

FY17 CoC Program Project Application Quickstart

DO NOT try and skip a step or you will not be able to access the full project application.

Step 1: Accessing *e-snaps*.

All e-snaps users need usernames and passwords to log in to the e-snaps system. In order to see an organization's Project Applicant Profile and Project Applications, the e-snaps user needs to be associated as a "registrant" with the organization's e-snaps account. This section identifies the steps to create user profiles and add/delete registrants.

Step 2: Project Applicant Profile

FY 2017 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at www.hud.gov/esnaps.

- Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) to the applicable CoC in *e-snaps* by the local submission deadline established by the CoC.

Step 3: Accessing the Project Application.

After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens.

The steps are :

1. Registering the Project Applicant for the FY 2017 Renewal Project Application funding opportunity or the FY 2017 New Project Application funding opportunity,
2. Creating a FY 2017 project, and
3. Accessing the Project Application screens.

Step 4: Project Application.

After accessing the FY 2017 Renewal Project Application or New Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen.

Step 5: Submitting the Project Application.

After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*. The Collaborative Applicant will review and either approve and rank or reject Project Applications.

Step 6: Amending the Project Application.

If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant in *e-snaps*. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps* in an e-mail from the CoC.

See HUD Renewal Project Application Guides for step-by-step and detailed instructions.

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

See HUD New Project Application Guides for step-by-step and detailed instructions

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>