

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 2023 Renewal Project Application as the example, but they are applicable to other FY 2023 Project Applications (New, Continuum of Care [CoC] Planning, and Unified Funding Agency [UFA] Costs) 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 When the steps are no longer applicable, this document will be revised and reposted on HUD.gov.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

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 2023 NOFO information (e.g., detailed instructions), including the FY 2023 *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The *e-snaps* Ask A Question (AAQ) desk on HUD Exchange is no longer active.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 2023 CoC Program Competition.

The screenshot shows the 'Front Office' login page for 'e-snaps'. On the left is a navigation menu with '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' (containing 'kholmstrom') and 'Password', a 'Login' button, and a 'Forgot your password?' link. Two callout boxes are present: one pointing to the login form with the text 'Log in here', and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The page also contains several paragraphs of text regarding the HUD Continuum of Care (CoC) Program, OMB Approval numbers (2508-0182, 2508-0112, 2508-0183), and public reporting burdens.

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 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://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 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 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.


Front Office

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

Funding Opportunity Registrations

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
		CoC Planning Project Application FY2023	1	Mar 23, 2023	Dec 31, 2026
		CoC Registration and Application FY2023	0	Nov 30, 2020	Dec 31, 2025
		New Project Application FY2022	1	May 13, 2022	Dec 31, 2027
		New Project Application FY2023			Dec 31, 2028
		Renewal Project Application FY2015			Dec 31, 2023
		Renewal Project Application FY2023			Dec 31, 2028
		UFA Costs Project Application FY2023			Dec 31, 2026
		YHDP New Project Application FY2021		Mar 9, 2021	Apr 30, 2025
		YHDP Renewal Project Application FY2023	1	Apr 6, 2023	Dec 31, 2027

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. Select the "Register" icon  next to the correct item. Example: "Renewal Project Application FY2023." **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.
4. The "Funding Opportunity Details" screen will appear.

The screenshot shows a web application interface. At the top right, there are user controls for 'kholmstrom', 'Logout', and 'Help'. Below this, the page title is 'Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)'. The main section is titled 'Funding Opportunity Details' and contains the following information: 'Funding Opportunity Name: Renewal Project Application FY2023', 'Start Date: 2023-03-30 00:00:00.0', and 'End Date: 2028-12-31 23:59:00.0'. A callout box points to the 'End Date' field with the text 'Select "Yes," to register for the funding opportunity'. Below this is the 'Funding Opportunity Registration' section, which displays a confirmation message: 'Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.' and a 'Back' button.

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.

Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
38101	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
38102	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
138103	Renewal Project Application FY2023	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress
138104	Renewal Project Application FY2023	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: "Renewal Project Application FY2023."
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 Project Applicant.

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 in 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 prepopulated 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" page in the Front Office portal. The left sidebar contains a menu with "Submissions" highlighted. The main content area has a filter box with the following fields: "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 fields. Below the filter box is a table with the following columns: "Actions", "Project Name / Project Number", "Funding Opportunity Name / Step Name", "Start Date", "End Date", "Associate Type", "Version", and "Date Submitted". The table contains five rows of data. Callouts point to the "Submissions" menu item, the filter fields, the "Filter" button, and the "Funding Opportunity Name / Step Name" column.

Actions	Project Name / Project Number	Funding Opportunity Name / Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	1e_check 137208	YHDP Replacement Project Application FY2021 YHDP Replacement Project Application FY2021	Mar 8, 2021	Dec 31, 2021	Primary Applicant	1	
	1e_open_new 137199	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	1e_open_new_1 137200	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	1e_open_new_1 137201	New Project Application FY2021 New Project Application FY2021	Sep 16, 2020	Sep 1, 2022	Primary Applicant	1	
	1e_open_new_2 137202	New Project Application FY2021 New Project Application FY2021	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. 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.

The screenshot shows the 'Front Office' interface. The left sidebar contains a menu with 'Submissions' highlighted. A callout bubble points to this menu item with the text 'Select "Submission"'. The main content area is titled 'Submissions' and shows a list of project applications. A callout bubble points to an orange folder icon in the 'Action' column of the first row, with the text 'Select orange "folder icon" to access the Project Application'. The table below shows the following data:

Action	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Renewal Project Application FY2023 test 138174	Renewal Project Application FY2023 Renewal Project Application FY2023	Mar 30, 2023	Dec 31, 2023	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: "Renewal Project Application FY2023 test."
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/competition
- <https://www.hudexchange.info/programs/e-snaps/>