Accessing the CoC Program Project Application in *e-snaps*
Video Transcript

Screen Number	Narration
1	Welcome to "Accessing the CoC Program Project Application in *e-snaps*." This short video provides step-by-step instructions on how to access the Project Application in *e-snaps*. To view and fill out a project application, you must log in to *e-snaps* and then go through four steps: **Step 1**: Ensuring the Project Applicant Profile is in "Complete" status; **Step 2**: Selecting the appropriate Funding Opportunity; **Step 3**: "Creating" – or establishing – the Project Application; and **Step 4**: Accessing and opening the Project Application on the "Submissions" screen. This process may seem unintuitive, but it has its own internal *e-snaps* logic. The hint is that these four steps are shown on the left menu bar in e-snaps when you first log in. Before we get into how to access the Project Application, this video briefly summarizes how to access *e-snaps*. For purposes of this video, when we use the word "you," we are referring to **you** as an individual. When referring to "your organization," we use the term "your organization" or "the Project Applicant."

2	Log in to *e-snaps* by directing your internet browser to the link shown on the screen https://esnaps.hud.gov/grantium/frontOffice.jsf. On the left menu bar, enter your username and password.
	After logging in, you will enter the *e-snaps* system and arrive at the "Welcome screen".
	If you are new to *e-snaps*, you will need to create an *e-snaps* account with a user profile and a username and password. To do this, select the "Create Profile" link from the left menu bar. After creating your *e-snaps* account, log in by entering your new username and password into the fields on the left menu bar. Please note: each *e-snaps* user should have unique login credentials.
	Once you have an *e-snaps* account, to access your organization's files in *e-snaps*, you must be added to your organization's account as a registrant. For information on how to become registered to your organization's account, please refer to the resource on giving staff access to the organization's *e-snaps* account."
	https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf
	If no one has access to the organization's *e-snaps* account, you will need to request access. Please refer to the resource on requesting access to your organization's *e-snaps* account.
	https://files.hudexchange.info/resources/documents/Request-Access-to-Your-Organizations-e-snaps-Account.pdf
	Both of these resources are located on the *e-snaps* resources page on the HUD Exchange at the links shown on the screen.
	https://www.hudexchange.info/programs/e-snaps/

3	Now we're ready to go to the **first step** in accessing the Project Application in *e-snaps*: **Ensuring your organization's Project Applicant Profile is in "Complete" status.** Project Applicants must make sure their organization's Project Applicant Profile is "Complete" before moving forward in the Project Application process. An Applicant Profile is in "Complete" status when you navigate to the Submission Summary screen—the last form in the Applicant Profile—and at the bottom of the page there is an "Edit" button with a statement below it saying "This e.Form has been marked as complete." If your organization has previously applied for CoC Program funding, there will be an existing Applicant Profile in *e-snaps*, which is the one that must be in "Complete" status. You should **not** create a new Applicant Profile. A staff person will create a new Applicant Profile for the organization ONLY if the organization has never entered directly into a grant agreement with HUD for CoC Program funds before. Please note: Located on the top left side of the "Applicants" screen is an Applicant field that identifies which Applicant Profile you are using. Some people have access to more than one organization's *e-snaps* account. For example, if the organization applying for funding as a Project Applicant is also designated as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant. If this situation applies to you, the Applicant field will be a dropdown menu and you can switch between the two *e-snaps* accounts. Please note: Project Applications are not accessible from the Collaborative Applicant Profile. If you need to edit your Project Applicant Profile, you can do so at any time. Please review the resource on how to update the Applicant Profile by putting the profile into "edit-mode," located on the *e-snaps* resources page on the HUD Exchange at the link shown on the screen. https://files.hudexchange.info/resources/documents/Updating-the-Collaborative-Applicant-Organization-and-or-Primary-Contacts-Resource.pdf
4	**Step 2**: After ensuring that the Project Applicant Profile is in "Complete" status, you can move to the next step required to access the Project Application in *e-snaps*, which is **Funding Opportunity Registration.**
5	All Project Applicants must register their 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. Registering in this context means "indicating your intent to apply," and "Funding Opportunity" refers to "the type of grant" for which you are applying.

6	To register your organization, select "Funding Opportunity Registrations" on the left menu bar. Next, select the "Register" icon adjacent to the correct item. There are several grant options listed in the "Funding Opportunity Name" column. They include Renewal, New, CoC Planning, UFA Costs, and YHDP Renewal Project Application. Make sure that you are selecting the funding opportunity for the correct fiscal year. In this example we are opening a Fiscal Year 2020 Renewal Project Application. Selecting the "Register icon" will bring you to the "Funding Opportunity Details" screen. On this screen, a question will appear asking if you want to register the applicant for the funding opportunity. Select "Yes" to confirm that you want to register your organization. The screen will indicate that the Project Applicant is now registered. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.
7	Now we're ready to move on to **Step 3: "Creating" – or Establishing – the Project Application**. Project Applicants must create a project for the Project Application to appear on the "Projects" screen. "Creating a Project" means giving the project application a name. This is an intermediate step. You will not enter the Project Application from the "Projects" screen. That will occur in the fourth step, which we will discuss shortly. To create a project, select "Projects" on the left menu bar. When the "Projects" screen appears, select the applicable funding opportunity from the "Funding Opportunity Name" dropdown. In our example, we are creating a project for a Fiscal Year 2020 Renewal Project Application. When the screen refreshes, an "Add" icon will appear on the left side of the screen above the column headings. Select the "Add" icon to open the "Create a Project" screen. On this screen, the Project Applicant Name will be pre-populated. In the "Applicant Project Name" field, enter the name of the project. Ideally, the project name should be the same that is under current grant agreement, or grant agreement as amended. For example, if the project name under the current grant agreement is ABC Housing, HUD's expectation is the Fiscal Year 2020 project name will also be ABC Housing, not ABCH or Housing ABC. It is permissible to add the year if you prefer such as ABC Housing 2020 or ABC Housing FY20, etc. Finally, select "Save & Back" to return to the "Projects" screen. The project name will now be listed in the menu. Selecting the "view" icon will allow you to view project details. If you wish to rename the project, you may do so on this screen by changing the name and selecting "Save." However, you should only rename the project if you accidently named it incorrectly during creation.

8	And finally, we are at **step 4, Accessing the Project Application on the Submissions screen**. After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Project Application, you can now enter the Project Application and complete all the required screens. You must access the Project Application from the "Submissions" screen. Submissions refers both to submitted project applications and project applications that are currently in progress. 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 there, you cannot delete it; you can only rename it.
9	To access your organization's Project Application, select "Submissions" on the left menu bar. When the "Submissions" screen appears, you can locate the Project Application different ways. You can use the "Submissions Filters" to select the project name in the Project Name field. You can also select "Clear Filters" and then review the "Funding Opportunity Name / Step Name" column to find your organization's project. Select the folder icon to the left of the Project Application Name you established with the correct Funding Opportunity Name. The "Before Starting" screen will appear. You can now enter information into your Project Application. You do not need to complete the Project Application in one sitting. If you need to move on to something else, select "Save" at the bottom of the screen and then log out of *e-snaps*. To get back to a Project Application, log back into *e-snaps* and select "Submissions" from the left menu bar. Locate the Project Application on the list and select the icon next to the Project Name.
10	Remember, once the competition period opens each year, to access a Project Application for the first time, you must go through the four steps mentioned previously in this video. Remember the hint: the four steps are listed on the left menu bar.
11	Thank you for your interest in learning about *e-snaps*. Please visit the HUD Exchange *e-snaps* page to view other helpful resources. If you have any further questions or run into any technical issues, please submit a ticket to the HUD Exchange Ask A Question virtual help desk. Please remember to select "*e-snaps*" from the "My question is related to" dropdown menu.