

# 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.

The screenshot shows the 'Front Office Portal' for 'e-snaps'. The main heading is 'Welcome to e-snaps'. Below this, there is a login form with fields for 'Username:' and 'Password:', and a 'Login' button. To the right of the login form, there is a callout box that says 'Log in here'. Below the login form, there is a 'Forgot your password?' link and a 'Create Profile' button. To the right of the 'Create Profile' button, there is a callout box that says 'If new to e-snaps, create a user profile here'. The page also contains several paragraphs of text, including a 'CoC Program Application' section with an OMB Approval No. 2506-0112 (exp. 11/30/2018) and a 'Technical Submission' section with an OMB Approval No. 2506-0183 (11/30/2018).

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

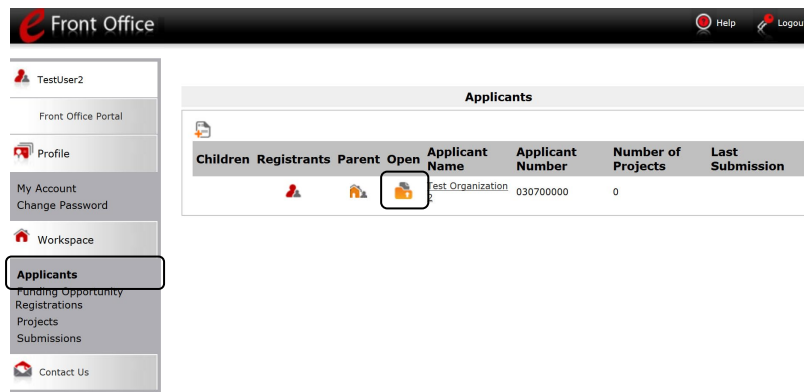
- [Create an e-snaps User Profile](#)
- [Give Staff Access to Your Organization's e-snaps Account](#)


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

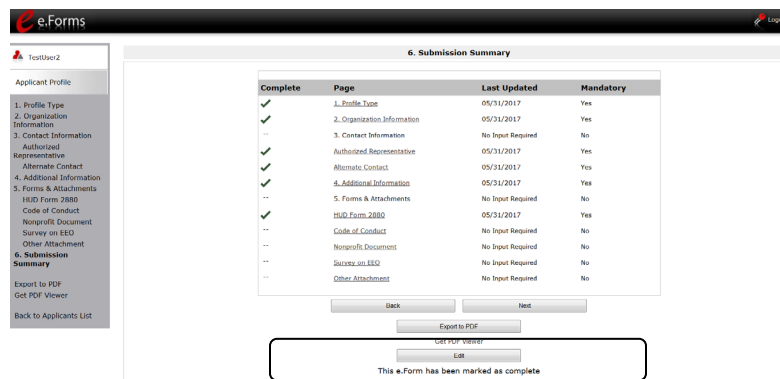
There are four steps you must complete to gain access to the current Fiscal Year project application.

## 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.*

**Applicant:** Project Applicant A (030700000)

**Funding Opportunity Registrations**

Funding Opportunity Name	Applicants Registered	Start Date	End Date
Full Annual Performance Report	0	Jul 19, 2010	Jun 20, 2020
Planning Project Application 016	0	Sep 16, 2014	Dec 31, 2019
CoC Planning Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019
CoC Planning Project Application FY2018	1	Sep 16, 2014	Dec 31, 2020
New Project Application FY2018	0	Sep 16, 2014	Dec 31, 2021
Renewal Project Application FY2014	0	Sep 16, 2014	Dec 31, 2018
Renewal Project Application FY2015	2	Sep 16, 2014	Dec 31, 2018
Renewal Project Application FY2016	0		Dec 31, 2019
Renewal Project Application FY2016 TEST APPLICANT GAA REQUEST	0		Dec 31, 2019
Renewal Project Application FY2018	1		Dec 31, 2020

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.

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Applicant: Project Applicant A (030700000) ▾

**Funding Opportunity Details**

**Funding Opportunity Name:** Renewal Project Application FY2018  
**Start Date:** Sep 16, 2014  
**End Date:** Jan 1, 2021

**Funding Opportunity Registration**

Project Applicant A (030700000) has been registered.

Back



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.

**Front Office** Help Logout

TestUser2  
Front Office Portal  
Profile  
My Account  
Change Password  
Workspace  
Applicants  
Funding Opportunity Registrations  
Projects  
Submissions


Applicant: Project Applicant A (030700000)

**Create a Project**

Enter the Project Name. *e-snaps* will assign a Project Number.

**Funding Opportunity Name:** Renewal Project Application FY2018  
**\* Applicant:** Project Applicant A (030700000)  
**\* Applicant Project Name:** AN-500 UFA Costs Project Application FY2018  
**Import Data From:** None

Save Save & Add Another  
Save & Back Cancel

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.*

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AN-500 CoC Planning Application FY2018 136055	CoC Planning Project Application FY2018 CoC Planning Project Application FY2018	Nov 1, 2015	Nov 19, 2018	Primary Applicant	1	
	AN-500 UFA Costs Project Application FY2018 136057	UFA Costs Project Application FY2018 UFA Costs Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	Do not use FY2017 135775	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	HMIS Test 135691	Renewal Project Application FY2017 Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	New Project 2 2017 135670	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	New project FY 2017 0135635	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	New Project Test 2017 135658	New Project Application FY2017 New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	PSH 1 136066	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	PSH 1 136067	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	

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



Front Office

TestUser2

Front Office Portal

Profile

Apply for Funding Opportunity Registrations Projects Submissions

Contact Us

Applicant: Project Applicant A (030700000)

**Submissions**

[Hide Filters] [Clear Filters]

Applicant Project Name: XX-XXX Renewal Project Application FY 2018


Date Submitted: On [ ] [23]

Project Status: All Projects

Submission Version: Latest Version


Associate Type: All

Filter

Action	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	XX-XXX Renewal Project Application FY 2018 136082	Renewal Project Application FY2018 Renewal Project Application FY2018	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	

Select Submissions"

Access the Project Application

- | 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](#).