

Submitting the CoC Program Project Application in *e-snaps*

This document provides instructions for submitting the CoC Program project application in *e-snaps* and troubleshooting issues that prevent you from submitting the application by reviewing the Submission Summary screen. These instructions apply to renewal, YHDP renewal, new, CoC Planning, and UFA Costs projects.

Submit the Project Application

Once the required information has been entered, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen. The following image shows the Project Application "Submission Summary" screen with all items completed. Note that the "Submit" button is active and can be selected.

The screenshot displays the '6A. Submission Summary' screen in the e.Forms application. On the left, there is a navigation menu with sections for 'Practice', 'CoC Planning Project Application FY2020', 'FY2020 CoC Planning Project Application', 'FY2018 CoC Planning Detailed Instructions', 'Before Starting', 'Part 1 - Forms', 'Part 2 - Project Information', and 'Part 3 - CoC Governance and Operations'. The main content area shows a table of application components. A callout box points to the 'Last Updated' column with the text 'Review "Last Updated" column'. Another callout box points to the 'Submit' button with the text 'Active "Submit" button'. The 'Submit' button is highlighted with a red box.

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
--	1B. SF-424 Legal Applicant	No Input Required	No
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	04/16/2019	Yes
✓	1E. SF-424 Compliance	04/16/2019	Yes
✓	1F. SF-424 Declaration	04/16/2019	Yes
✓	1G. HUD 2880	04/16/2019	Yes
✓	1H. HUD 50070	04/16/2019	Yes
✓	1I. Cert. Lobbying	04/16/2019	Yes
✓	1J. SF-LLL	04/16/2019	Yes
✓	2A. Project Detail	04/16/2019	Yes
✓	2B. Description	04/16/2019	Yes
✓	3A. Governance and Operations	04/16/2019	Yes
✓	3B. Committees	04/17/2019	Yes
✓	4A. Match	04/17/2019	Yes
✓	4B. Funding Request	04/17/2019	Yes
--	5A. Attachment(s)	No Input Required	No
✓	5B. Certification	04/17/2019	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Step	Instructions
1.	If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2.	Review the "Last Updated" column to confirm all screens are complete.
3.	Select the "Submit" button.
4.	The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

The following images show the bottom portion of the Submission Summary screen for a successfully submitted Project Application.

The first image highlights the "Submit" button, which is no longer active but instead appears gray-shaded. The form is marked "This e.Form has been submitted."



The second image highlights the "Export to PDF" button, which Project Applicants can select to obtain a PDF copy of the FY 2020 Project Application.



Troubleshoot when you cannot submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The "Submit" button will appear gray if information is missing on any of the required Project Application forms or in the Project Applicant Profile.

The following image shows the Project Application "Submission Summary" screen and highlights the "Last Updated" column, one of the screens with a red "X" identifying it as incomplete, and the Notes identifying errors. In addition, the "Submit" button is gray-shaded, and you cannot select it.

6A. Submission Summary

Complete	Page	Last Updated	Mandatory
--	1A. SF-424 Application Type	No Input Required	No
--	1B. SF-424 Legal Applicant	No Input Required	No
--	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	10/29/2020	Yes
✓	1E. SF-424 Compliance	10/29/2020	Yes
✓	1F. SF-424 Declaration	10/29/2020	Yes
✗	1G. HUD 2880	Please Complete	Yes
✓	1H. HUD 50070	10/29/2020	Yes
✓	1I. Cert. Lobbying	10/29/2020	Yes
✓	1J. SF-LLL	10/29/2020	Yes
✗	2A. Project Detail	Please Complete	Yes
✓	2B. Description	10/29/2020	Yes
✓	3A. Governance and Operations	10/29/2020	Yes
✓	3B. Committees	10/29/2020	Yes
✓	4A. Match	10/29/2020	Yes
✓	4B. Funding Request	10/29/2020	Yes
--	5A. Attachment(s)	No Input Required	No
--	5A. In-Kind MOU Attachment	No Input Required	No
✓	5B. Certification	10/29/2020	Yes

Notes:

- Total requested amount is over \$200,000. Please update your Project Applicant Profile for HUD 2880 in Part 1 question 2 to "Yes" and update the form as needed.

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Step	Instructions
1.	Review your Submission Summary screen to determine which Project Application screen needs to be completed. See the "Review the Submission Summary Screen" section below for guidance on reviewing the screen.
2.	Select the screen name in the Submission Summary list or on the left menu.
3.	Complete the necessary information on the applicable screen. Select "Save" after any changes.
4.	Return to the Submission Summary screen.
5.	Review the Submission Summary screen to confirm all Project Application screens are complete.
6.	Select the "Submit" button.
7.	The "Submit" button will be grayed out. Below it there will be text stating, "This e.Form has been submitted."

Review the Submission Summary Screen

What the “Last Updated” column tells you.

- A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.
- “No Input Required” identifies a form that is not required for completion by all projects. The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed, HUD may require the information prior to entering into a grant agreement, if conditionally awarded.
- "Please Complete” identifies a form with information missing in one or more required fields. Users can go back to any screen by selecting the screen name on the left menu or on the screen name in the Submissions list itself. Remember to select "Save" after any changes.

What the “Notes” section at the bottom of the screen tells you.

Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time. If Notes appear on the screen, they are located under the list of screens and above the navigational buttons. The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable form and error(s).