Accessing the CoC Program Project Application in *e-snaps*

Introduction

This document provides step-by-step instructions on how to access the Project Application in *e-snaps*. It is organized into the following sections:

- Access e-snaps

- Complete the Project Applicant Profile

- Register for the Funding Opportunity

- Create the Project

- Access the Project Application on the Submissions Screen

Access *e-snaps*

All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. To see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account.

If you need access to e-snaps and/or to your organization's e-snaps account, see the following resources:

- Create an e-snaps User Profile

- Give Staff Access to Your Organization's e-snaps Account

- [Request Access to Your Organization's e-snaps Account](#)

There are four steps you must complete to gain access to the current Fiscal Year project application.

Step 1: Complete the Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process.
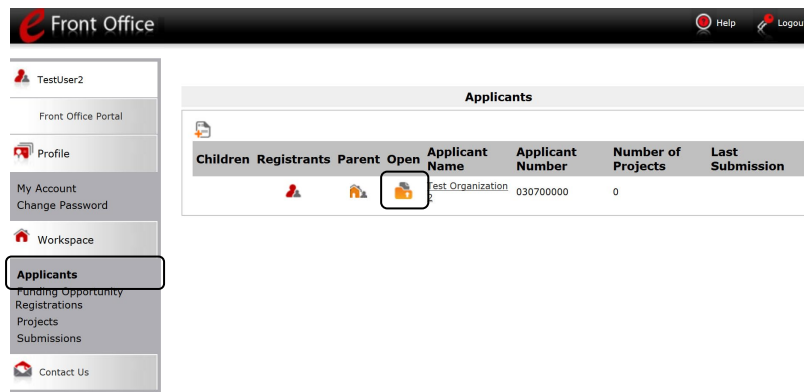
Step	Description
1.	Select "Applicants" on the left menu bar.
2.	Select the "Open Folder" icon ⬛ next to the Applicant Name.
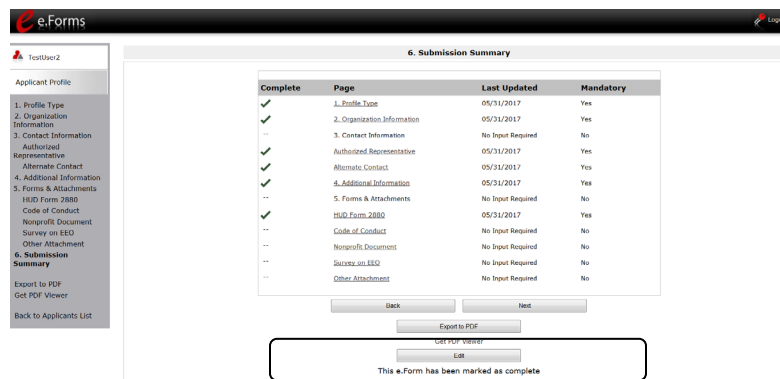
Step	Description
3.	Ensure the information entered in all the Applicant Profile screens is accurate.
4.	Select the "Complete" button on the "Submission Summary" screen. Once selected, the "Complete" button changes to an "Edit" button. The form is marked "This e.Form has been marked as complete."

For detailed instructions on filling out and completing the Applicant Profile, see the [Project Applicant Profile Navigational Guide](#).

Note for organizations that are Collaborative Applicants and Project Applicants:

If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant. The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access.

If you are unsure of your Applicant type, see: Determine What Type of Applicant You Are in e-snaps

If you have issues finding the correct Project Applicant, submit a ticket to the HUD Exchange Ask A Question. Select Reporting System: *e-snaps* on Step 2.

Note for first-time applicants:

If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in *e-snaps*.

Review the instructions in the Project Applicant Profile Navigational Guide.

An organization will establish itself as a Project Applicant in *e-snaps* *one time only.*

Step 2: Register for the Funding Opportunity

As the Project Applicant, you must register your organization for the applicable Project Application funding opportunity, which enables you to apply for funds during the CoC Program Competition.

> *"Registering" in this context means "indicating your intent to apply."*
>
> *"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include Renewal, New, YHDP, CoC Planning, and UFA Costs.*
>
> *So, on this screen, you are indicating your intent to apply for a specific type of grant. You must ensure you are selecting the funding opportunity for the correct Fiscal Year.*

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	Confirm the correct Applicant is listed in the Applicant field at the top left.
3.	Select the "Register" icon next to the correct item. Example: "Renewal Project Application FY 2018." The "Funding Opportunity Details" screen will appear.

Step	Description
1.	When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes."
2.	The screen will indicate that the Project Applicant has been registered.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen.

Step 3: Create the Project

You must create a project for the Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; you do NOT enter the Application information from the "Projects" screen. That step will occur on the "Submissions" screen.

Once you "create" the Project, the Project will appear on this screen. In the example below, the term "Renewal Project Application" appears under the "Funding Opportunity Name" column.

> *"Creating a Project" means "giving the project application a name."*

Step	Description
1.	Select "Projects" on the left menu bar.
2.	Select the applicable funding opportunity from the "Funding Opportunity Name" dropdown. Example: "Renewal Project Application FY 2018"
3.	The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
4.	Select the "Add" icon.
5.	The "Create a Project" screen appears.

Step	Description
1.	On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project.
	If you will submit a renewal project, enter the project name as it appears in the grant agreement or grant agreement as amended.
	If you are submitting a new project, enter the name of the project (e.g., ABC Housing PSH).
3.	In the "Import Data From:" field, select the project that is being renewed. If this is a new project, you will not see the "Import Date From" field.
	Importing will decrease the amount of information that must be entered in the current Project Application.
	If you chose to import, you must review and update each screen (if needed) to ensure the imported information is current and all fields have been completed.
4.	Select "Save & Back" to return to the "Projects" screen.
5.	The project name is listed in the menu.
	Select the "View" icon 🔍 to view project details; however, it is not necessary to enter any notes on that page.

Step 4: Access the Project Application on the Submissions Screen

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Project Application project, you now have access to the Project Application and can complete the screens. You must access the Project Application screens through the "Submissions" screen.

> *"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.*
>
> *This screen also includes applications that are created by mistake and are not intended to be submitted. Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.*

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	Locate the Project Application project you established. **Option:** Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s). **Option:** Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column.

Step	Description
3.	Once you identify the Project Application you want, select the "Folder" icon 📁 to the left of it.
4.	The "Before Starting" screen appears.

Please continue with the resources available on the [HUD Exchange on the e-snaps webpage](#).