Accessing the Project Application in *e-snaps*

Introduction

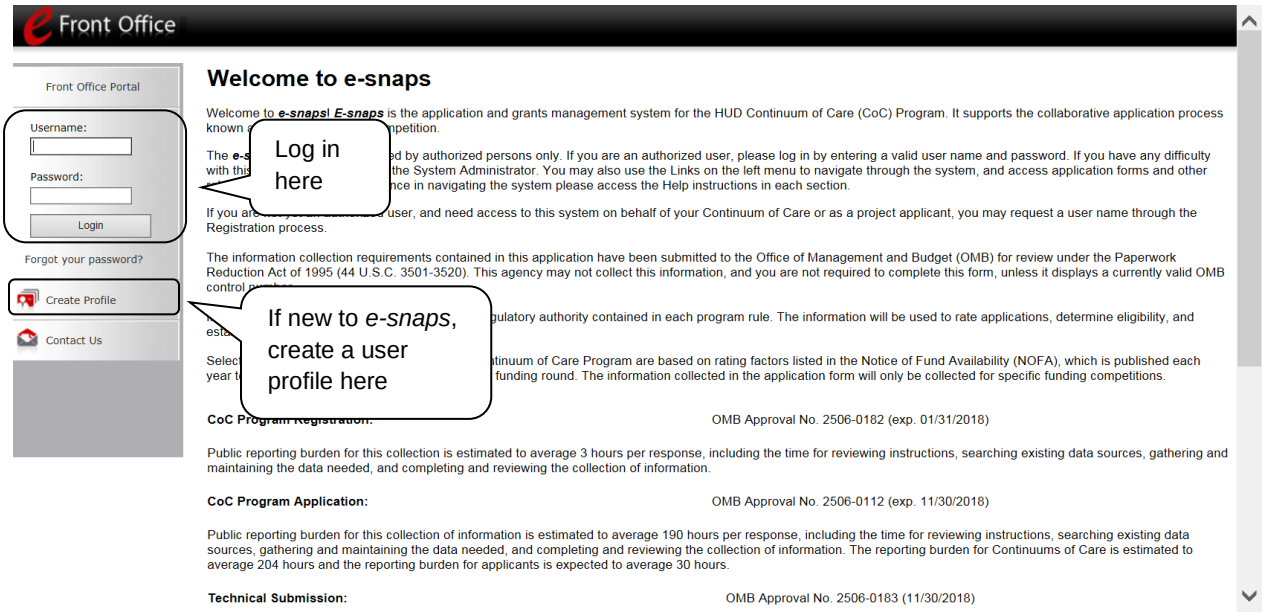
This document provides step-by-step instructions on how to access the Project Application in e-snaps. It is organized into the following sections:

- Access e-snaps
- Complete the Project Applicant Profile
- Establish the Project Application
- Access the Project Application

These instructions are written with references to the FY 2018 Renewal Project Applications as the example, but they are applicable to other FY 2018 Project Applications (New, CoC Planning, and UFA Costs), as well as to future CoC Program Competitions. When the steps are no longer applicable, this document will be revised and reposted on the HUD Exchange.

Access e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2018 CoC Program Competition.



NOTE: *Each e-snaps user must have his or her unique login credentials. Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps.
2.	On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3.	If you forgot your password, select the "Forgot your password?" under the "Login" button.

New e-snaps Users

Step	Description
1.	Create an *e-snaps* username and password by selecting the "Create Profile" link.
2.	Log in as instructed under Existing Users above.

For a refresher on how to continue through the e-snaps system, the "e-snaps Features and Functions" navigational guide is available on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) have the ability to enter information in the Project Applicant Profile and Project Applications associated with the organization.

For information on how to add and delete users, refer to the "Adding and Deleting Registrants in e-snaps" resource on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/.

Complete the Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the “Complete” button on the “Submission Summary” screen.

This section highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.

For detailed instructions, see the Project Applicant Profile Navigational Guide on the e-snaps page at https://www.hudexchange.info/programs/e-snaps/.

- **Access the Applicant Profile.** To access the Project Applicant Profile, log in to e-snaps, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **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 have issues with finding the correct Project Applicant, submit a ticket to the HUD Exchange Ask A Question, at: https://www.hudexchange.info/get-assistance/my-question/, under the e-snaps Reporting System (the option for which is featured on Step 2 of the AAQ page).
- **First-time Applicant.** 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 Project Applicant Profile Navigational Guide on the CoC Program Competition Resources page at https://www.hudexchange.info/programs/e-snaps/. An organization will establish itself as a Project Applicant in *e-snaps* ***one time only***.

*If you are a Collaborative Applicant and a Project Applicant applying for project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile. Contact the HUD Exchange Ask-A-Question if you need assistance: https://www.hudexchange.info/get-assistance/my-question/*

Establish the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Projects
- Submissions

Funding Opportunity Registration

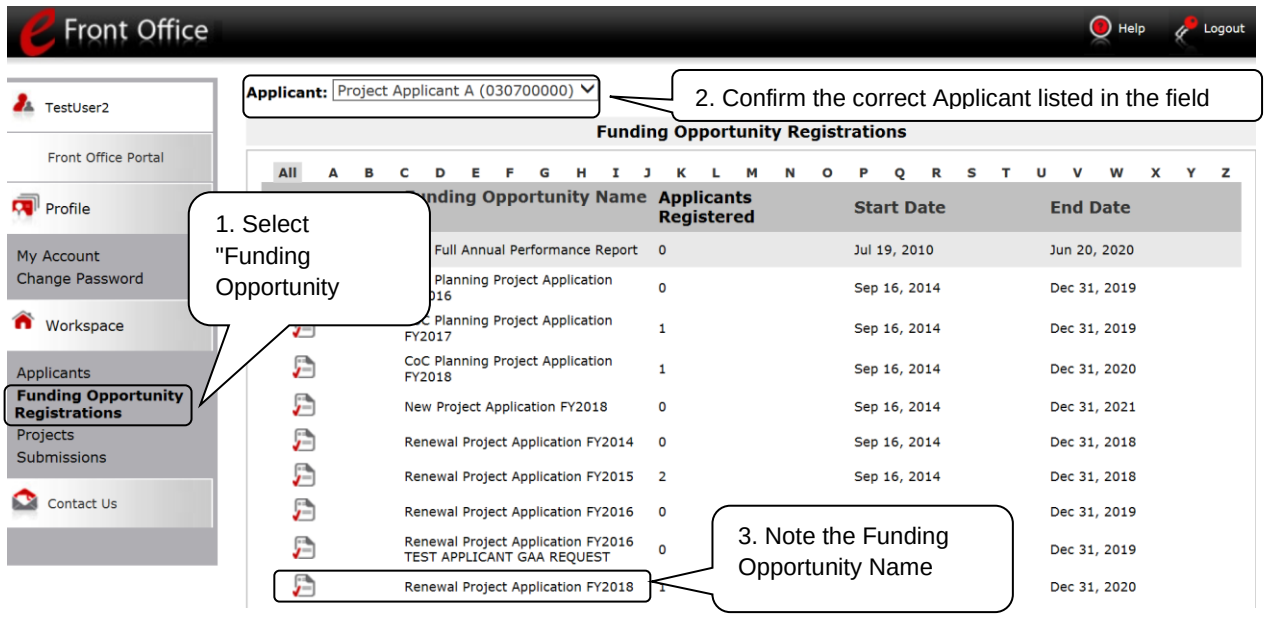
All Project Applicants must register the organization for the applicable Project Application Funding Opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the associated CoC Program Competition.

Terminology

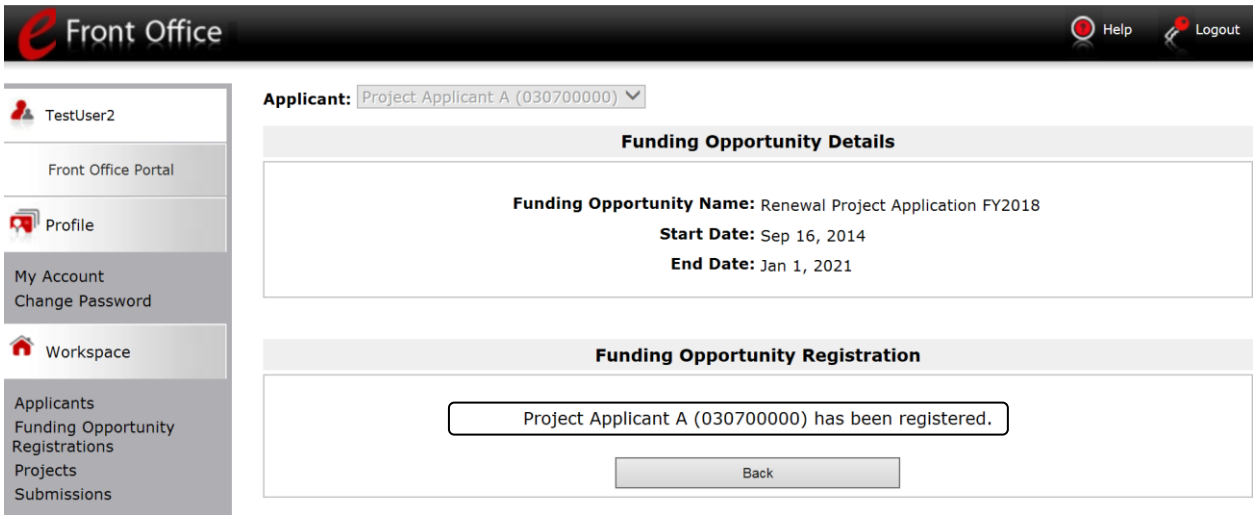
"Registering" in this context means "indicating your intent to apply."

"Funding Opportunity" refers to "the type of grant." There are options when you select this screen. They include Renewal, New, CoC Planning, and UFA Costs.

So, on this screen, you are indicating your intent to apply for a specify type of grant. You will need to ensure that you are selecting the one for the correct Fiscal Year.



Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
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" to confirm that you want to register your organization.
2.	The screen will then indicate that the Project Applicant has been registered.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen.

Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

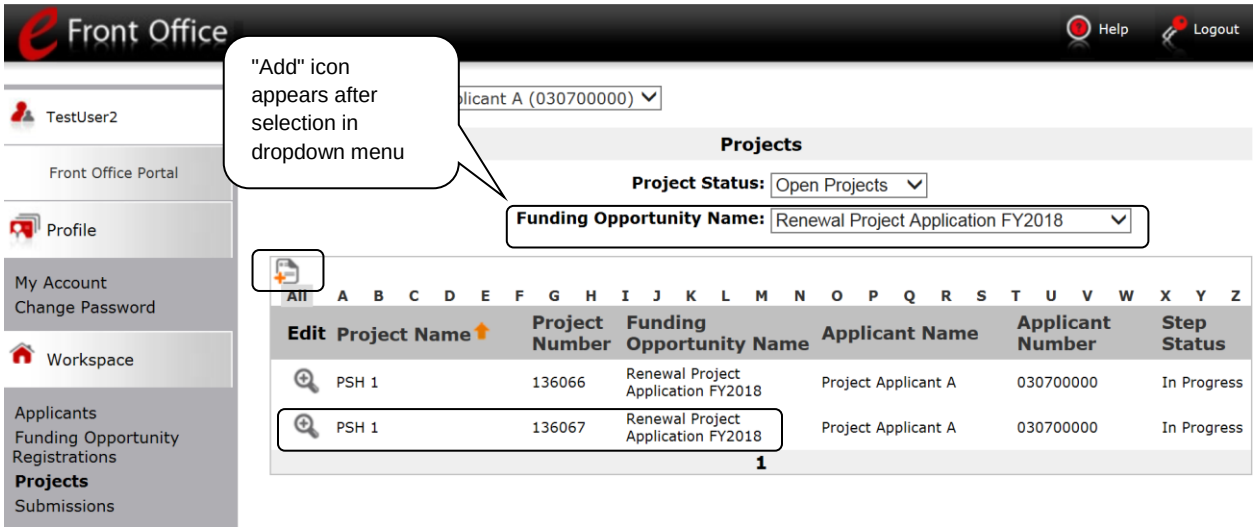
Please ensure you are working under the correct Applicant.

Creating the Project Application Project

Project Applicants must create a project for the Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the “Projects” screen to complete the Application screens. [That step will occur on the "Submissions" screen.]

Once the Applicant "creates" 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.

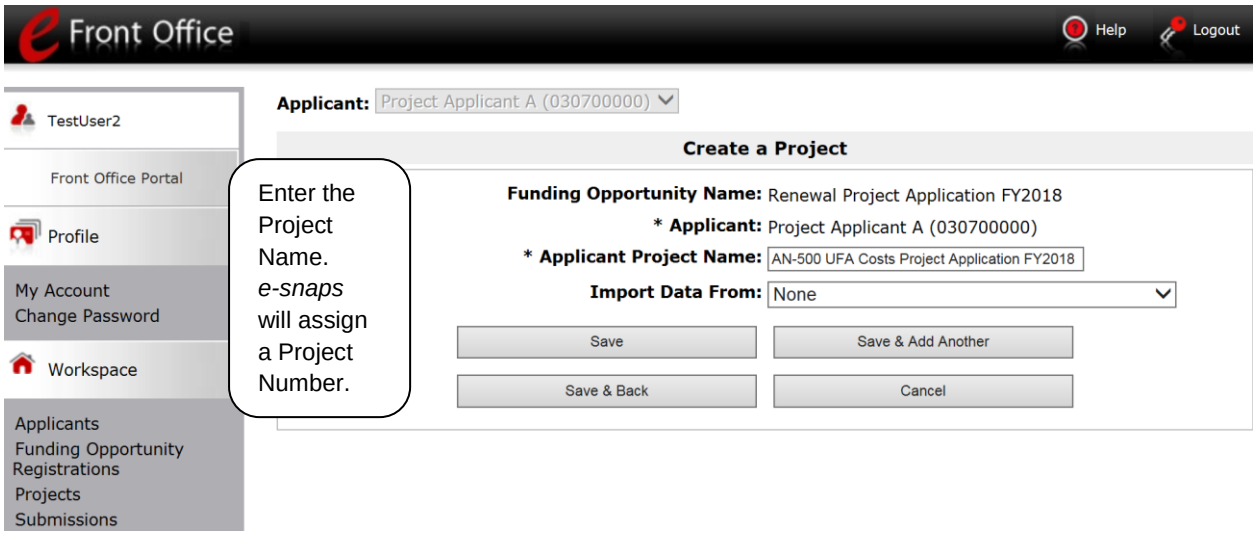
Terminology	*"Creating a Project" means "giving the project application a name."*



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

Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.

Please ensure you are working under the correct Project Applicant.



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. • Enter the project name that is being renewed that will appear in the grant award letter.
3.	In the "Import Data From:" field, select the project that is being renewed. Importing will ensure that your project information from the FY 2017 Project Application is imported and will decrease the amount of information that must be entered in the FY 2018 Project Application. If you are renewing for the first time in the FY 2018 CoC Program Competition you will not be able to import from your previous Project Application.
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.

If the previous year's information is imported, Project Applicants MUST review the prepopulated information to ensure the responses to the questions are still accurate.

- ***The importing of data from the previous year's Project Application only applies to returning renewal projects.***
- ***If your project is a first-time renewal project, you must complete the entire renewal Project Application as you do not have information to import.***

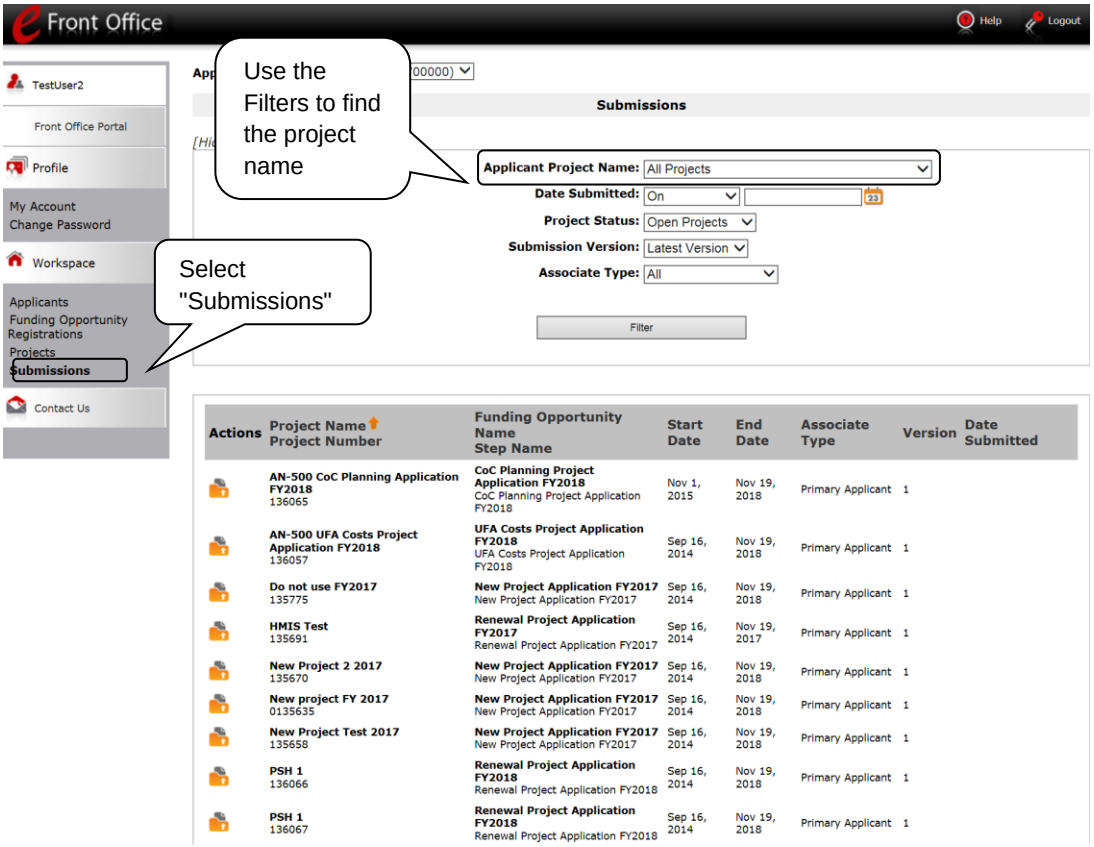
Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the Project Application screens through the "Submissions" screen.

Terminology

"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.	The "Submissions" screen appears.
3.	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.*
4.	Continue with the instructions in the next section for accessing the Project Application.

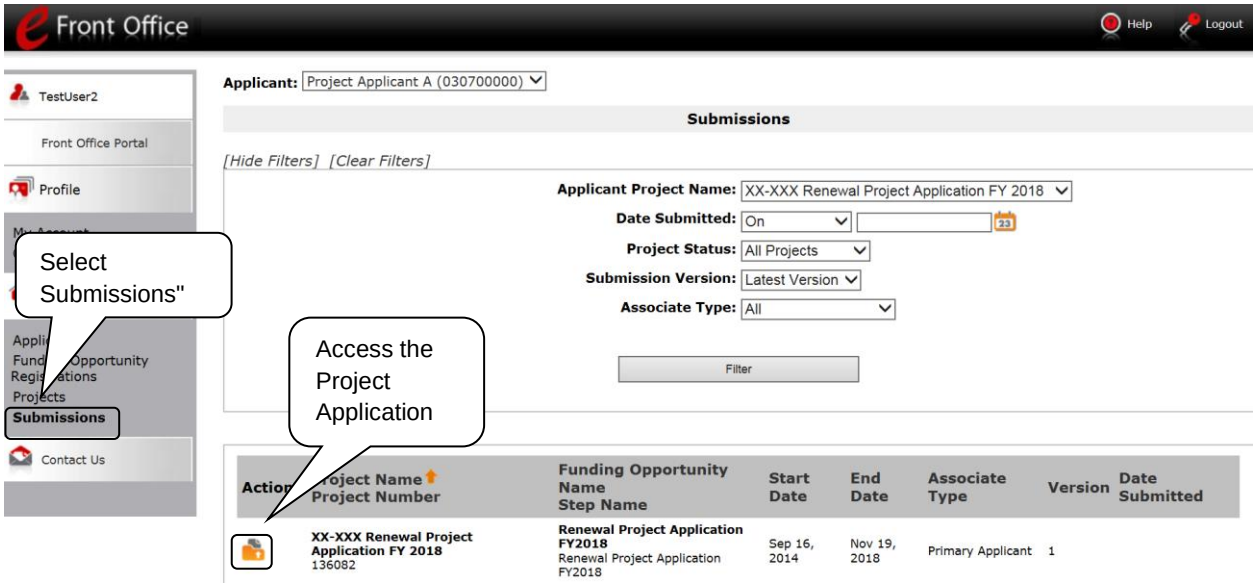
Access the Project Application

This section identifies the steps for completing the Project Application screens in *e-snaps*.

NOTE:

- *Some data may pre-populate from the Project Applicant Profile (i.e.,* e-snaps *will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.*
- *If you are in the Project Application and you need to update the Project Applicant Profile:*
    - *Select "Back to Submissions List."*
    - *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
    - *Ensure that the Applicant Profile is in "edit" mode.*
    - *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
    - *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
    - *When you return to the Project Application, the screen will show the corrected information.*
- *If the corrected information does not populate the Project Application, do the following:*
    - *Log out of e-snaps.*
    - *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and Save. If the information is correct, then edit it to something that is incorrect, save it, then change it back, and save it.*
    - *Navigate to the "Submission Summary" and select "Complete.*
    - *Log out of e-snaps.*
    - *Log in again. Navigate to your Project Application. The information should be updated.*
- *Importing: If you chose to import, information in the Project Application from which you imported will pre-populate in* e-snaps*. You should review and update each screen to ensure that the imported information is current and all fields have been completed.*
- *Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*
- *Review the instructions in the Submitting the Project Application section in this guide.*

Access the Project Application through the "Submissions" screen.



Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name. Example: “Renewal Project Application FY 2018."
4.	The "Before Starting" screen appears.

Please continue with the resources available on the HUD Exchange on the e-snaps webpage at: https://www.hudexchange.info/programs/e-snaps/.