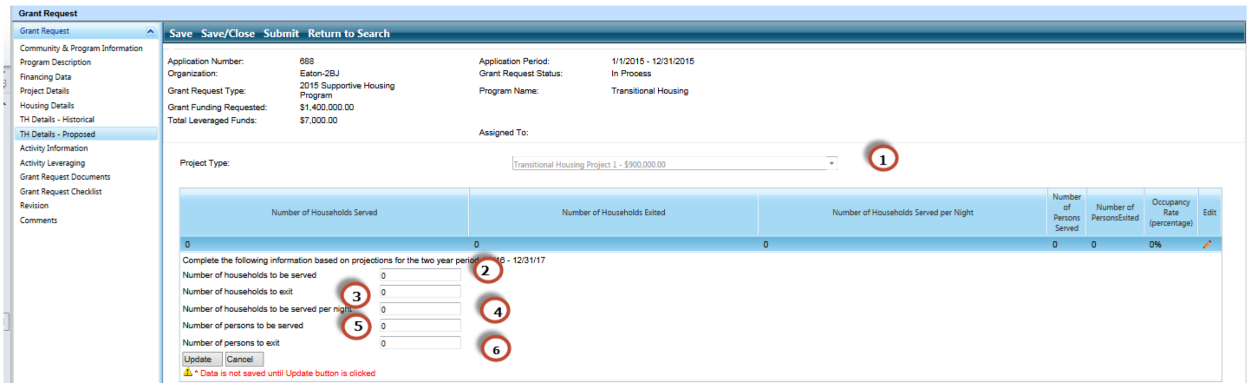
have been added for all projects.

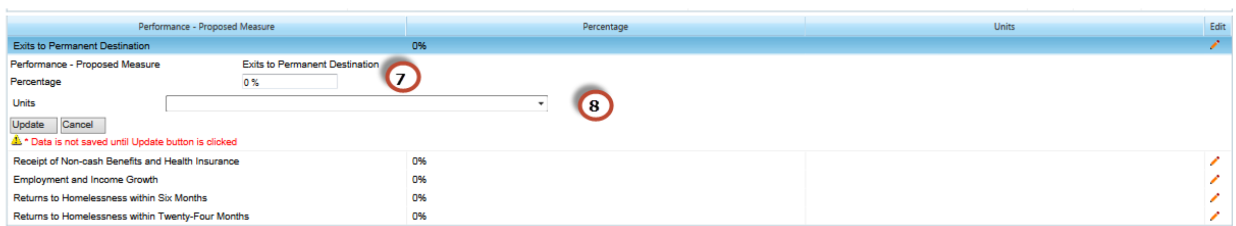
Cancel Editing TH Details Historical

1. Click to **Edit** an existing record in one of the three grids on this page.
2. The grid expands for editing the record.
3. Click the **Cancel** button.
4. Changes are not saved.

TH Details Proposed

The TH Details Proposed page only displays after a program has been added on the Program Description page for ‘Transitional Housing.’





Field	Description
1. Project Type	Select the project type amount from the drop down.
2. Number of households to be served	Enter the total number of households to be served.
3. Number of to households to exit	Enter the number of households to exit.
4. Number of households to be served per night	Enter the total number of households to be served per night.
5. Number of persons to be served	Enter the number of persons to be served.

6. Number of persons to exit	Enter the number of persons to exit.
7. Percentage	Enter the percentage desired (for the units specified) for the proposed measure.
8. Units	Enter the proposed units measurement from the dropdown as persons, adults, or households for each of the proposed performance measures..

The functions available from the TH Details Proposed page are listed below with steps for performing each function:

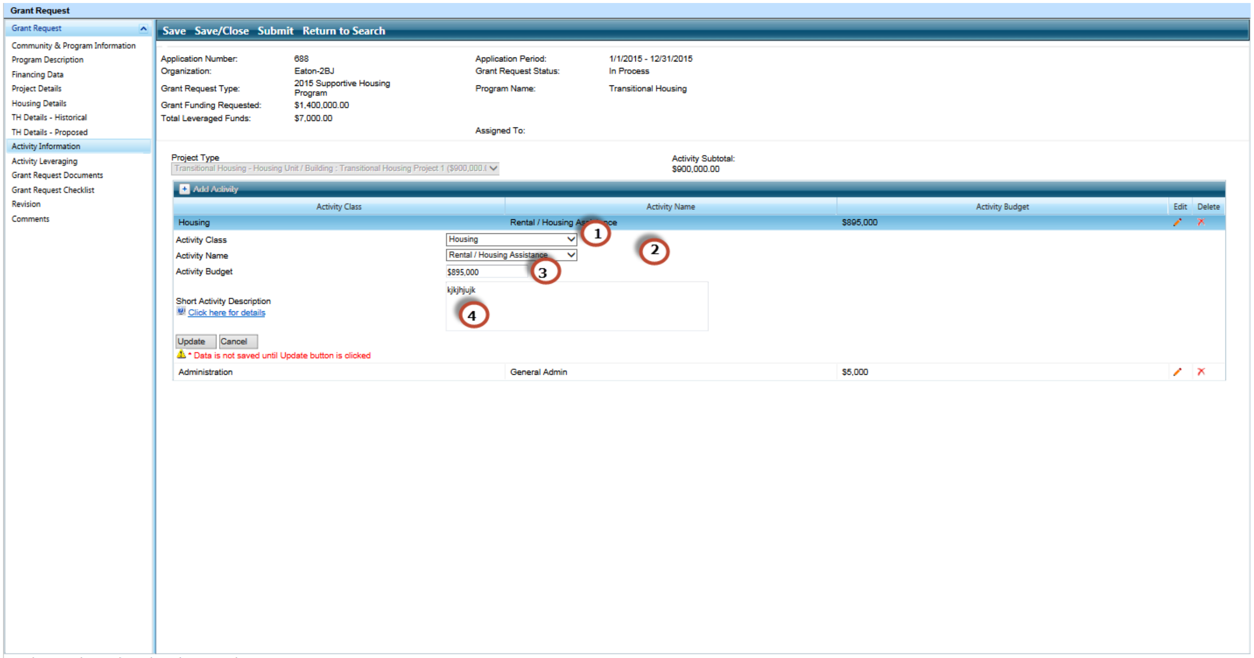
Edit TH Details Proposed

1. Select a project from the **Project Type** dropdown above the grid.
2. Click on the **Edit** icon next to the record in the grid.
3. The grid expands for editing the record.
4. Edit the record.
5. Click the **Update** button.
6. Record details are updated.
7. Repeat the necessary steps for each record for the project type selected.
8. Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

Cancel Editing TH Details Proposed

1. Click to **Edit** an existing record in the grid on this page.
2. The grid expands for editing the record.
3. Click the **Cancel** button.
4. Changes are not saved.

Activity Information



Field	Description
1. Activity Class	Select an activity class for the new activity. The available activity class options include: • Housing • Administration
2. Activity Name	Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See Table 2 below for potential activity names per activity class.
3. Activity Budget	Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.
4. Short Activity Description	Enter your short activity description narrative here.

Activity Class	Activities	
Administration	• General Admin	
Housing	• Data Collection & Eval. • Operating Expenses / CHDO	• Rental / Housing Assistance • Supportive Serv. w/ Housing

Table 2

The functions available from the Activity Information page are listed below with steps for performing each function:

Add Activity

1. Select a project from the **Project Type** dropdown above the activity grid.
2. The activity grid refreshes to show all activities currently associated with the selected project.
3. Click on the **Add Activity** button in the grid.
4. The grid expands for adding an activity record.
5. Enter all activity details.
6. Click the **Update** button.
7. Activity details are saved.
8. Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
9. Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

Edit Activity

1. Click on the **Edit** icon next to an existing activity record in the grid.
2. The grid expands for editing the activity record.
3. Edit the activity details.
4. Click the **Update** button.
5. Activity details are updated.

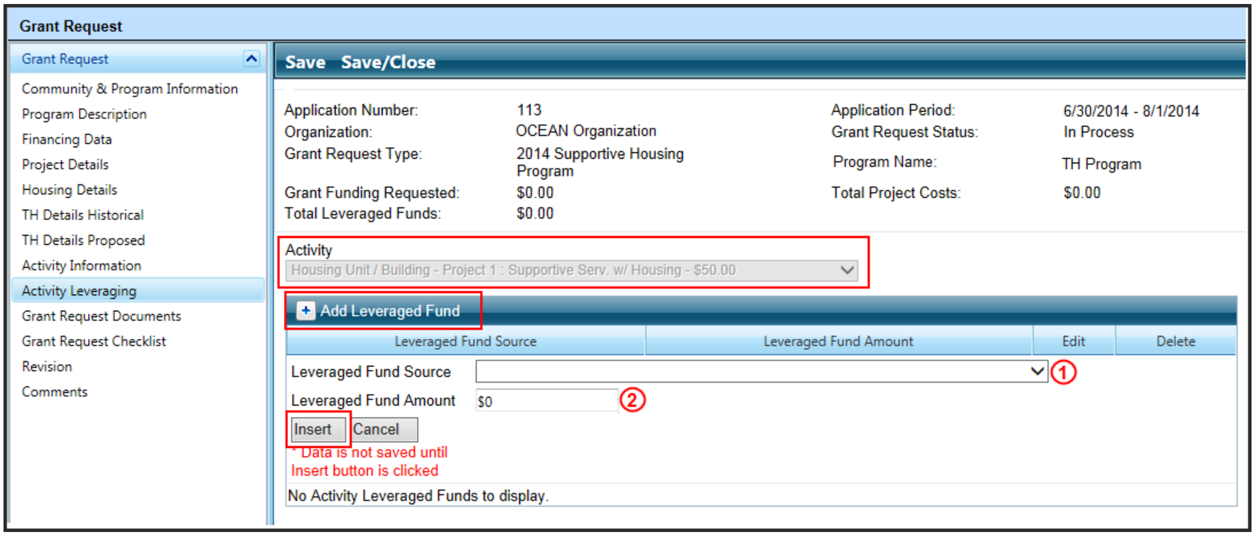
Cancel Adding/Editing Activity

1. Click to either **Add Activity** or **Edit** an existing activity record in the grid.
2. The grid expands for adding/editing an activity record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Activity

1. Click on the **Delete** icon next to an existing activity record in the grid.
2. Activity record is deleted from the grid. *Note: When deleting an activity record, all related Activity Leveraging records will be deleted as well.

Activity Leveraging



Field	Description
1. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
2. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

The functions available from the Activity Leveraging page are listed below with steps for performing each function:

Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
1. The grid expands for editing the leveraged fund record.

2. Edit the leveraged fund details.
3. Click the **Update** button.
4. Leveraged fund details are updated.

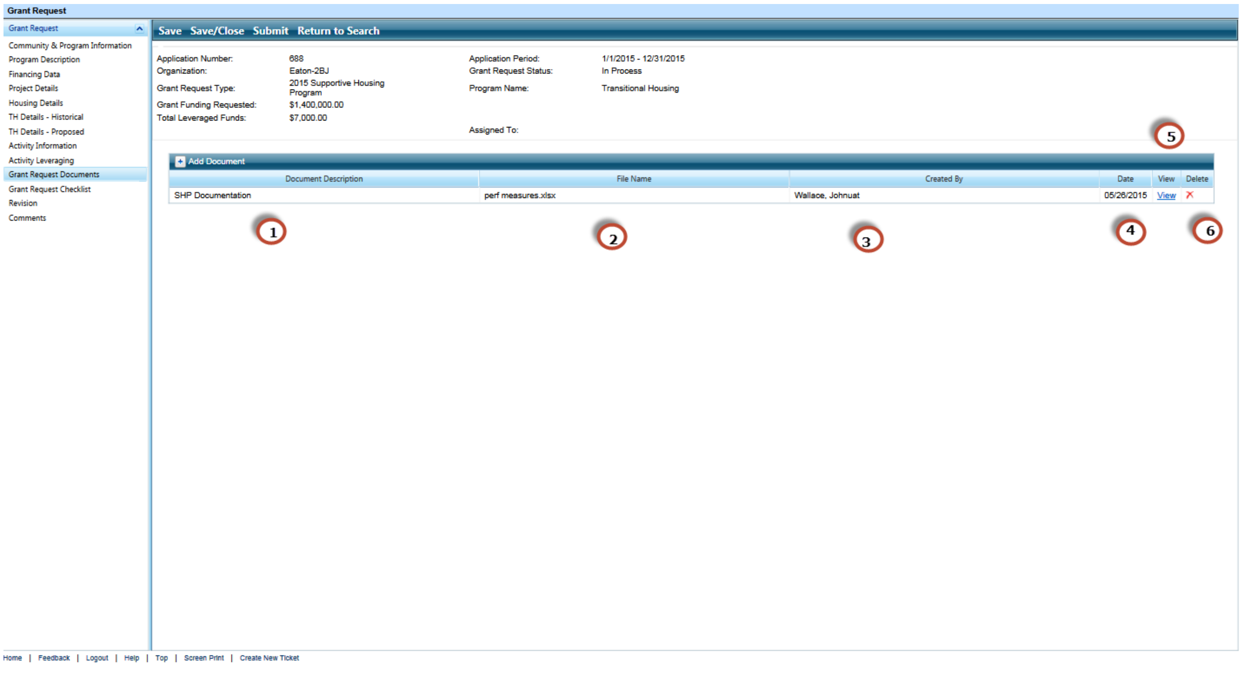
Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

Grant Request Documents



Field	Description
1. Document Description	Displays the name of the document that was uploaded.
2. File Name	Displays the name of the file, including the extension, which was uploaded.
3. Created By	Displays the username of the user who uploaded the file.
4. Date	Displays the date of the upload.
5. View	Use this link to view/download the document.
6. Delete	Click this icon to delete the document.

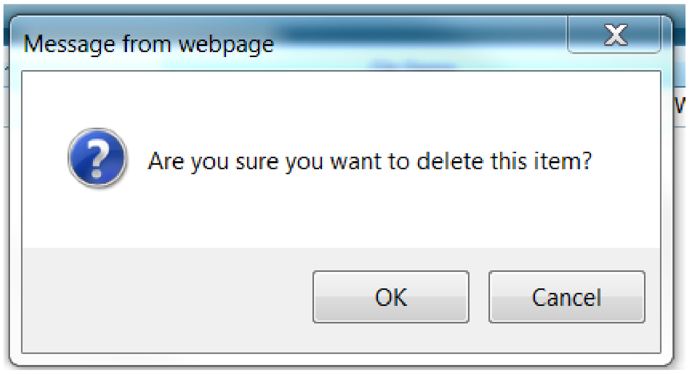
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to the provided template and/or instruction form or next to your response document.
2. A new window displays with the document details displayed.
3. Click the **Open** to open the document or **Save ./ Save As** to save the document to your computer.

Delete Document from Grant Request Documents

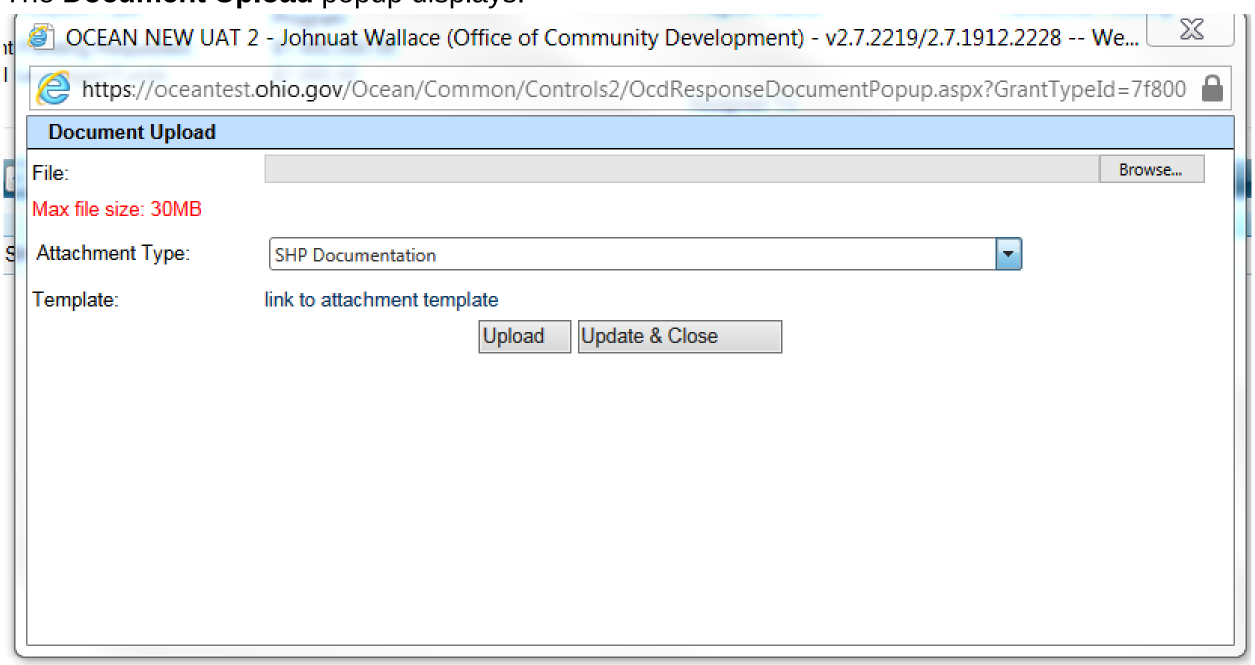
1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Confirm that the document can be deleted by clicking **OK.**



3. Your response document will be deleted.

Add Document

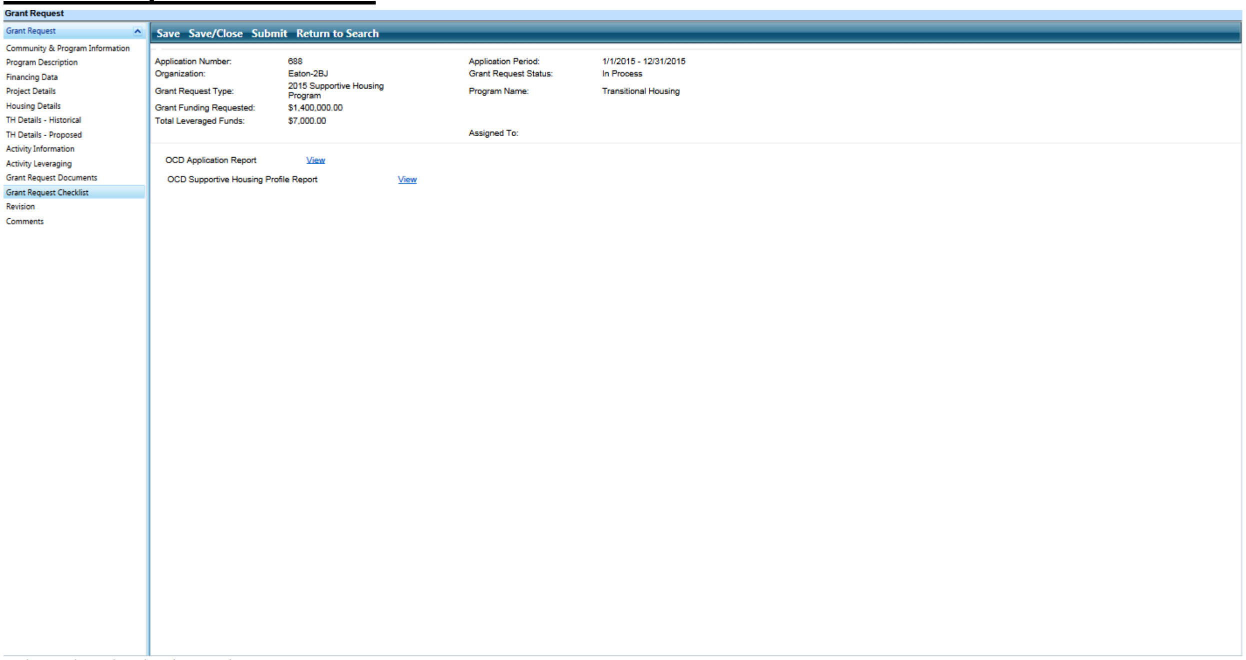
1. Click the **Add Document** button in the documents grid to attach a file that is not listed in the grant request documents grid.
2. The **Document Upload** popup displays.



3. Click the **Upload** or **Upload and Close** buttons.
4. Click **Browse**.
5. The **Windows File Explorer** popup displays.
6. Navigate to the file you would like to attach on your local machine and click the **Open** button.
7. The name of the file will be displayed in the **File** field on the document upload popup.

8. Select the **Attachment Type** from the dropdown list (only option available will be 'SHP Documentation').
9. Click the **Upload or Upload and Close** buttons to upload your document to the documents grid.

Grant Request Checklist

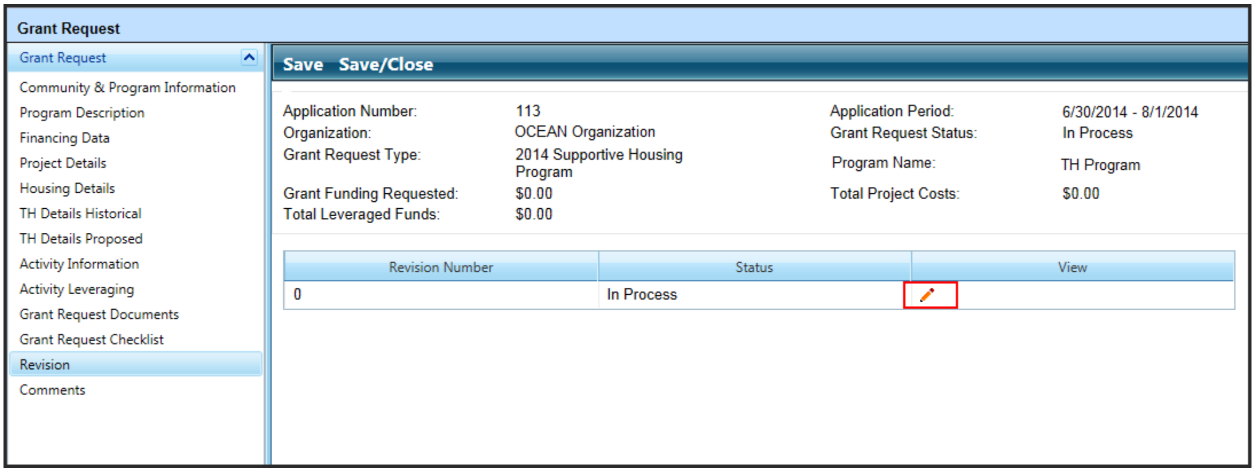


The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

Revision

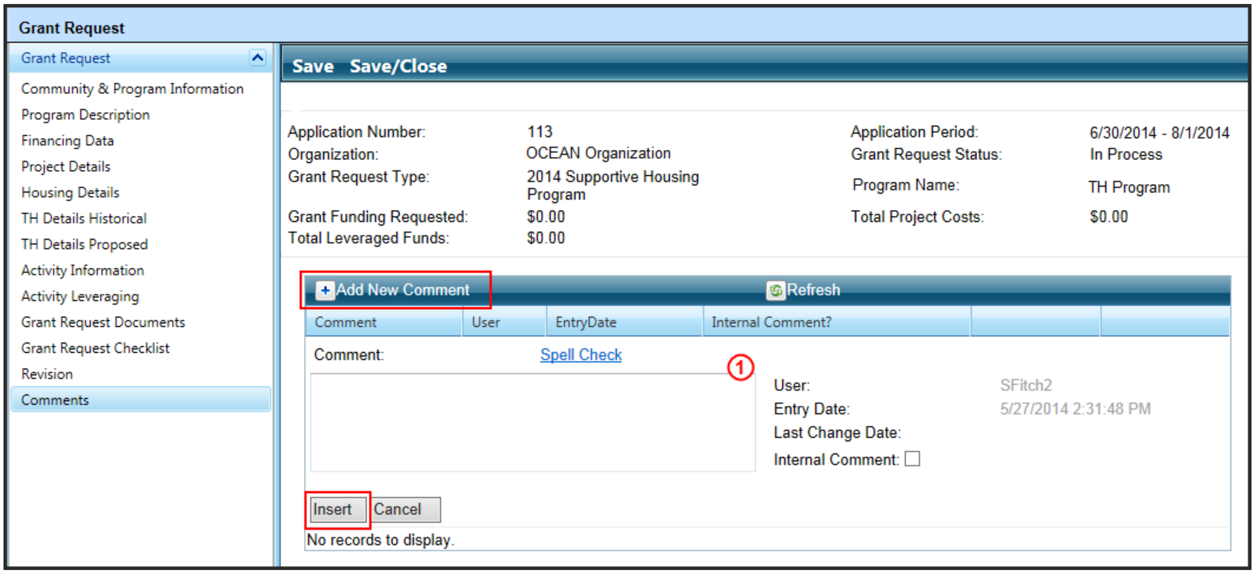


The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments



Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

Edit Comment

1. Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

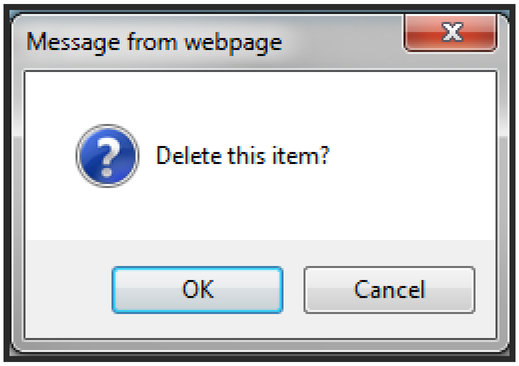
Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.

2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Comment

1. Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.

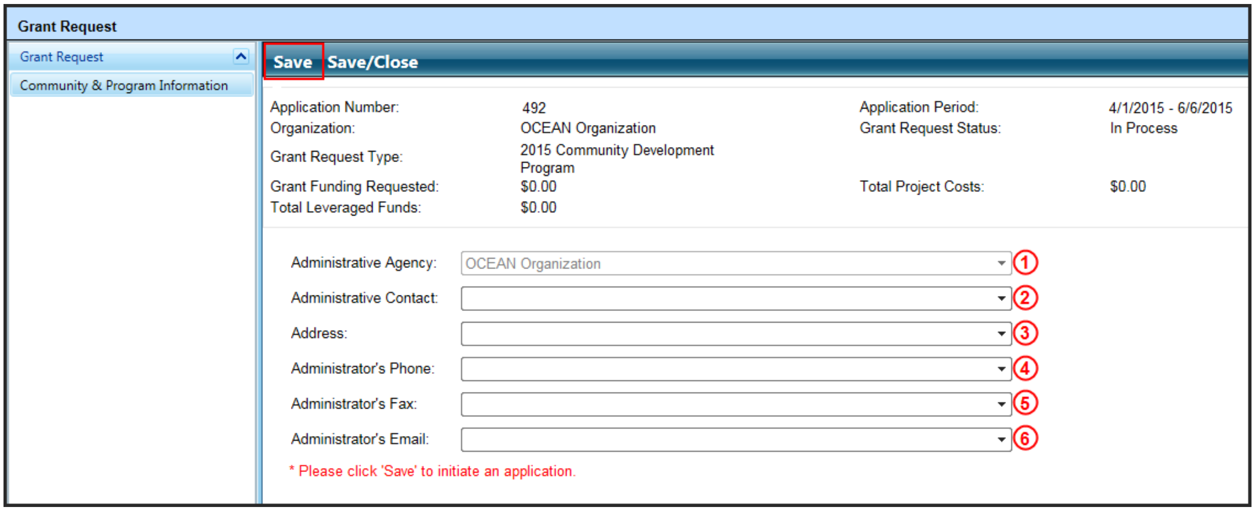


3. Click **OK**.
4. Comment record is deleted from the grid.

Permanent Supportive Housing

Start from the Application Request Search page and click to **Add New Grant Request**.

Community & Program Information



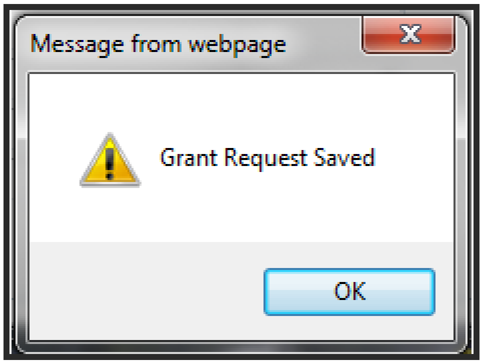
Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the SHP application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application – Save

1) Select an **Administrative Contact** from the dropdown.
2) Verify the correct **Address** and **Email** is selected.

3) Click the **Save** button in the top button bar to initiate the application.
4) A message will display to inform you that the grant request has been saved.

    a. 

5) Click **OK** in the message box to continue.
6) The remaining pages of the grant application will be displayed in the left navigation panel.

Initiate an Application – Save / Close

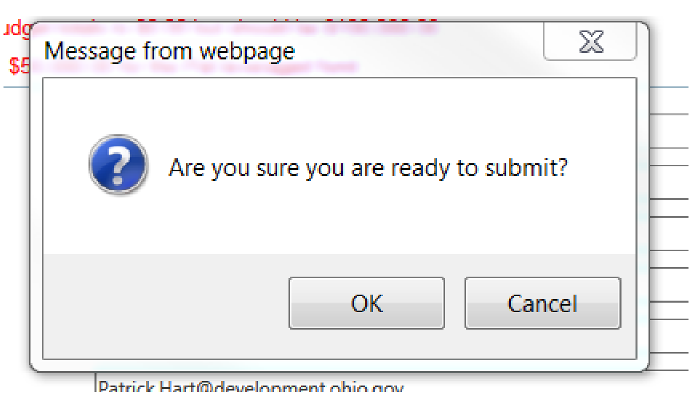
1) Select an **Administrative Contact** from the dropdown.
2) Verify the correct **Address** and **Email** is selected.
3) Click the **Save** / **Close** button in the top button bar to save the application.
4) The Active Application Search page is displayed.

Return to Application Search

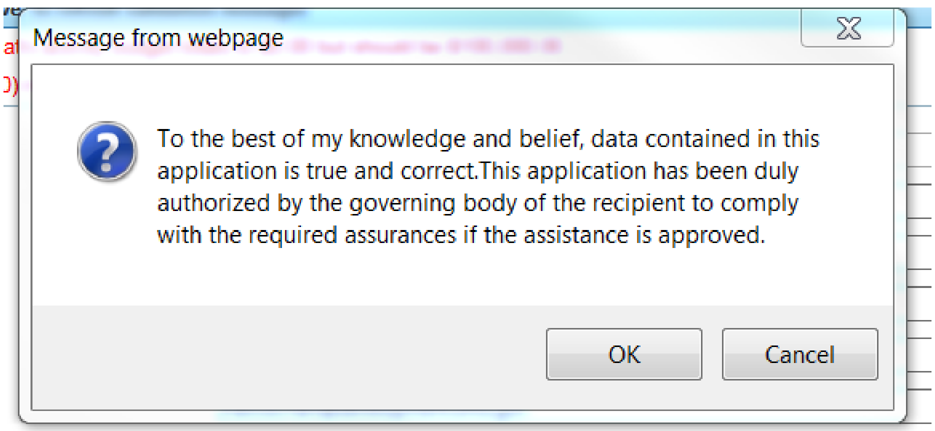
1) Click the Return to Search button from the top button bar.
2) The Active Application Search page is displayed and no information is saved.

Submit a New Application

1) Select an **Administrative Contact** from the dropdown.
2) Verify the correct **Address** and **Email** is selected.
3) Click the **Submit** button in the top button bar to submit the application. Note, any validation messages must be resolved before the application can be successfully submitted.
4) A message will display to confirm the submit:



5. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
6. Another message box will be displayed to confirm the accuracy of the information:

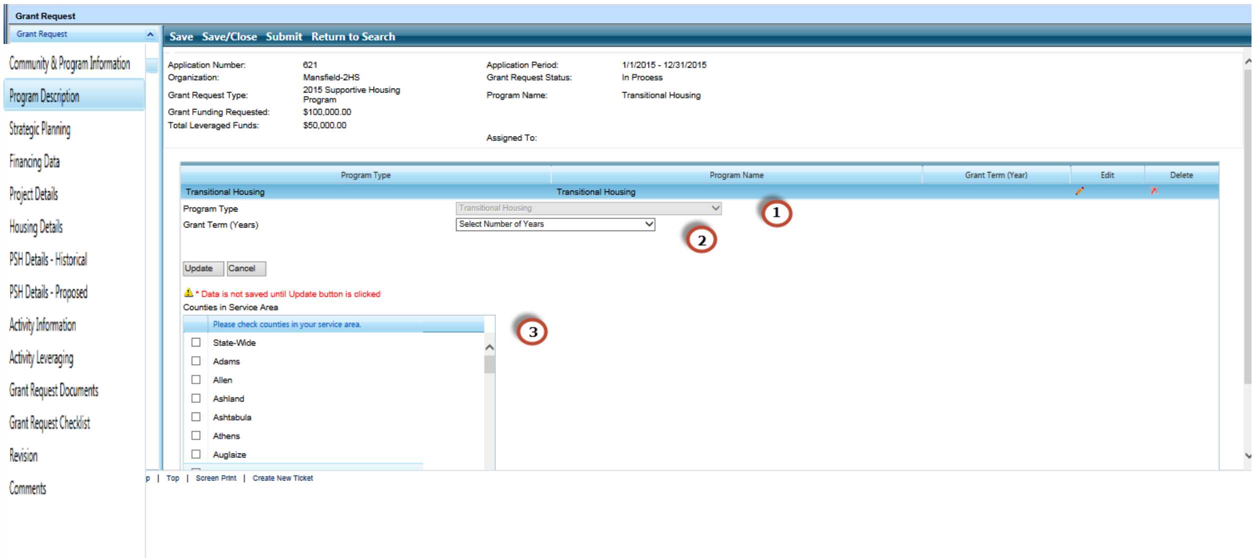


7. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
8. The application will be submitted when **OK** is clicked and there are no validation messages.

Cancel Initiating a New Application

1) Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2) A new application will not be created.

Program Description



Field	Description
1. Program Type	This dropdown contains the type of program for which the grant is being requested. For SHP, there are two available programs: • Transitional Housing • Permanent Supportive Housing
2. Grant Term (years)	Provides you with the ability to select from a drop down the length of the grant – either one or two years.
3. Counties in Service Area	Provides you with the ability to select which counties are in your service area (also the ability to select all counties).

The functions available from the Program Description page are listed below with steps for performing each function:

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Grant Term and Counties in Service Area.**
4. Click the **Update** button.
5. Program description details are updated.

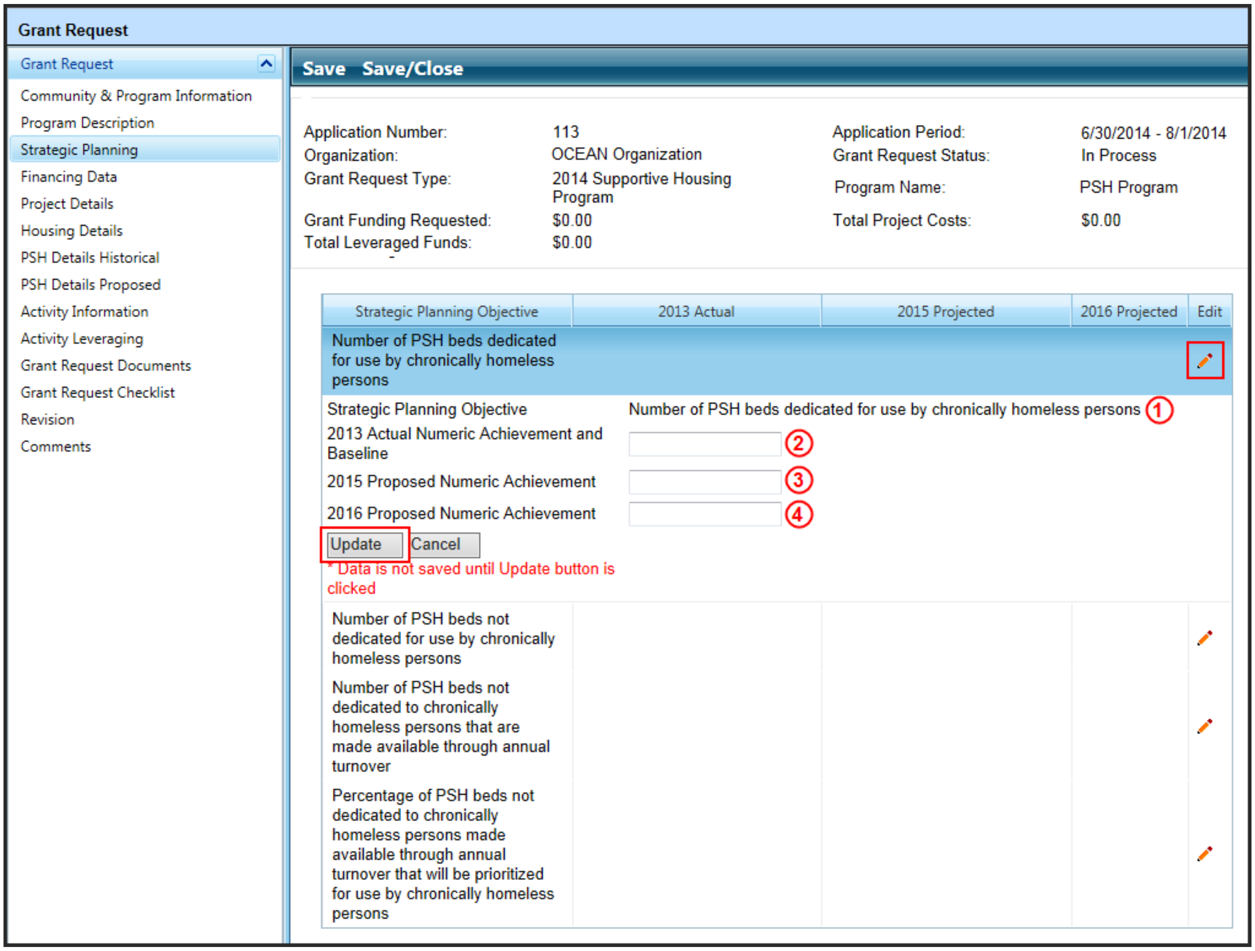
Cancel Editing Program Description

1) Click to **Edit** an existing program description in the grid.
2) The grid expands for editing a program description.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Program Description

1) Click on the **Delete** icon next to an existing program description record in the grid.
2) Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Housing Details, PSH Details Historical, PSH Details Proposed, Activity Information, and Activity Leveraging will be deleted as well.

Strategic Planning



Field	Description
1. Strategic Planning Objective	Displays the name of the strategic planning objective. This list of strategic planning objectives includes: • Number of PSH beds dedicated for use by chronically homeless persons • Number of PSH beds not dedicated for use by chronically homeless persons • Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover • Percentage of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons
2. <<Prior Year>> Actual	Enter the actual numeric achievement and baseline for last year.

3. <<Next Year>> Projected	Enter the proposed numeric achievement for next year.
4. <<Second Year>> Projected	Enter the proposed numeric achievement for two years from now.

The functions available from the Strategic Planning page are listed below with steps for performing each function:

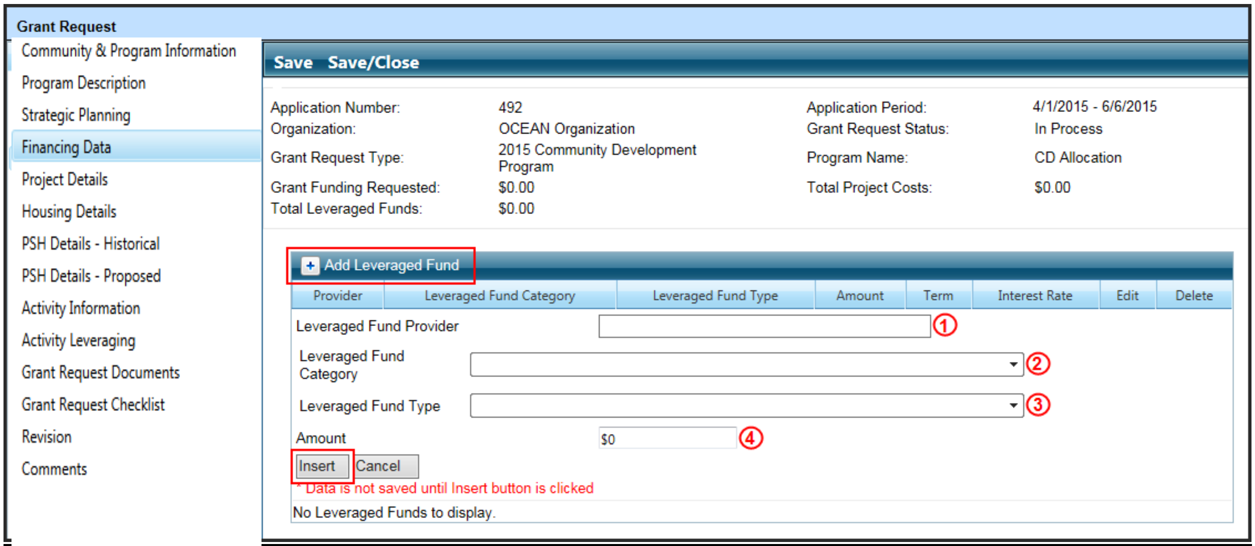
Edit Strategic Planning Details

1. Click on the **Edit** icon next to an existing strategic planning detail record in the grid.
2. The grid expands for editing the strategic planning detail record.
3. Edit the strategic planning details.
4. Click the **Update** button.
5. Strategic planning details are updated.

Cancel Adding/Editing Strategic Planning Details

1. Click to **Edit** an existing strategic planning detail record in the grid.
2. The grid expands for editing a strategic planning detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Financing Data



Field	Description
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: • Other Federal • Other Funds • Private Funds • State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: • Grant • In Kind • Cash
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.

The functions available from the Financing Data page are listed below with steps for performing each function:

Edit Leveraged Fund

1) Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2) The grid expands for editing the leveraged fund record.
3) Edit the leveraged fund details.
4) Click the **Update (Insert)** button.

5) Leveraged fund details are updated.

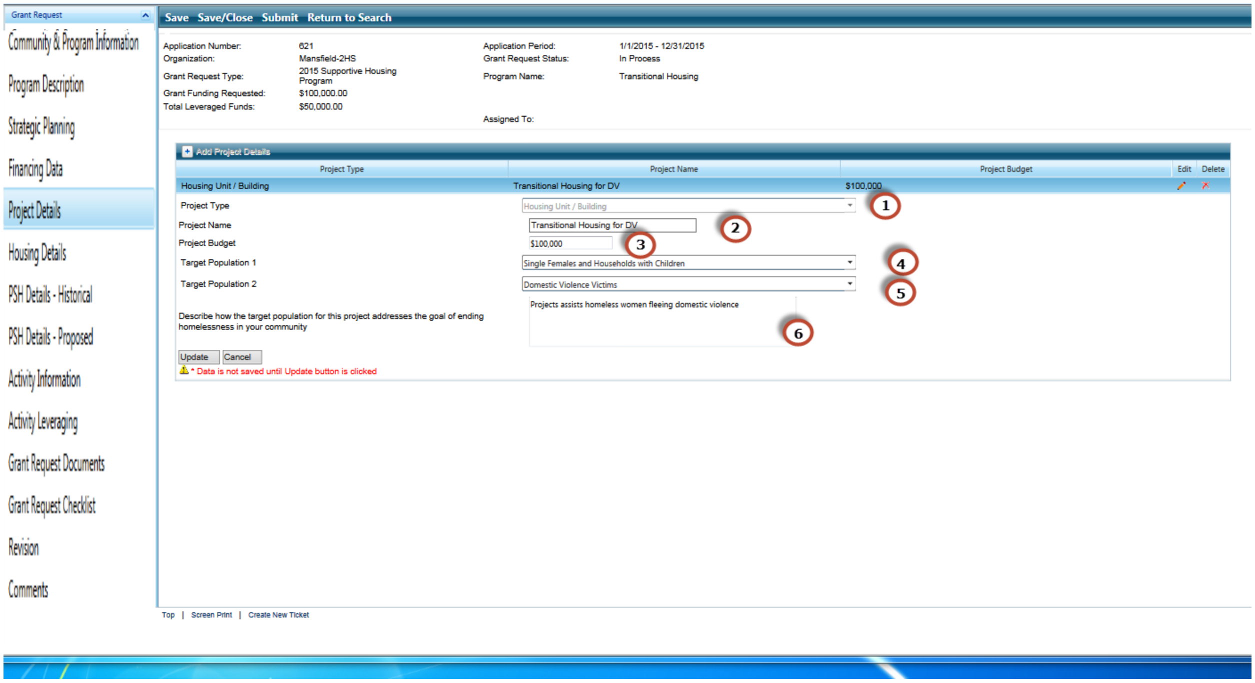
Cancel Editing Leveraged Fund

1) Click to **Edit** an existing leveraged fund in the grid.
2) The grid expands for editing a leveraged fund record.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Leveraged Fund

1) Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2) Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details



Field	Description
1. Project Type	Select the project type from the dropdown. A maximum of 5 projects can be added to the application.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Supportive Housing projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. Target Population 1	Select the target population from the dropdown. Available options include: • Single Males (18 years and older) • Single Females (18 years and older) • Single Males and Females (18 years and older) • Couples Only, No Children • Single Males and Households with Children • Single Females and Households with Children • Households with Children • Unaccompanied Young Males (under 18) • Unaccompanied Young Females (under 18) • Unaccompanied Young Males and Females (under 18) • Single Male and Female and Households with Children

5. Target Population 2	Select the target population from the dropdown. Available options include: • Domestic Violence Victims • Veterans • Persons with HIV / AIDS • Chronically Homeless • Not Applicable; your program targets none of the above
6. Describe how the target population for this project addresses the goal of ending homelessness in your community	Enter text that answered the question.

The functions available from the Project Details page are listed below with steps for performing each function:

Edit Project Detail

1) Click on the **Edit** icon next to an existing project detail record in the grid.
2) The grid expands for editing the project detail record.
3) Edit the project detail information.
4) Click the **Update** button.
5) Project detail information is updated.

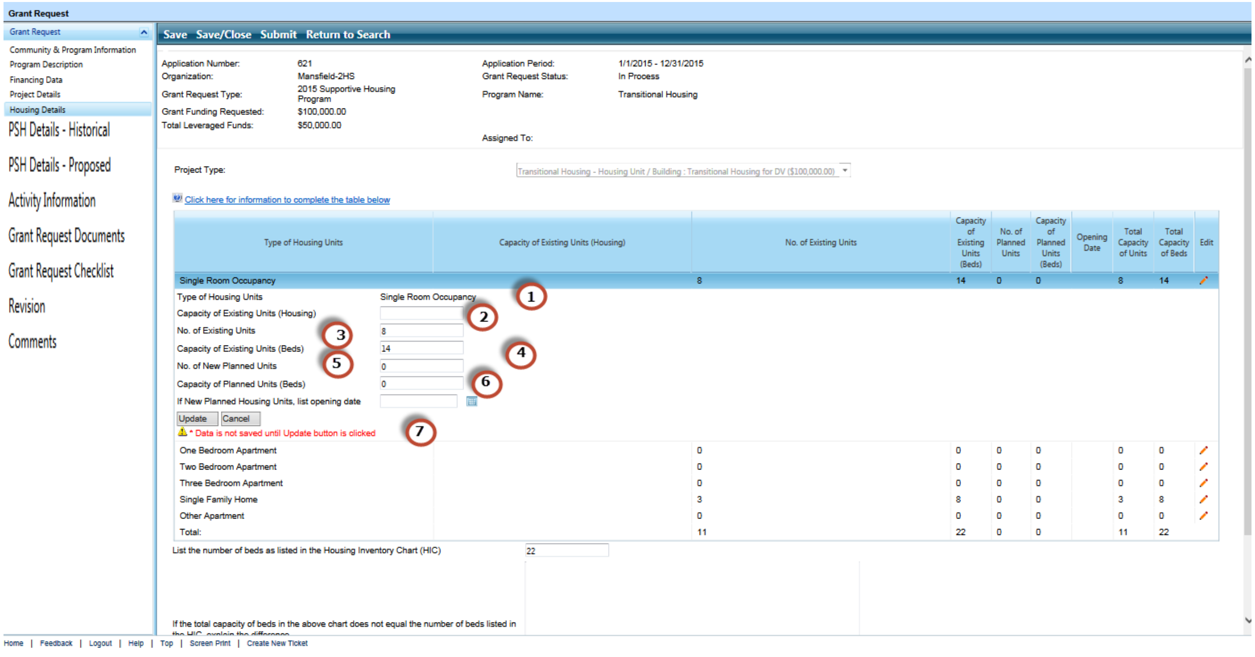
Cancel Editing Project Detail

1) Click to **Edit** an existing project detail record in the grid.
2) The grid expands for editing a project detail record.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Project Detail

1) Click on the **Delete** icon next to an existing project detail record in the grid.
2) Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Housing Details, PSH Details Historical, PSH Details Proposed, Activity Information, and Activity Leveraging records will be deleted as well.

Housing Details



Field	Description
1. **Type of Housing Units**	Displays the type of housing unit for data to be entered.
2. **Capacity of existing units (housing)**	Enter the capacity of existing housing units.
3. **No. of Existing Units**	Enter the number of existing units for the type of housing unit displayed and project selected.
4. **Capacity of Existing Units (Beds)**	Enter the capacity of existing units (beds) for the type of housing unit displayed and project selected.
5. **No. of New Planned Units**	Enter the number of new planned units for the type of housing unit displayed and project selected.
6. **Capacity of Planned Units (Beds)**	Enter the capacity of planned units (beds) for the type of housing unit displayed and project selected.
7. **If New Planned Housing Units, list Opening Date**	If No. of New Planned Units were entered, then click the calendar icon and select the opening date for the type of housing unit displayed and project selected.

The functions available from the Housing Details page are listed below with steps for performing each function:

Edit Housing Details

1) Select a project from the **Project Type** dropdown above the housing units grid.

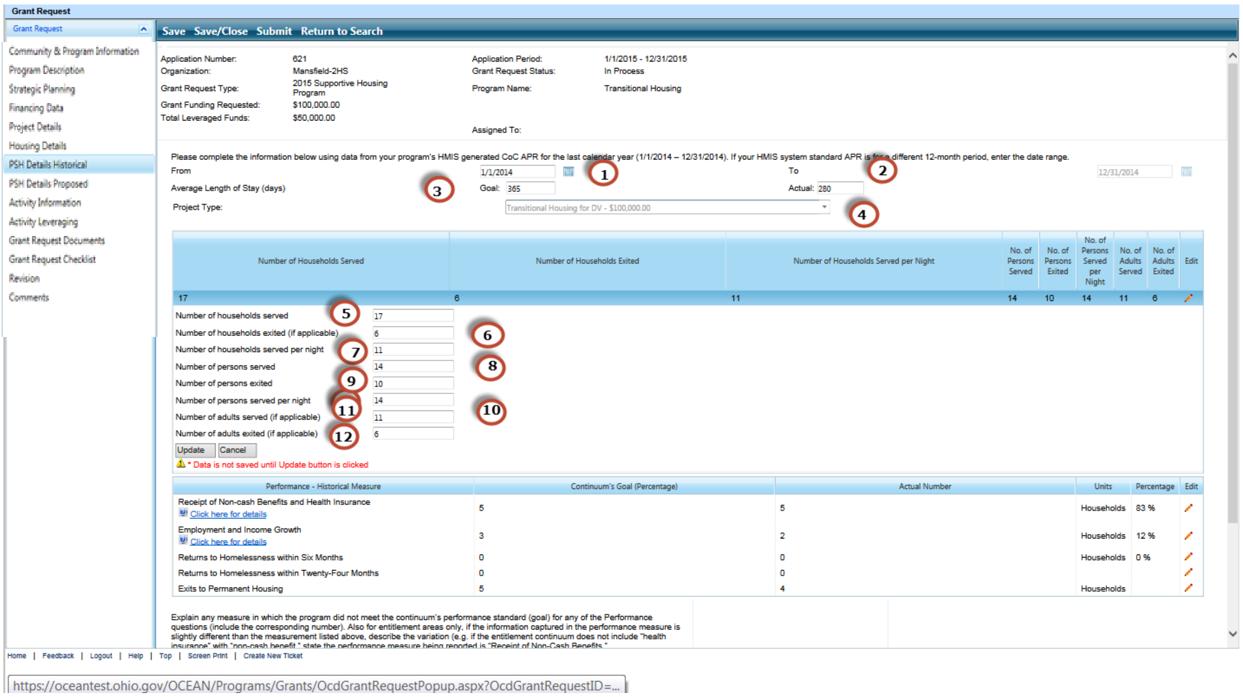
2) Click on the **Edit** icon next to an existing housing unit record in the grid.
3) The grid expands for editing the housing unit record.
4) Edit the housing unit details.
5) Click the **Update** button.
6) Housing unit details are updated.
7) Repeat Steps 2 – 6 for each housing unit record for the project type selected.
8) Repeat Steps 1 – 7 for each project type in the project dropdown until housing unit details have been added for all projects.

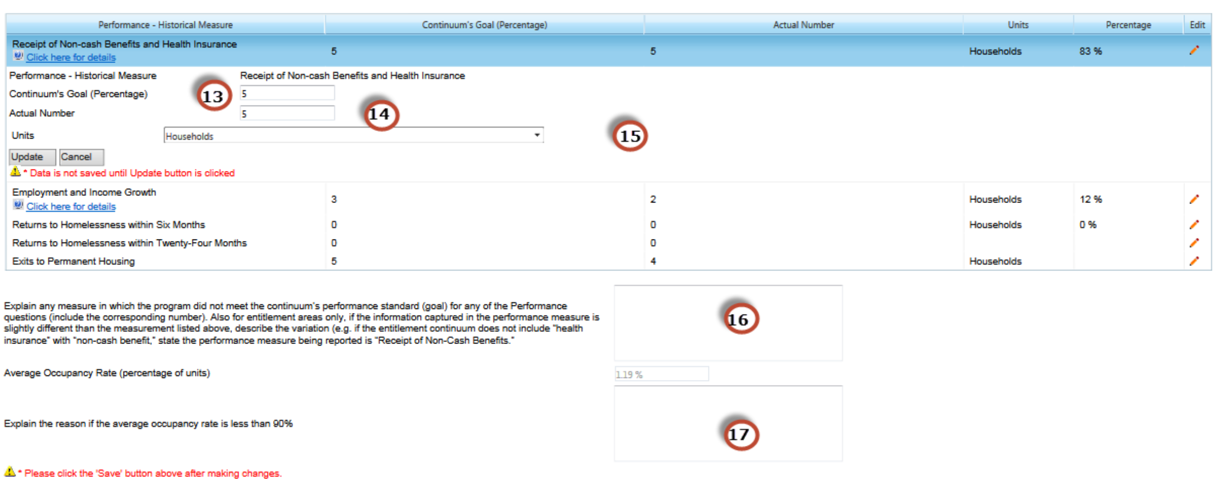
Cancel Editing Housing Details

1) Click to **Edit** an existing housing unit record in the grid.
2) The grid expands for editing a housing unit record.
3) Click the **Cancel** button.
4) Changes are not saved.

PSH Details Historical

The PSH Details Historical page only displays after a program has been added on the Program Description page for 'Permanent Supportive Housing.'





Field	Description
1. From	Enter the calendar year from date, note the system defaults to 1/1/2014.
2. To	Enter the calendar year to date, note the system defaults to 12 calendar months from the From date.
3. Average Length of stay (days), goal and actual	Enter the goal and actual numbers that reflect the average length of stay expressed in days.
4. Project Type	Select the project type amount from the drop down.
5. Number of households served	Enter the total number of households served.
6. Number of households exited	Enter the number of households that exited if applicable.
7. Number of households served per night	Enter the total number of households served per night.
8. Number of persons served	Enter the number of persons served.
9. Number of persons exited	Enter the number of persons exited.
10. Number of persons served per night	Enter the applicable number of the adults served per night.
11. Enter the number of adults served	Enter the applicable number of the adults that were served..
12. Number of adults exited	Enter the applicable number of the adults that exited.
13. Continuum's Goal	Enter the continuum's goal as a percentage of households for each of the historical performance measures.
14. Actual Number	Enter the actual number of exits households for each of the historical performance measures.
15. Units	Express the units measurement from the dropdown as persons, adults, or households for each of the historical performance measures.

16. Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits."	Explain any measure which did not meet the continuum's performance standard goal
17. Explain the reason of the average occupancy rate is less than 90%	Enter the reason (s) why the Average Occupancy Rate (percentage of units) is less than 90%.

The functions available from the PSH Details Historical page are listed below with steps for performing each function:

Edit PSH Details Historical

1) Select a project from the **Project Type** dropdown above the three grids.
2) Click on the **Edit** icon next to an existing record.
3) The grid expands for editing the record.
4) Edit the record.
5) Click the **Update** button.
6) Record details are updated.

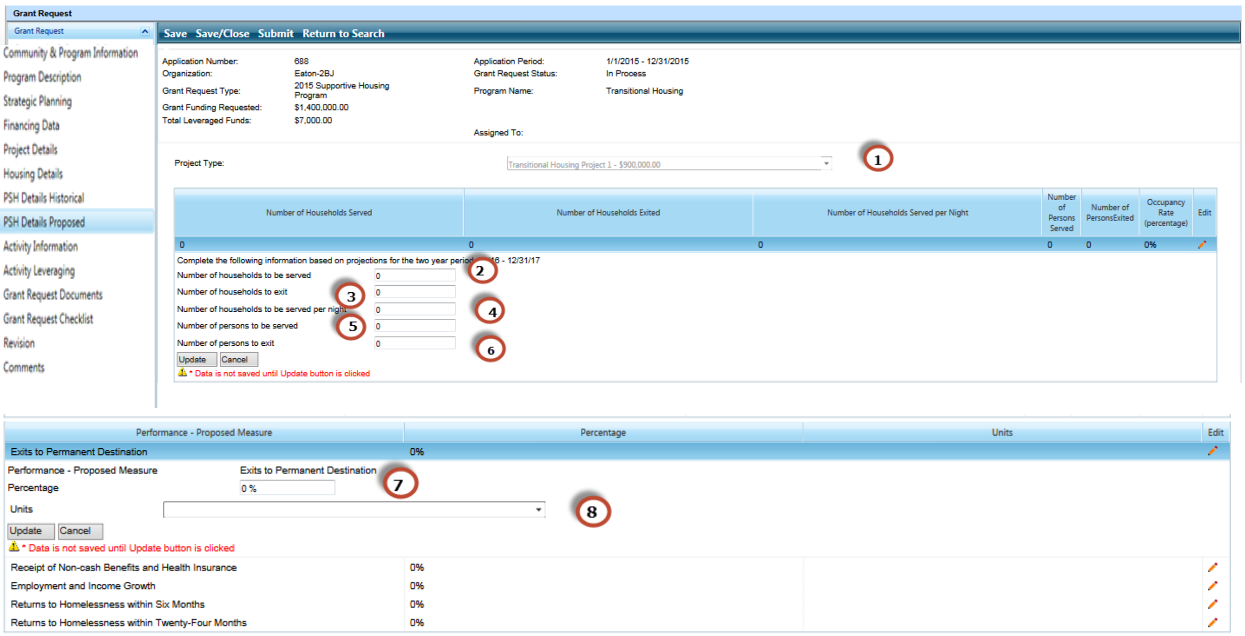
7) Repeat the necessary steps for each record for the project type selected.
8) Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

Cancel Editing PSH Details Historical

1) Click to **Edit** an existing record in one of the three grids on this page.
2) The grid expands for editing the record.
3) Click the **Cancel** button.
4) Changes are not saved.

PSH Details Proposed

The PSH Details Proposed page only displays after a program has been added on the Program Description page for 'Permanent Supportive Housing.'



Field	Description
1. Project Type	Select the project type amount from the drop down.
2. Number of households to be served	Enter the total number of households to be served.
3. Number of to households to exit	Enter the number of households to exit.
4. Number of households to be served per night	Enter the total number of households to be served per night.
5. Number of persons to be served	Enter the number of persons to be served.

6. Number of persons to exit	Enter the number of persons to exit.
7. Percentage	Enter the percentage desired (for the units specified) for the proposed measure.
8. Units	Enter the proposed units measurement from the dropdown as persons, adults, or households for each of the proposed performance measures..

The functions available from the PSH Details Proposed page are listed below with steps for performing each function:

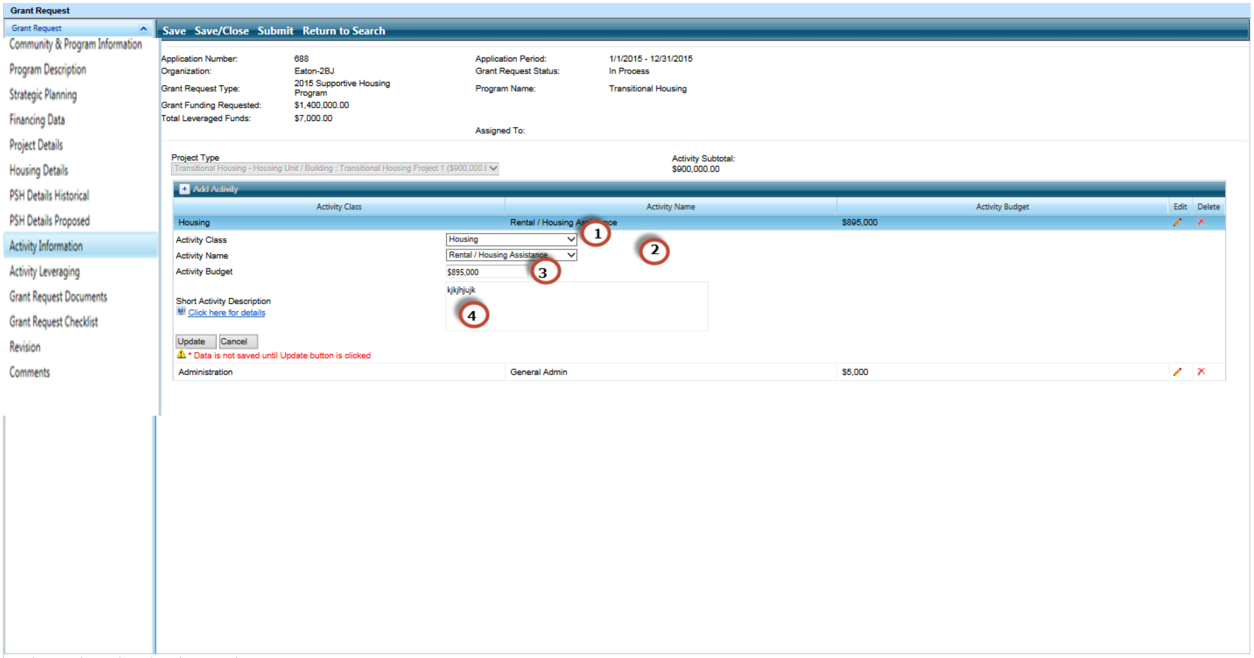
Edit PSH Details Proposed

1) Select a project from the **Project Type** dropdown above the grid.
2) Click on the **Edit** icon next to the record in the grid.
3) The grid expands for editing the record.
4) Edit the record.
5) Click the **Update** button.
6) Record details are updated.
7) Repeat the necessary steps for each record for the project type selected.
8) Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

Cancel Editing PSH Details Proposed

1) Click to **Edit** an existing record in the grid on this page.
2) The grid expands for editing the record.
3) Click the **Cancel** button.
4) Changes are not saved.

Activity Information



Field	Description
1. Activity Class	Select an activity class for the new activity.
2. Activity Name	Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See Table 2 below for potential activity names per activity class.
3. Activity Budget	Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.
4. Short Activity Description	Enter your short activity description narrative here.

Activity Class	Activities
Administration	• General Admin
Housing	• Data Collection & Eval. • Operating Expenses / CHDO • Rental / Housing Assistance • Supportive Serv. w/ Housing

Table 3

The functions available from the Activity Information page are listed below with steps for performing each function:

Add Activity

1) Select a project from the **Project Type** dropdown above the activity grid.
2) The activity grid refreshes to show all activities currently associated with the selected

project.

3) Click on the **Add Activity** button in the grid.
4) The grid expands for adding an activity record.
5) Enter all activity details.
6) Click the **Update** button.
7) Activity details are saved.
8) Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
9) Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

Edit Activity

1) Click on the **Edit** icon next to an existing activity record in the grid.
2) The grid expands for editing the activity record.
3) Edit the activity details.
4) Click the **Update** button.
5) Activity details are updated.

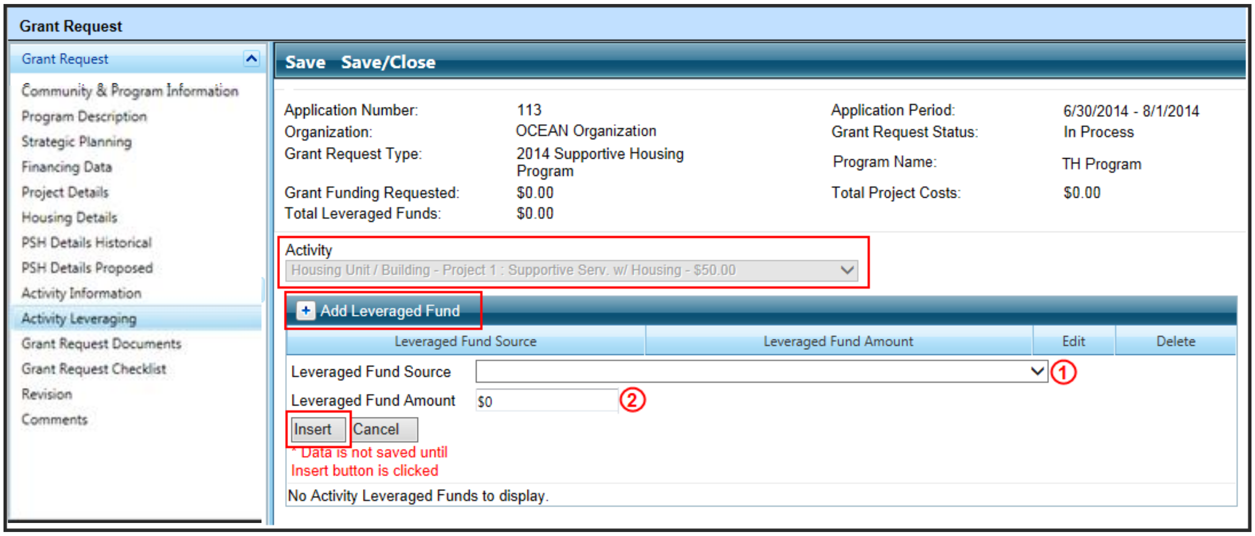
Cancel Adding/Editing Activity

1) Click to either **Add Activity** or **Edit** an existing activity record in the grid.
2) The grid expands for adding/editing an activity record.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Activity

1) Click on the **Delete** icon next to an existing activity record in the grid.
2) Activity record is deleted from the grid. *Note: When deleting an activity record, all related Activity Leveraging records will be deleted as well.

Activity Leveraging



Field	Description
1. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
2. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

The functions available from the Activity Leveraging page are listed below with steps for performing each function:

Add Leveraged Fund

1) Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2) The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3) Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4) The grid expands for adding a leveraged fund record.
5) Enter all leveraged fund details.
6) Click the **Insert** button.
7) Leveraged fund details are saved.
8) Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9) Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1) Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2) The grid expands for editing the leveraged fund record.

3) Edit the leveraged fund details.
4) Click the **Update** button.
5) Leveraged fund details are updated.

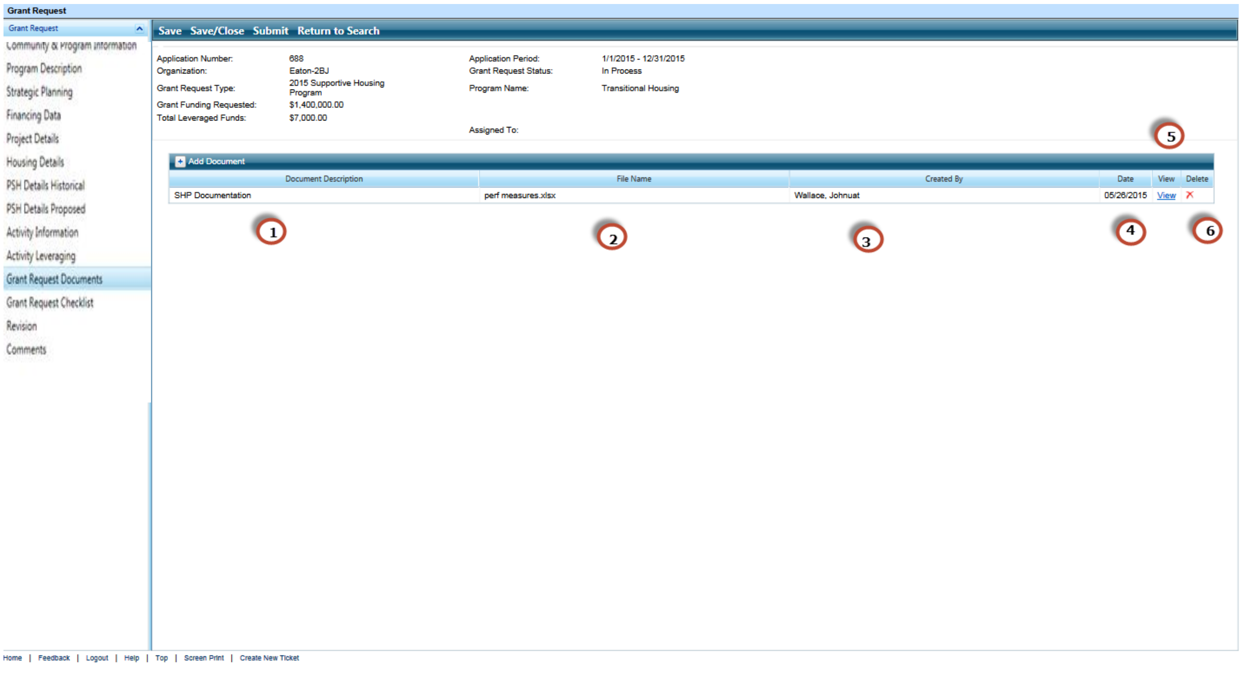
Cancel Adding/Editing Leveraged Fund

1) Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2) The grid expands for adding/editing a leveraged fund record.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Leveraged Fund

1) Click on the **Delete** icon next to a leveraged fund record in the grid.
2) Leveraged fund record is deleted from the grid.

Grant Request Documents



Field	Description
1. **Document Description**	Displays the name of the document that was uploaded.
2. **File Name**	Displays the name of the file, including the extension, which was uploaded.
3. **Created By**	Displays the username of the user who uploaded the file.
4. **Date**	Displays the date of the upload.
5. **View**	Use this link to view/download the document.
6. **Delete**	Click this icon to delete the document.

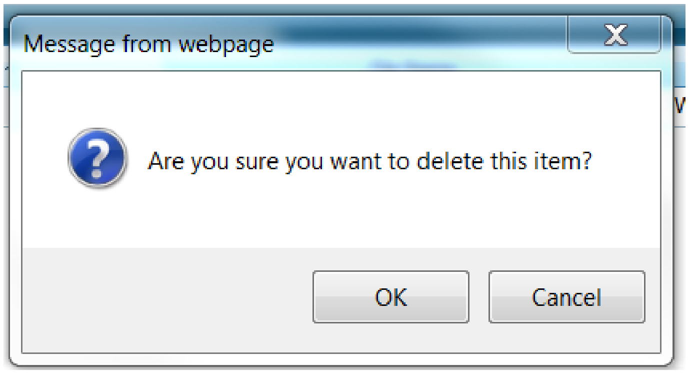
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to the provided template and/or instruction form or next to your response document.
2. A new window displays with the document details displayed.
3. Click the **Open** to open the document or **Save / Save As** to save the document to your computer.

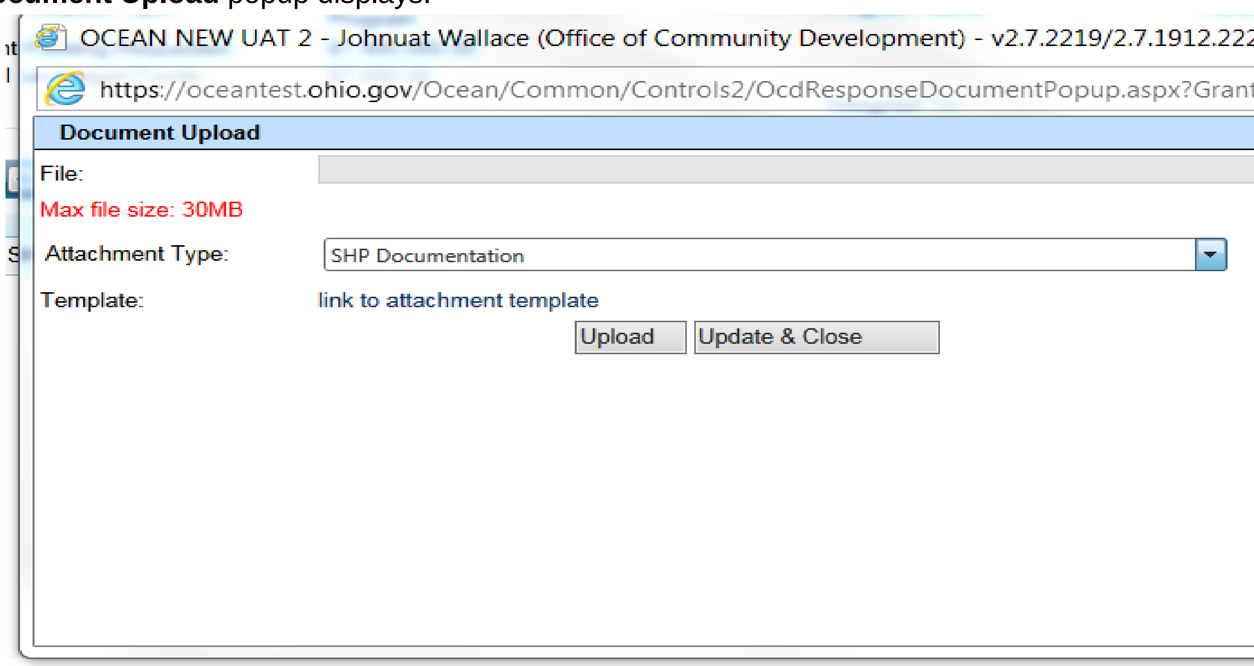
Delete Document from Grant Request Documents

1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Confirm that the document can be deleted by clicking **OK.**



4. Your response document will be deleted.

Add Document

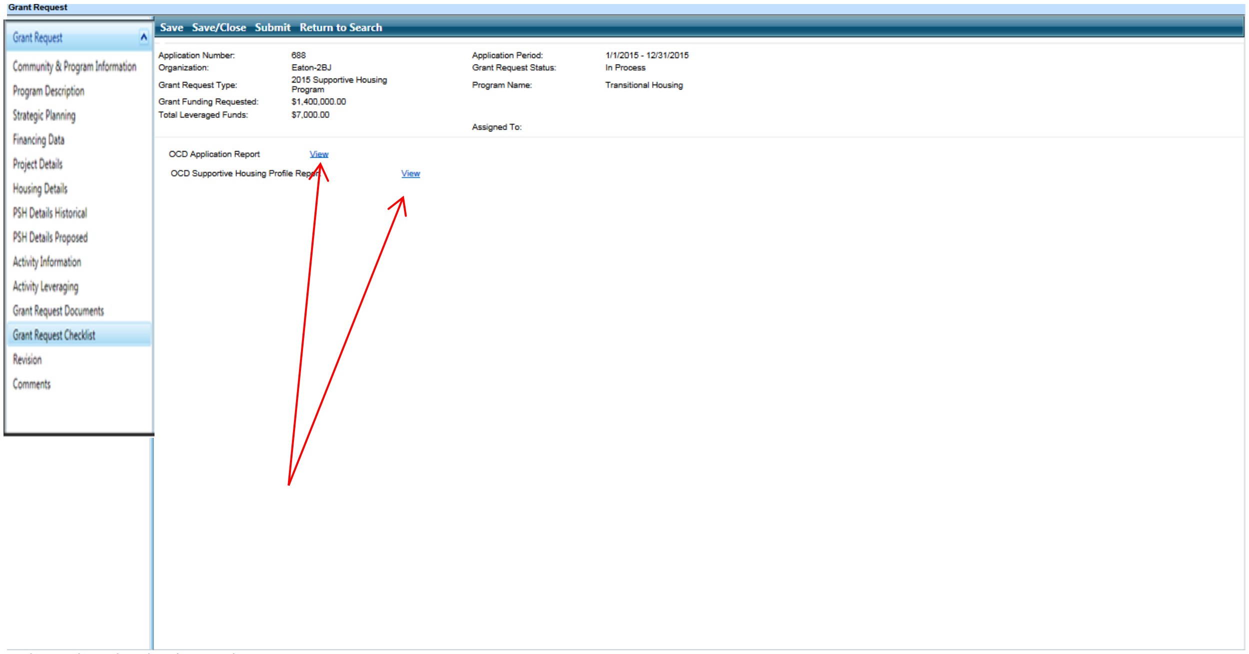
1. Click the **Add Document** button in the documents grid to attach a file that is not listed in the grant request documents grid.
2. The **Document Upload** popup displays.
   a. 

3. Click the **Upload** or **Upload and Close** buttons.
4. Click **Browse**.
5. The **Windows File Explorer** popup displays.
6. Navigate to the file you would like to attach on your local machine and click the **Open**

button.

7. The name of the file will be displayed in the **File** field on the document upload popup.
8. Select the **Attachment Type** from the dropdown list (only option available will be ‘SHP Documentation’).
9. Click the **Upload or Upload and Close** buttons to upload your document to the documents grid.

Grant Request Checklist



The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

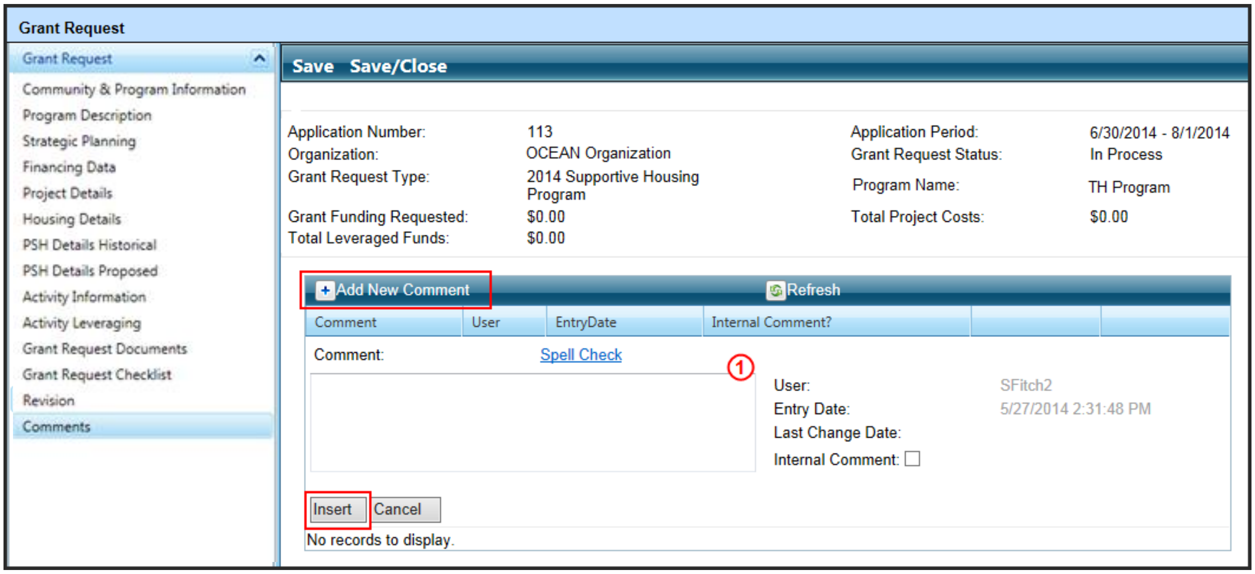
Revision

The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments



Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1) Click on the **Add New Comment** button in the grid.
2) The grid expands for adding a comment record.
3) Enter comment details.
4) Click the **Insert** button.
5) Comment details are saved.

Edit Comment

1) Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2) The grid expands for editing the comment record.
3) Edit the comment details.
4) Click the **Update** button.
5) Comment details are updated.

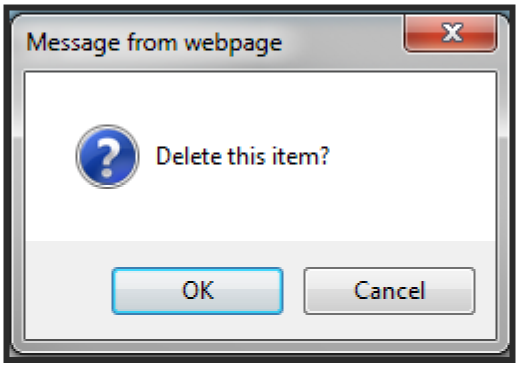
Cancel Adding/Editing Comment

1) Click to either **Add New Comment** or **Edit** an existing comment record in the grid.

2) The grid expands for adding/editing a comment record.
3) Click the **Cancel** button.
4) Changes are not saved.

Delete Comment

1) Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2) A message will display asking if you are sure you want to delete this item.



3) Click **OK**.
4) Comment record is deleted from the grid.

Submitting an Application for SHP

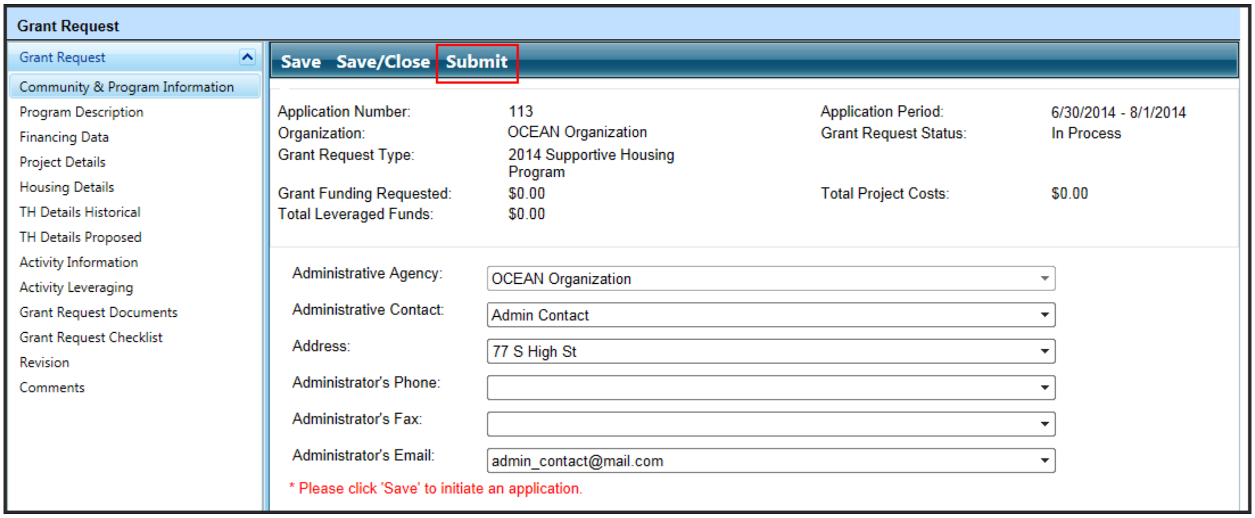
The following section describes the process for submitting an application to the Office of Community Development for the Supportive Housing Programs (SHP) in OCEAN.

To submit an application, you must first navigate to the Application Request Search page. Choose the following menus to display the Application Request Search page:

Programs → OCD Grant → Application Search

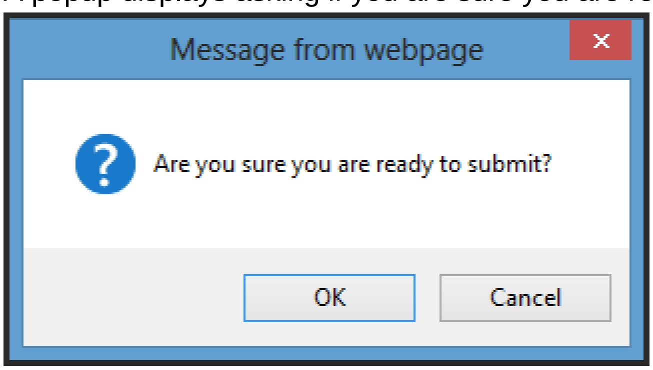
Search for an application that is in an “In Process” status. Review each section of the application as defined in the “Completing an Application for SHP” section and verify all validations pass successfully.

Application Submission

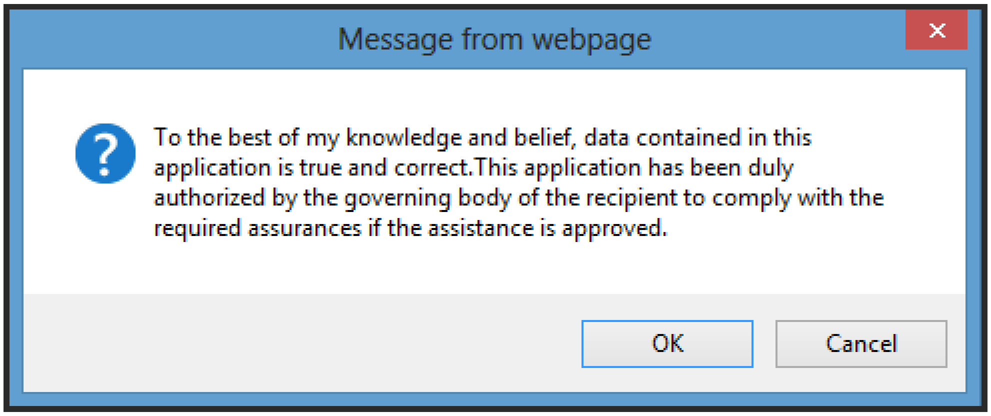


After reviewing the SHP application for completeness and verifying all validations pass successfully, complete the following steps for submitting your application to the Office of Community Development:

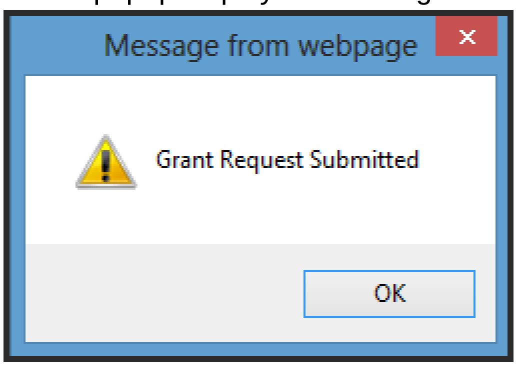
1. Click on the **Submit** button in the button bar.
2. A popup displays asking if you are sure you are ready to submit.



3. Click **OK** in the popup.
4. Another popup displays for you to confirm the statement is true prior to submitting your application.



5. Click **OK** in the popup.
6. A final popup displays confirming the submission of your application.



7. Click **OK** in this final popup.
8. Your application has now been submitted. The status of the application is updated to "Submitted" and you can no longer edit the details of the application.

Application Review Process

Applications that have been submitted to the Office of Community Development go through an internal review process. If the Office of Community Development sees an error or needs additional information for your SHP program application, then they reserve the ability to reject it back to you for additional clarification prior to the application end date (these details are defined below). SHP applications that are awarded funds will be updated to a status of “Approved.” SHP applications that are not awarded funds will be updated to a status of “Rejected.”

Grant Request Review

Your SHP application may be rejected if issues are found that need to be corrected prior to completing the review of the application. These issues are displayed on the Grant Request Review page and your application will be in a “Return for Revision” status.

Field	Description
1. Review Conditions	This grid displays any conditions to the approval of your application (i.e. submitting a document by a certain date so as not to lose funding).
2. Request	This grid displays any issues found in your application. Each issue will need to be correct and re-submitted to the Office of Community Development prior to completing the review of your application.