

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 When the steps are no longer applicable, this document will be revised and reposted on HUD.gov.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The *e-snaps* AAQ on HUD Exchange is no longer active.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).

Front Office

Front Office Portal

Username: kholmstrom

Password: [REDACTED]

Login

Forgot your password?

Create Profile

Contact Us

Welcome to e-snaps

Welcome to the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the e-snaps system. The system is designed for use by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process, please contact your 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, 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, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Select your Continuum of Care Program based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the availability of funding. Information collected in the application form will only be collected for specific funding competitions.

OMB Approval No. 2506-0182 (exp. 11/30/2024)

Public reporting burden for this collection of information 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.

OMB Approval No. 2506-0112 (exp. 12/31/2024)

CoC Program Application: OMB Approval No. 2506-0183 (11/30/2018)

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.

Technical Submission: OMB Approval No. 2506-0183 (11/30/2018)

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:

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

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>

- **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>

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.

On this screen, you are indicating your intent to apply for a specific type of grant.

On this screen, 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.

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

| Name | Applicants Registered | Start Date | End Date |
|---|-----------------------|--------------|--------------|
| Application FY2022 | 1 | May 20, 2022 | Dec 31, 2025 |
| Unsheltered Homelessness Set Aside Project Application FY2022 | 1 | Jan 11, 2021 | Dec 31, 2025 |
| on FY2022 | 1 | May 13, 2022 | Dec 31, 2027 |
| Renewal Project Application FY2015 | 1 | Sep 16, 2014 | Dec 31, 2023 |
| Renewal Project Application FY2022 | 1 | May 16, 2022 | Dec 31, 2027 |
| Rural Set Aside Project Application FY2022 | 1 | Sep 16, 2020 | Dec 31, 2026 |
| Step_End_Date_Test | 1 | May 28, 2022 | May 28, 2023 |
| Step_End_Date_Test_2 | 1 | May 20, 2022 | May 28, 2023 |
| UFA Costs Project Application FY2020 | 1 | | 2022 |
| UFA Costs Project Application FY2021 | 1 | | 2025 |
| UFA Costs Project Application FY2022 | 1 | | 2025 |
| UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022 | 1 | Jan 11, 2021 | Dec 31, 2025 |
| Unsheltered Homelessness Set Aside Project Application FY2022 | 1 | Sep 16, 2020 | Dec 31, 2026 |

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.

Front Office

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Funding Opportunity Details

Funding Opportunity Name: UFA Costs Unsheltered Homelessness Set Aside Project Application FY2022
Start Date: 2021-01-11 00:00:00.0
End Date: 2025-12-31 23:59:00.0

Funding Opportunity Registration

Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.

Back

Project applicant has been registered

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."

| Edit | Project Name | Project Number | Funding Opportunity Name | Applicant Name | Applicant Number | Step Status |
|------|--------------------------|----------------|---|--------------------------------------|--------------------------|-------------|
| | 2022_unsheltered_1 | 137573 | Unsheltered Homelessness Set Aside Project Application FY2022 | Saint Louis County Project Applicant | MO-500 Project Applicant | In Progress |
| | FY2022_Unsheltered_App_1 | 137574 | Unsheltered Homelessness Set Aside Project Application FY2022 | Saint Louis County Project Applicant | MO-500 Project Applicant | In Progress |

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.

Front Office

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Create a Project

Funding Opportunity Name: Unsheltered Homelessness Set Aside Project Application FY2022

* Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)


* Applicant Project Name:

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

Callout: Enter the Project Name. e-snaps will assign a Project Number.

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.

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. A callout bubble points to the 'Submissions' menu item with the text 'Select "Submissions"'. The main content area is titled 'Submissions' and contains a filter box. A callout bubble points to the 'Applicant Project Name' dropdown menu with the text 'Use the filters to find the project name'. The filter box includes dropdowns for 'Applicant Project Name' (set to 'All Projects'), 'Date Submitted' (set to 'On'), 'Project Status' (set to 'Open Projects'), 'Submission Version' (set to 'Latest Version'), and 'Associate Type' (set to 'All'). A 'Filter' button is located below these dropdowns. Below the filter box is a table with the following data:

| Actions | Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|---------|--------------------------------|--|--------------|--------------|-------------------|---------|----------------|
| | 2022_unsheltered_1 137573 | Unsheltered Homelessness Set Aside Project Application FY2022 Unsheltered Homelessness Set Aside Project Application FY2022 | Sep 16, 2020 | Sep 1, 2022 | Primary Applicant | 1 | |
| | 2022_yhdp_1 137712 | YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022 | Mar 8, 2021 | Dec 31, 2022 | Primary Applicant | 1 | |
| | 2022_yhdp_2 137713 | YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022 | Mar 8, 2021 | Dec 31, 2022 | Primary Applicant | 1 | |
| | 2022_yhdp_3 137716 | YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022 | Mar 8, 2021 | Dec 31, 2022 | Primary Applicant | 1 | |
| | 2022_yhdp_4 137724 | YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022 | Mar 8, 2021 | Dec 31, 2022 | Primary Applicant | 1 | |
| | 2022_yhdp_5 137726 | YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022 | Mar 8, 2021 | Dec 31, 2022 | Primary Applicant | 1 | |

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.

Front Office Portal

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Special NOFO Test Project TJ

Date Submitted: On

Project Status: Open Projects


Submission Version: Latest Version

Associate Type: All

Filter

| Actions | Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|---------|--|--|--------------|-------------|-------------------|---------|----------------|
| | Special NOFO Test Project TJ 137745 | Unsheltered Homelessness Set Aside Project Application FY2022 Unsheltered Homelessness Set Aside Project Application FY2022 | Sep 16, 2020 | Sep 1, 2022 | Primary Applicant | 1 | |

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.



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.hudexchange.info/programs/e-snaps/>