

# 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. On the left is a sidebar with links: 'Front Office Portal', 'Create Profile', and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. Below the login form is a 'Create Profile' button. Two callout boxes are present: one pointing to the login form with the text 'Log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The main content area also contains a welcome message, a 'CoC Program Application' section with a public reporting burden estimate, and a 'Technical Submission' section with another public reporting burden estimate. The page footer includes OMB Approval No. 2506-0182 (exp. 01/31/2018) and OMB Approval No. 2506-0112 (exp. 11/30/2018).

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

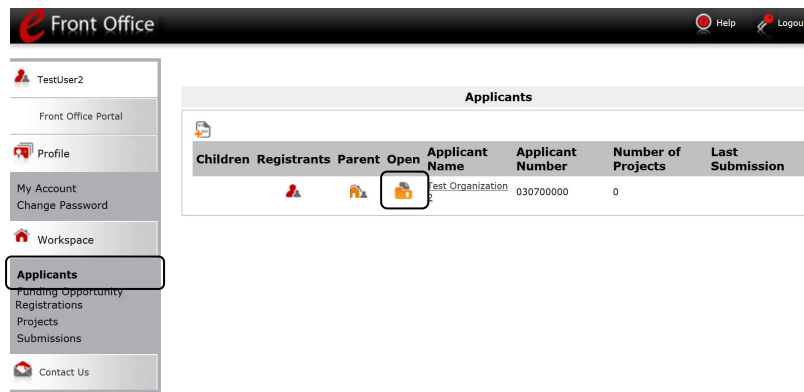
- [Create an e-snaps User Profile](#)
- [Give Staff Access to Your Organization's e-snaps Account](#)

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

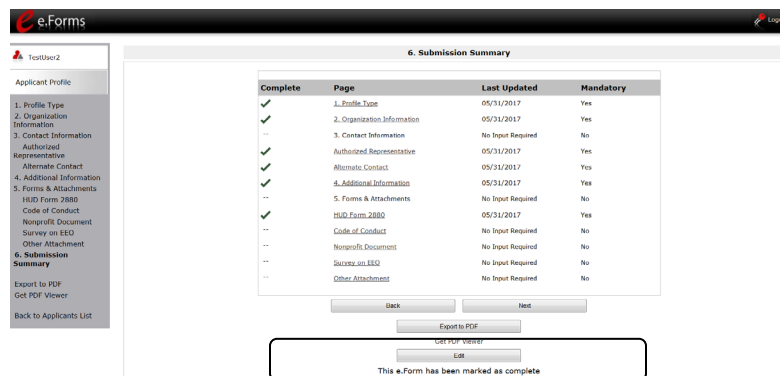
There are four steps you must complete to gain access to the current Fiscal Year project application.

## 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 eForm 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**.



Help
Logout

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."*

"Add" icon appears after selection in dropdown menu

| Edit | Project Name | Project Number | Funding Opportunity Name           | Applicant Name      | Applicant Number | Step Status |
|------|--------------|----------------|------------------------------------|---------------------|------------------|-------------|
|      | PSH 1        | 136066         | Renewal Project Application FY2018 | Project Applicant A | 030700000        | In Progress |
|      | PSH 1        | 136067         | Renewal Project Application FY2018 | Project Applicant A | 030700000        | In Progress |

| 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 2025"                                                       |
| 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.   | <p>In the "Applicant Project Name" field, enter the name of the project.</p> <p>If you will submit a renewal project, enter the project name as it appears in the grant agreement or grant agreement as amended.</p> <p>If you are submitting a new project, enter the name of the project (e.g., ABC Housing PSH).</p>                                                                                                                           |
| 3.   | <p>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.</p> <p>Importing will decrease the amount of information that must be entered in the current Project Application.</p> <p>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.</p> |
| 4.   | Select "Save & Back" to return to the "Projects" screen.                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.   | <p>The project name is listed in the menu.</p> <p>Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.</p>                                                                                                                                                                                           |

## 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.*

Use the Filters to find the project name

Select "Submissions"

Applicant Project Name: All Projects  
Date Submitted: On    
Project Status: Open Projects  
Submission Version: Latest Version  
Associate Type: All

Filter

| Actions | Project Name<br>Project Number                           | Funding Opportunity<br>Name<br>Step Name                                                 | Start<br>Date   | End<br>Date     | Associate<br>Type | Version | Date<br>Submitted |
|---------|----------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|---------|-------------------|
|         | AN-500 CoC Planning Application<br>FY2018<br>136065      | CoC Planning Project<br>Application FY2018<br>CoC Planning Project Application<br>FY2018 | Nov 1,<br>2015  | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | AN-500 UFA Costs Project<br>Application FY2018<br>136057 | UFA Costs Project Application<br>FY2018<br>UFA Costs Project Application<br>FY2018       | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | Do not use FY2017<br>135775                              | New Project Application FY2017<br>New Project Application FY2017                         | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | HMIS Test<br>135691                                      | Renewal Project Application<br>FY2017<br>Renewal Project Application FY2017              | Sep 16,<br>2014 | Nov 19,<br>2017 | Primary Applicant | 1       |                   |
|         | New Project 2 2017<br>135670                             | New Project Application FY2017<br>New Project Application FY2017                         | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | New project FY 2017<br>0135635                           | New Project Application FY2017<br>New Project Application FY2017                         | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | New Project Test 2017<br>135658                          | New Project Application FY2017<br>New Project Application FY2017                         | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | PSH 1<br>136066                                          | Renewal Project Application<br>FY2018<br>Renewal Project Application FY2018              | Sep 16,<br>2014 | Nov 19,<br>2018 | Primary Applicant | 1       |                   |
|         | PSH 1<br>136067                                          | Renewal Project Application<br>FY2018<br>Renewal Project Application FY2018              | Sep 16,<br>2014 | Nov 19,<br>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. |



TestUser2

Front Office Portal

Profile

Apply

Funding

Registrations

Opportunity

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

Select Submissions"

Access the Project Application

| Step | Description                                                                                      |
|------|--------------------------------------------------------------------------------------------------|
|      | 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](#).