

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 2024 New Project Application as the example, but they are applicable to other FY 2024 Project Applications (Renewal, Continuum of Care [CoC] Planning, Unified Funding Agency [UFA] Costs, and Youth Homelessness Demonstration) as well as to future CoC Program Competitions. When the steps are no longer applicable, this document will be revised and reposted on HUD.gov.

Posted Resources

The United States Department of Housing and Urban Development (HUD) has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov, HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2024 Notice of Funding Opportunity (NOFO) information (e.g., detailed instructions), including the FY 2024 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Have a question?

The *e-snaps* Ask A Question (AAQ) desk on HUD Exchange is no longer active. Questions about *e-snaps* and the CoC Program NOFO must be submitted to the appropriate HUD.gov email address, as follows:

- CoCNOFO@hud.gov for questions about the NOFO, competition, and applications.
- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC's or Project Applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.

In your email, please provide:

- The specific details regarding the issue you are encountering.
- The steps you have taken up to the point the issue occurs.
- Any error messages.

You may also want to provide a screenshot.

Access e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2024 CoC Program Competition.

The screenshot shows the 'Front Office Portal' for e-snaps. On the left is a sidebar with a 'Front Office Portal' header, a login section with 'Username:' (containing 'dgraycastl') and 'Password:' (masked with dots) fields, a 'Login' button, and links for 'Create Profile' and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains instructions for existing and new users. Two callout boxes are present: one pointing to the login fields with the text 'Existing users login here', and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main text includes a welcome message, instructions for authorized users, a registration process for new users, and information about the CoC Program Registration and Application, including OMB Approval numbers and public reporting burdens.

Front Office Portal

Username: dgraycastl

Password: *****

Login

Create Profile

Contact Us

Welcome to e-snaps

Welcome to the e-snaps system, the HUD Continuum of Care (CoC) Program and grants management system for the HUD Continuum of Care (CoC) Program, known as the CoC Program Competition.

The e-snaps system is designed for authorized users only. If you are an authorized user, please log in by entering a valid user name and password. If you are not an authorized user, please contact the System Administrator. You may also use the links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are not yet an authorized user and need access to this system on behalf of your Continuum of Care or as a project applicant, please contact the System Administrator to initiate the Registration process.

If you are new to e-snaps, please click on the "Create Profile" link to create a user profile. In this application have been submitted to the Office of Management and Budget (OMB) to determine if the information is necessary for the HUD Continuum of Care (CoC) Program Competition. This agency may not collect this information, unless it displays a currently valid OMB control number.

Information collected in the application form will only be collected for specific funding competitions. The information will be used to determine grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific funding competitions.

If you've forgotten your password, send a request to e-snaps@hud.gov and your password will be reset.

CoC Program Registration: OMB Approval No. 2506-0182 (exp. 11/30/2024)

Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CoC Program Application: OMB Approval No. 2506-0112 (exp. 12/31/2024)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Steps for Existing Users

1. Direct your internet browser to <https://esnaps.hud.gov/>.
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 "Forgot your password?" under the "Login" button.

Steps for New e-snaps Users

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



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.

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

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) are able 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 “Give Staff Access to Your Organization's e-snaps Account” resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>



For a refresher on how to continue through the e-snaps system, visit the HUD Exchange e-snaps webpage 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 at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

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 finding the correct Project Applicant, please email the *e-snaps* HUD Help Desk at e-snaps@hud.gov. The *e-snaps* AAQ at HUD Exchange is no longer active.

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 Project Applicant Profile Navigational Guide at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

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 e-snaps HUD Help Desk if you need assistance at:

- e-snaps@HUD.gov

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](#)
- [Creating the Project Application Project](#)
- [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.

On this screen, you are indicating your intent to apply for a specific type of grant. You will need to ensure that you are selecting the one for the correct fiscal year.

Register	Opportunity Name	Applicants Registered	Start Date	End Date
	Project Application FY2023	2	Mar 23, 2023	Dec 31, 2026
	CoC Planning Project Application FY2024	4	Mar 24, 2023	Dec 31, 2027
	New Project Application FY2023	2	Mar 27, 2023	Dec 31, 2028
	New Project Application FY2024		Mar 27, 2024	Dec 31, 2029
	Renewal Project Application FY2023		Mar 30, 2023	Dec 31, 2028
	Renewal Project Application FY2024		Jan 23, 2024	Dec 31, 2029

Steps

1. Select “Funding Opportunity Registrations” on the left menu bar. The “Funding Opportunity Registrations” screen will appear.
2. Confirm the correct Project Applicant.
3. Note the correct funding opportunity name.
4. Select the “Register” icon  next to the funding opportunity. Example: “New Project Application FY2024.” **You must ensure you register for the correct funding opportunity.** If you have not, you will have to abandon the application and begin again by registering for the correct funding opportunity.

The “Funding Opportunity Details” screen will appear.

Applicant: City of St. Louis (MO-501 Project Applicants) ▼

Funding Opportunity Details

Funding Opportunity Name: New Project Application FY2024
Start Date: 2024-03-27 00:00:00.0
End Date: 2029-12-31 23:59:00.0

Funding Opportunity Registration

City of St. Louis (MO-501 Project Applicants) has been registered.

[Back](#)

Successful registration

Steps

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.

The screenshot shows the 'Projects' screen in the e-snaps system. At the top, there is a dropdown menu for 'Applicant' with 'Places for People (23-7433924)' selected. Below this is a section titled 'Projects'. On the left, there is a sidebar with a list of funding opportunities. A callout box labeled '1. Select “Projects” from the left menu bar' points to the 'Projects' section. In the main area, there is a 'Project Status' dropdown set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'New Project Application FY2024'. A callout box labeled '2. Select the “New Project Application FY2024” funding opportunity' points to this dropdown. Below the dropdowns is a table with columns 'Project Number', 'Funding Opportunity Name', and 'Applica Name'. A callout box labeled '3. “Add” icon appears after selection of funding opportunity' points to an 'Add' icon (a document with a plus sign) that has appeared above the table. A callout box labeled '4. Select “Add” icon' points to the same 'Add' icon. The table currently shows 'No re' in the first column.

Steps

1. Select “Projects” on the left menu bar. The “Projects” screen will appear.
2. Select the applicable funding opportunity from the “Funding Opportunity Name” dropdown. Example: “New Project Application FY2024.”
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.  The “Create a Project” screen will appear.



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.

Create a Project

Project Name: New Project Application FY2024
 Applicant: Places for People (23-7433924)
 Project Name:


Buttons: Save, Save & Add Another, Save & Back, Cancel

Steps

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 that is being created or renewed as it will appear in the grant and award letter.
3. Renewals only: In the “Import Data From:” field, select the project that is being renewed.

Importing will ensure that your project information from the previous year’s Project Application is imported and will decrease the amount of information that must be entered into the current Project Application.

This field will only appear for Renewal Project types and will not appear for New projects.

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.



All Renewal Project Applicants are able to import the previous year’s application data even if the project is a first-time renewal.

If the previous year’s information is imported, Renewal Project Applicants **MUST** review the pre-populated information to ensure the responses to the questions are still accurate.

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.

The screenshot shows the 'Submissions' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area has a top section for filters and a table below. Callouts point to the 'Submissions' menu item, the 'Applicant' dropdown (set to 'Arlen Housing Services (MO-500 Project Applicant)'), the filter buttons ('[Hide Filters]', '[Clear Filters]'), the 'Filter' button, the 'Applicant Project Name' dropdown (set to 'FY 2024 New Project'), the 'Date Submitted' dropdown (set to 'On'), the 'Project Status' dropdown (set to 'All Projects'), the 'Submission Version' dropdown (set to 'Latest Version'), the 'Associate Type' dropdown (set to 'All'), and the 'Funding Opportunity Name / Step Name' column in the table.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Applicant Type	Version	Date Submitted
	FY 2024 New Project 138539	New Project Application FY2024 New Project Application FY2024	Mar 27, 2024	Dec 31, 2029	Primary Applicant	1	

Steps

1. Select “Submissions” on the left menu bar. The “Submissions” screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application project you established.
 - Option: Use the submissions filters. Select the project name in the “Applicant 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 press 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, the 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.

Saving: 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.

Access the Project Application through the “Submissions” screen.

Front Office Portal

Profile

My Account
Change Password

Workspaces

Applications
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Arlen Housing Services (MO-500 Project Applicant)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: FY 2024 New Project

Date Submitted: On

Project Status: All Projects


Submission Version: Latest Version

Associate Type: All

Filter

Project Number	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
FY 2024 New Project 138539	New Project Application FY2024 New Project Application FY2024	Mar 27, 2024	Dec 31, 2029	Primary Applicant	1	

Steps

1. Select “Submissions” on the left menu bar. The “Submissions” screen will appear.
2. Select the orange “Folder” icon  to the left of the Project Application name you established with the funding opportunity name. Example: “FY 2024 New Project 138539.”

The “Before Starting” screen will appear.



Please continue with the resources available on the HUD.gov and e-snaps webpages at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>