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 Special NOFO Unsheltered Homelessness Set Aside Project Application as the example, but they are applicable to other Special NOFO Project Applications (Rural Set Aside, CoC Planning, and UFA Costs). When the steps are no longer applicable, this document will be revised and reposted on HUD.gov.

Posted Resources

HUD has determined that some Special NOFO and e-snaps-related resources need to be posted to HUD.gov as HUD’s official website rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. Special NOFO information (e.g., detailed instructions), including the Special NOFO e-snaps navigational guides, will be published and updated on HUD.gov. Many of the other Special NOFO and e-snaps-related technical resources will remain on the HUD Exchange.

Have a question?

The e-snaps AAQ on HUD Exchange is no longer active. Send questions related to the Special NOFO or navigating e-snaps to the appropriate HUD.gov email address:

- SpecialCoCNOFO@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.
Access e-snaps

The Project Application is submitted electronically in e-snaps during the competition under the Special NOFO to Address Unsheltered and Rural Homelessness (Special NOFO).

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.

Steps for Existing e-snaps 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 Existing Users above.

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/
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:

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://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf](https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf)

- **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, 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 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 a Project Applicant in e-snaps. Review the Project Applicant Profile Navigational Guide at:

  - [https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf](https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf)

  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

**Important!**

The Special NOFO to Address Unsheltered and Rural Homelessness and the annual CoC Program NOFO competition are open at the same time. BOTH of these NOFOs are visible in e-snaps.

You must ensure you register for the correct Funding Opportunity. If you have not, you must abandon your project application and begin again by registering for the correct Funding Opportunity you are choosing for the project application.
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 Special NOFO 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 Unsheltered Homelessness Set Aside Project Application FY2022, Rural Set Aside Project Application FY2022, CoC Planning Unsheltered Homelessness Set Aside Project Application FY2022, and UFA Costs Unsheltered Homelessness Set Aside FY2022.

Note: CoC Planning funds and UFA costs are only eligible under the Unsheltered Homelessness Set Aside. No CoC Planning funds or UFA costs will be awarded under the Rural Set Aside.

You are indicating your intent to apply for a specific type of grant.

Reminder

You MUST choose the correct Funding Opportunity. If you do not, you must abandon this project application and begin again by registering the correct Funding Opportunity you are choosing for this project application.

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen will appear.
3. Select the "Register" icon next to the correct item. Example: "Unsheltered Homelessness Set Aside Project Application FY 2022."
4. The "Funding Opportunity Details" screen will appear.
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 "Unsheltered Homelessness Set Aside Project Application FY2022" appears under the "Funding Opportunity Name" column.

Terminology

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

Steps

1. Select "Projects" on the left menu bar.
2. The "Projects" screen will appear.
3. Select the applicable funding opportunity from the "Funding Opportunity Name" dropdown.
   Example: "Unsheltered Homelessness Set Aside Project Application FY2022"
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 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 Applicant Profile.
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.
   
   Example: “Special NOFO Test Project TJ.”

3. Select “Save & Back” to return to the “Projects” screen.

4. 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.
**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.

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**Steps**

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Locate the Project Application project you established.
   - Option: Use the "Submissions Filters." Select your project’s 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 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.

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.

### Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Select the "Folder" icon 📥 to the left of the Project Application Name you established with the Funding Opportunity Name.
   
   Example: "Special NOFO Test Project TJ"

4. The "Before Starting" screen will appear.

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

- [https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO](https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO)
- [https://www.hudexchange.info/programs/e-snaps/](https://www.hudexchange.info/programs/e-snaps/)*