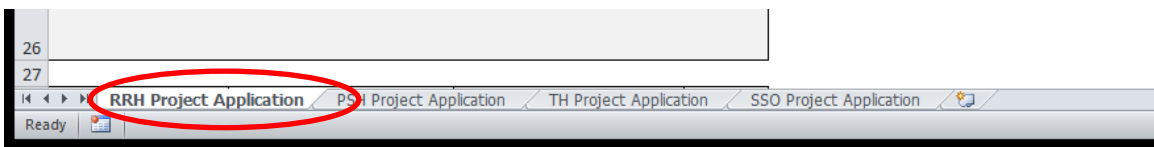


Project Application Data Validation Tool

Welcome to the Project Application Data Validation Tool! This tool was designed to help you identify data inconsistencies in your Exhibit 2 Project Application to HUD. We built this tool based on feedback from HUD regarding inconsistencies in project application data. This tool does not cover every question you will answer in the project application. Instead, this tool focuses on parts of questions 3-6 of the project application where HUD identified a large number of data errors. Please use this tool to check the data in questions 3-6 of your project application before entering your information into eSNAPS.

1. In the excel sheet, use the tab that matches the program type of your project.



2. Fill out all blank cells. Error checks are tied to other cells, so it is important to make sure that all responses are recorded, even if the answer is "No." It is especially important to respond to every population focus in question 3B with a yes or no response.

20

21

22 **3B. Project Description**

23

24 3. Does your project have a specific population focus?

25 Yes
 No

26 3a. Please identify the specific population focus

27

Chronic Homeless		Domestic Violence	
Veteran		Substance Abuse	
Youth (Under 25)		Mental Illness	
Families		HIV/AIDS	
		Other	

34 Other:

35

36

RRH Project Application PSH Project Application TH Project Application SSO Pr

3B. Project Description

3. Does your project have a specific population focus? Yes

3a. Please identify the specific population focus

Chronic Homeless	Yes	Domestic Violence	No
Veteran	Yes	Substance Abuse	No
Youth (Under 25)	No	Mental Illness	No
Families	No	HIV/AIDS	No
		Other	Yes

Other:

- When an incorrect message appears on the screen, click on the cell to find guidance on your data error.

34	Client:		
35			
36			
37	4B. Housing Type and Location		
38			
39	Total Units:		
40	Total Beds:	5	
41	Total Dedicated CH Beds:	7	INCORRECT
42	Total Non-dedicated CH Beds:		
43			
44			
45	4C. HMIS Participation		
46			
47	1. Does this project provide client level data to HMIS at least annually?		
48			
49	2a. Indicate the number of clients served from 1/1/2013 - 12/31/2013		INCORRECT

If you are receiving an "INCORRECT" message in this cell it is because your total number of beds is less than the number of dedicated and non-dedicated beds listed below.

- Once your worksheet is free of all "INCORRECT" messages, the data can be entered into eSNAPS with the rest of your materials.
- Additional resources to help you understand your project application can be found here: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>