



Submitting a Direct-to-HUD Project Application in *e-snaps* for the FY2026 Continuum of Care (CoC) Competition

This document provides information for using the *e-snaps* portal for eligible applicants that are applying for the [FY 2026 Continuum of Care Competition and Youth Homelessness Demonstration Program Grants Notice of Funding Opportunity](#) (NOFO) through the process outlined in Appendix IIII of the NOFO: *Application Process and Scoring for Project Applicants in Geographic Areas in which a CoC Has Been Found by HUD to not Meet the Requirements of the Act, Under 42 U.S.C. 11360a(c) or its Implementing Regulations*.

A training video is available at the link below on HUD Exchange that explains the process for accessing *e-snaps* and illustrates the steps using screenshots from *e-snaps*.
<https://www.hudexchange.info/resource/6226/video-accessing-the-coc-program-project-application-in-esnaps/>

How to use this guide:

- **New Applicants/Subrecipients without a CoC:** For organizations that are either a new applicant or a subrecipient of a CoC that no longer meets HUD requirements, and that do not have an active Project Applicant profile in *e-snaps*, please start at Step 1.
 - o If there is currently more than one subrecipient in an eligible project renewal application, the subrecipients must collaborate to determine which subrecipient will submit the project application before proceeding.
- **Existing Direct Recipients:** For organizations that are existing CoC grant recipients that have executed grant agreements directly with HUD in the past and currently have an active Project Applicant profile, you can skip the setup steps and start at Step 3.

Step 1: Set Up an *e-snaps* User Account & Link Your Organization

1. **Create an Individual Profile:** These set up steps are for users who do not have an individual login or whose profile is not linked to their agency. Navigate to the *e-snaps* Login Portal. Click **Create Profile** on the left menu to establish your personal username and password.
2. **Link to Your Organization:** Log in with your new credentials. On the left navigation menu, click **Applicants**.

3. **Fill Out Applicant Details:** On the screen that appears, enter the following exact parameters:
 - o **Applicant Type:** Select Organization from the dropdown.
 - o **Applicant Name:** Enter the official legal name of your organization.
 - o **Applicant Number:** Enter your organization's **Unique Entity Identifier (UEI)**.
4. **Save:** Click the **Save** button to link your account to the agency.

Step 2: Create & Complete the Project Applicant Profile

1. **Open the Profile:** Click **Applicants** on the left menu. Locate your organization's name in the table and click the **Orange Folder Icon** under the "Open" column.
2. **Complete the Mandatory Screens:** Move sequentially through the left-hand sub-menu. You must complete every field marked with an asterisk (*):
 - **Profile Type:** Select "Collaborative Applicant" from the dropdown, then click **Save & Next**.
 - **Organization Information:** Enter your agency data. Ensure your **Employer/Tax Identification Number (TIN)** and **UEI** match your official **SAM.gov** registration. Click **Save & Next**.
 - **Authorized Representative:** Input contact information for the person designated to sign legal documents (e.g., the grant agreement). HUD will use this contact for any curable deficiencies.
 - **Alternate Contact:** Input a secondary staff contact HUD can reach if the primary representative is unavailable.
 - **Additional Information:** Select your organization's **Congressional District** from the left box, click the **Right Arrow Button (→)** to move it to the right box, and answer the remaining text queries.
 - **HUD Form 2880 & Indirect Cost Rate:** Fill out these screens completely. These answers automatically transfer to your final project application.
 - **Applicant Code of Conduct:** Check HUD's Code of Conduct e-library webpage. If your agency is *not* listed, you must upload your Code of Conduct document. Ensure it contains all five (5) required items listed on the [Code of Conduct for HUD Grant Programs](#) webpage, plus the five (5) specific information listed in "The email should contain:" (you can use this listing of information as the cover page for your Code of Conduct submission).

- **Nonprofit Requirements** (if Applicable): If you selected "Nonprofit" on Screen 2, you must upload your **IRS 501(c)(3) final determination letter** and complete the **Survey on EEO** (SF-424 Supplement).
3. **Verify and Complete:** Click **Submission Summary** at the bottom of the profile menu.
 - Check the table: Every screen must show a **Green Checkmark**.
 - If a screen displays a **Red X**, click back into that specific section to fix the missing or incorrect data.
 - Once all items are green, click the **Complete** button.

Step 3: Register for the Funding Opportunity & Create the Project

1. **Register for the Opportunity:** This step establishes your actual FY2026 COC grant application. On the primary left navigation menu, click **Funding Opportunity Registrations**. Locate the **FY 2026 Project Application Funding Opportunity** (New or Renewal) and click the **Register Icon** (paper and pencil). Select **Yes** when the confirmation pop-up appears.
2. **Initialize the Project:** Click **Projects** on the left menu.
3. **Select Opportunity:** Use the top dropdown menu to select the **FY 2026 funding opportunity** you just registered for in the previous step. Wait a moment for the screen to automatically refresh.
4. **Add a New Record:** Click the **Add Icon** (document icon with an orange plus sign) located directly above the data table.
5. **Name the Project Application:**
 - The *Project Name* field will be pre-populated.
 - In the **Applicant Name** field, enter the name of the project exactly as it must appear on official HUD grant agreements and award letters.
 - **For Renewal Projects:** Look for the **Import Data From** dropdown field and select your prior year's project to roll your data over. *(Note: If your organization was not the direct recipient on the previous application, this rollover feature is unavailable).*
6. **Save:** Click **Save and Back** to return to the main Projects screen.

Step 4: Open, Complete, and Submit the Application

In this step, you will fill out the detailed narratives, upload certifications, and submit your application to HUD.

1. **Locate the Submission:** On the left navigation menu, click **Submissions**. Confirm your applicant name and locate the FY2026 project row you created in Step 3.
2. **Open the Application:** Click the **Orange Folder Icon** located to the left of your project's name. You will land on the **Before Starting** screen, indicating you are successfully inside the grant application.
3. **Certify Profile Information:**
 - Review the initial sequence of screens carefully. This data is pulled directly from the Project Applicant Profile you completed in Step 2.
 - On each screen, you must check the box to certify that the information is accurate.



Stop if data is wrong: If any organizational info is incorrect, **you cannot fix it here**. You must exit the application, return to the **Project Applicant Profile**, correct the data there, mark it complete, and return.

4. **Process the HUD-2991 Form (Certification of Consistency):**
 - Navigate to the **Attachment screen** within the application.
 - Download and complete the **top portion** of the **HUD-2991 form**.
 - Send the form to your local jurisdiction office responsible for submitting the Consolidated Plan to HUD (e.g., your local City, County, or Community Development Office).
 - An authorized local official (e.g., Mayor, County Commissioner, or Director) must sign and date the form and return it to you.
 - Scan and upload the **signed HUD-2991** directly back onto the **Attachment screen**.



Important Note on Incomplete or Unsigned HUD-2991: HUD will consider an incomplete or unsigned HUD-2991 as a curable deficiency. Information about addressing curable deficiencies is provided in FY26 CoC NOFO under Section IV.D.2 “Corrections to Deficient Applications.”

5. Select How Your Application Will Be Routed:

- On screen 3A. Project Detail, question 2. CoC Number and Name, using the dropdown select “**No CoC**”.



Important Note: For Project Applicants that do not have a CoC, it is very important that you select “No CoC” on screen 3A, this is to ensure your application is routed correctly to HUD for submission and review.

6. Answer Application Queries:

- Once you complete the certification checkboxes, the system will unlock the rest of the application screens where you can fill out your project-specific narratives and metrics.



Important Note: In addition to the questions that you will answer in the project application, you must attach a Microsoft Word or PDF document that responds to the questions outlined in the Section C.1. Project Level Rating Factors in Appendix III of the NOFO.

7. Submit Directly to HUD:

- Work your way to the final **Submission Summary** page. Verify that every section has a **Green Checkmark**. Click the **Submit** button to transmit your project application directly to HUD. After you click **Submit** you will see the following at the bottom of the screen, “This e-form has been submitted”.

Questions?

- Technical questions related to *e-snaps* functionality (e.g., password lockout, access to user’s application account, updating Applicant Profile) must be submitted to esnaps@hud.gov.
- Questions regarding the FY 2026 CoC Program Competition process must be submitted to CoCNOFO@hud.gov.