E-snaps Explainer for FY2024 CoC Program Project Applicants

This is a step-by-step guide to completing the CoC project application in e-snaps (HUD's online application system). Please follow instructions carefully AND follow the HUD tutorials while working in e-snaps. All tutorials can be found on HUD's e-snaps toolkit webpage.

Accessing e-snaps

- To log in to e-snaps, go to https://esnaps.hud.gov/grantium/frontOffice.jsf.
- If you are applying for a new project and your agency does not already have an e-snaps account, you will need to create one. See Step 1 below.
- If your agency has an e-snaps account, but you are new or have taken over for another staff member and do not have access to it, use this document to create your new user account.
- Renewal applicants should update their e-snaps profiles, even if they already have access to e-snaps. See Step 1 below.

Step 1: Create/Update Applicant Profile

View HUD e-snaps tutorial

- Follow the instructions in this document to add or update all necessary information in the Applicant Profile.
- Several attachments must be uploaded to the applicant profile. You must attach a current version of each attachment, even if there is a version in the profile from last year.
  - ALL applicants: Agency's code of conduct (unless it is already on this list).
  - Nonprofits only: Survey on Ensuring Equal Opportunities/SF-424 Supplement (download).
  - Nonprofits only: Nonprofit documentation
- All applicants must submit a pdf version of their Applicant Profile with all updated attachments. On the Submission Summary screen, hit the Export to PDF button, review the document to ensure that all answers have been updated (including attachments marked as uploaded in 2024), save, and submit via the link in the CoC instructions for renewal or new project applications.

Step 2: Access the Project Application

Continue to View HUD tutorial on Accessing the CoC Program Project Application in e-snaps

- In this step, you will register for the FY2024 funding opportunity, then create blank project application(s). You will need to create a separate application for each of the projects for which the agency is applying. (Please refer to the Grant Inventory Worksheet posted on our NC BoS HUD CoC project application webpage for a list of all renewal grants).
- Renewal projects: When creating your project application(s), make sure you click the "Import Data From" button- this will import your FY2023 answers and save you time!

Step 3: Complete the Project Application

e-snaps 201 Toolkit: View Resources Here

- Follow the HUD tutorial to fill out/update your answers. When you are done, **DO NOT HIT SUBMIT**. Hit "Export to PDF" so you can turn in your project application to NC BoS CoC for review and revisions.
- Part 1E, question 19: The answer is B (Program is subject to EO 12372 but has not been selected for review).
- Part 4B, Housing Type: Renewal projects requesting rental assistance <u>may only renew for the number of units on the Grant Inventory Worksheet (GIW)</u>. Use the numbers in the Unit Configuration section of the GIW (columns M-U) to complete Part 4B. The GIW is posted on our NC BoS CoC application webpage.
- Part 6, Budget: Renewal projects <u>may only renew for the budget line items and amounts that are on the Grant Inventory Worksheet (GIW)</u>. Use the numbers in the Current Budget Line Item Amounts section of the GIW (columns F-K) to complete the application budget. The GIW is posted on our NC BoS CoC application webpage.