

FY2024 CoC Program Competition  
Navigating e-snaps

May 22, 2024  
2 PM

# Agenda

- What is e-snaps & when is it used?
- System of Awards Management (SAM) registration & Unique Entity ID# (UEI)
- Understanding the primary components of e-snaps
- Steps to Set Up e-snaps:
- Resources: Accessing e-snaps: Tools on the HUD Exchange
- Reminder: New CoC Program Applicants – Intent to Apply



# What is e-snaps & when is it used?

- **e-snaps** is the electronic applicant & grants management system for CoC Program projects within HUD's Office of Special Needs Assistance Programs (SNAPS)
- **e-snaps is used by:**
  - Agencies:
    - **New** project applicants whose projects have been reviewed by NCCEH through the Intent to Apply process must create (or update) a Project Applicant Profile, select the Project Application form, and submit a pdf of the Project Application to NCCEH for review. If approved by the Steering Committee, they submit their Project Application to HUD through e-snaps. This process is the same for **Renewal** project applicants, with one exception - they are not required to submit an Intent to Apply.
      - Permanent Supportive Housing
      - Rapid Rehousing
  - U.S. Department of Housing & Urban Development:
    - Reviews project applications submitted in e-snaps in an annual competition.
    - For projects awarded in the competition, e-snaps is used by HUD's Greensboro Field Office staff to communicate back to applicant agencies through "Issues & Conditions" that must be addressed to finalize grant agreements.



# System of Awards Management (SAM) & Unique Entity ID (UEI)

- **Before You Get Started in e-snaps, your agency must have an active SAM registration & a UEI#**
  - Your agency must register at [www.sam.gov](http://www.sam.gov) to apply for federal awards & request a Unique Entity ID#.
  - Agencies must renew SAM registration annually to stay compliant.
- **TIPS:**
  - Get this registration submitted early!
  - Schedule time to do this with your organization's Finance Director.
  - SAM registration must be updated each year
  - Be aware of email scams: [Fraud Alert](#)



# Understanding e-snaps

4 components of e-Snaps:

- **User:** someone who can access e-snaps and has their own username and password
- **Applicant Profile:** a profile or information about your organization
- **Registrant:** a user that is associated or linked to an organization (or Applicant Profile) and can enter information in e-snaps
- **Project Application:** the application for CoC Program funds typically for RRH or PSH

To get Users, Registrants & the Applicant Profile set up, use & follow the instructions in the [Project Applicant Profile e-snaps Navigational Guide](#)



## Project Applicant Profile Navigational Guide Table of Contents

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# Step 1: Creating User Profiles

Identify **2 staff** who will access e-snaps.

1. Authorized Representative

- Person #2's supervisor or person with overall responsibility for the project & has the authority to sign legal documents on behalf of the agency such as a grant agreement if awarded funds.

2. Alternate Contact

- The person writing & submitting the project application.



# Step 1: Creating User Profiles

- e-snaps is accessed via: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
- Each agency's e-snaps users need a unique username & password to log in to e-snaps by selecting the "Create Profile" link on the left-hand side of the screen.

The screenshot shows the 'Front Office Portal' interface. On the left, there is a navigation menu with 'Create Profile' and 'Contact Us' links. The main content area is titled 'Welcome to e-snaps' and contains a login form with 'Username:' and 'Password:' fields, a 'Login' button, and several paragraphs of text. A callout box points to the 'Create Profile' link, stating: 'If you are new, to e-snaps, create a user profile here. Do not update someone else's profile.' Another callout box points to the 'Log in here' text, stating: 'Log in here'.

**Front Office Portal**

**Welcome to e-snaps**

Username:

Password:

**Login**

**Create Profile**

**Contact Us**

**Log in here**

If you are new, to e-snaps, create a user profile here. Do not update someone else's profile.

Welcome to **e-snaps**! **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

**E-snaps** is for authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulties, please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions.

**CoC Registration:** OMB Approval No. 2506-0182 (exp. 04/30/2012)

Public reporting burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.





# Step 1: Creating User Profiles


- Enter information and click “Save”


Front Office Portal

Username:

Password:

Login

 Create Profile

 Contact Us

### User Account

\* First Name:

Middle Name:

\* Last Name:

\* Email:

\* Email Confirm:

\* Default Application Language:

\* User Name:   
User Name should be larger than 2 characters and smaller than 51 characters

\* Password:

\* Confirm Password:   
Password should be larger than 9 characters and smaller than 16 characters

\* Personal Confirmation Question:

\* Personal Confirmation Answer:

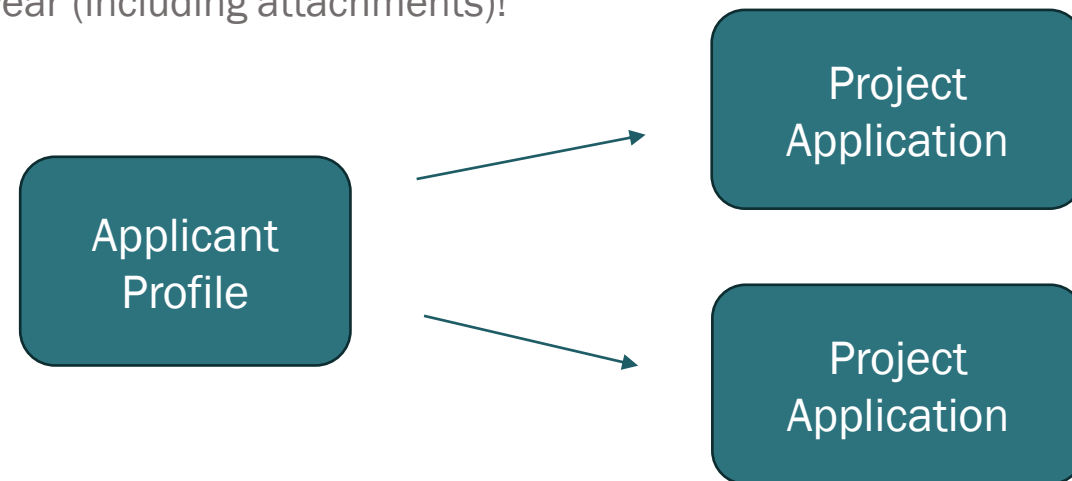
Save



# Step 2: Creating the Applicant Profile

An agency submitting a Project Application for the first time in e-snaps must set up an Applicant Profile using the [Project Application Profile e-snaps Navigational Guide](#)

- The Applicant Profile establishes the organization's e-snaps account.
  - Some information from the Applicant Profile is automatically entered into the Project Application(s)
  - The Authorized Representative must be the one to sign documents that are uploaded to the Applicant Profile.
  - The Applicant Profile must be updated each year (including attachments)!



# Step 2: Creating the Applicant Profile

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

**Applicants**

Funding Opportunities  
Registrations  
Projects  
Submissions

Contact Us

Help Logout


**Applicants**

Add the organization as an Applicant in e-snaps

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test Organization 2	030700000		

Select "Applicants"

**New Project Applicants ONLY**  
-----  
**Returning Applicants continue to the next section**

Step	Description
1.	Select "Applicants" under the Workspace heading on the left menu.
2.	The "Applicants" screen appears.
3.	Select the "Add" icon. 
4.	The "Applicant Details" screen appears.



# Step 2: Creating the Applicant Profile

The screenshot shows the 'Front Office' application interface. The top navigation bar includes the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. On the left, a sidebar menu contains the following items: 'TestUser2', 'Front Office Portal', 'Profile', 'My Account' (with a sub-item 'Change Password'), 'Workspace', 'Applicants' (with sub-items 'Funding Opportunity Registrations', 'Projects', and 'Submissions'), and 'Contact Us'. The main content area is titled 'Applicant Details' and contains the following text: 'OR this grant application is for a new Applicant, and click Save & Next to continue.' Below this text is a dropdown menu for '\* Applicant Type:' with options: '-- select --', 'Individual', and 'Organization'. A callout box points to the dropdown with the text 'Always select "Organization"'. At the bottom of the form are four buttons: 'Save', 'Save & Add Another', 'Save & Back', and 'Back to Applicants List'.



# Step 2: Creating the Applicant Profile

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

### Applicant Details

Applicant, if this grant application is for a new Applicant, and click Save & Next to continue.

\* Applicant Type: Organization ▾

\* Applicant Name:

\* Applicant Number:

**Value is required.**

Save      Save & Add Another

Save & Back      Back to Applicants List

NO LONGER ENTER A  
DUNS NUMBER!

Enter UEI# instead.

For reference:

<https://www.hudexchange.info/news/coc-yhdp-recipient-applicant-transition-to-uei/>

Step	Description
1.	Select "Organization" from the "Applicant Type" dropdown menu.
2.	Enter the Project Applicant's legal name.
3.	Enter the Applicant Number. The Applicant Number should be the DUNS number.
4.	Select "Save and Back" to return to the "Applicants" screen.



# Step 3: Adding Registrants

From the Applicants Screen, click the paperclip icon to Add Registrants

## Add a Registrant

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

Applicant: Test Organization 2 (030700000)

Applicant Details

Applicant Name: Test Organization 2  
Applicant Number: 030700000

Registrants

Add Registrant

Delete	Open	Name	User Name	Email	Group
		McGinn, Lena	TestUser2	Lena.McGinn@icfi.com	Administrator

1

Back to List

Step	Description
1.	Select the "Add Registrant" icon.  This icon is at the top left of the list.

[Checklist to Get Started in e-snaps](#)

[Give Staff Access to Your Organization's e-snaps Account](#)

[Adding Registrant Details](#)



# Step 4: Completing the Applicant Profile

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

**Applicants**  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

Applicant: Test Organization 2 (030700000)

**Applicants**

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test Organization 2	030700000	0	

Project Applicant organization appears on the "Applicants" screen

Name of Applicant Organization

- | Step | Description   |
|------|---|
| 1.   | Continue with the next steps to access the Applicant Profile. |



# Step 4: Completing the Applicant Profile

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

**Applicants**

Funding Opportunity  
Registrations  
Projects  
Submissions

Contact Us

Applicant: Test Organization 2 (030700000)

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test Organization 2	030700000	0	

Select "Applicants"

Access Applicant Profile

- | Step | Description   |
|------|---|
| 1.   | After logging in, select the Project Applicant name from the "Applicant" dropdown at the top of the screen.   |
| 2.   | Select "Applicants" on the left menu.   |
| 3.   | On the "Applicants" screen, locate the "Applicant Name" column. <ul style="list-style-type: none"><li>Confirm the Applicant for which you should complete the Applicant Profile by reviewing the Applicant Number column.</li></ul> |
| 4.   | Select the "Open Folder" icon  next to the Applicant Name.  |





# Step 4: Completing the Applicant Profile

## Applicant Profile:

1. Profile Type – Project Applicant
2. Organization Information
  - Tax ID
  - UEI#
  - Address/Mailing Address (if different)
3. Contact Information
  - Authorized Representative
  - Alternate Contact
4. Additional Information
  - Congressional District(s)
5. Forms & Attachments
  - HUD 2880 – [How to Complete the HUD Form 2880 in e-snaps](#)
  - Applicant [Code of Conduct](#)
  - Nonprofit Documentation – 501c3
  - Other Attachment – nothing needed here
6. Submission Summary



# Editing the Applicant Profile

For each CoC Program competition, applicant agencies must edit the Applicant Profile.

- To edit the Applicant Profile, go to “6. Submission Summary” screen and select the “edit” button

**e.Forms** Logout

TestUser2

Applicant Profile

- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
  - Authorized Representative
  - Alternate Contact
- 4. Additional Information
- 5. Forms & Attachments
  - HUD Form 2880
  - Code of Conduct
  - Nonprofit Document
  - Survey on EEO
  - Other Attachment
- 6. Submission Summary**

Export to PDF  
Get PDF Viewer  
Back to Applicants List

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	05/31/2017	Yes
✓	2. Organization Information	05/31/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	05/31/2017	Yes
✓	Alternate Contact	05/31/2017	Yes
✓	4. Additional Information	05/31/2017	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	05/31/2017	Yes
--	Code of Conduct	No Input Required	No
--	Nonprofit Document	No Input Required	No
--	Survey on EEO	No Input Required	No
--	Other Attachment	No Input Required	No

Back Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

Applicants with a complete Profile, select "Submission Summary"

Select "Edit" button



# Step 5: Project Application

Project Application Resources will be updated for the FY2024 CoC Program competition & links to instructions will be on our website:

<https://www.ncceh.org/bos/currentcocapplication/>

- New Project Detailed Instructions
- New Project Navigation Guide



# What does the Submissions Screen look like?

Sample Submissions Screen:

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity  
Registrations  
Projects  
**Submissions**

Contact Us

**Applicant:** Trillium Health Resources (086322914)

**Submissions**

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

**Applicant Project Name:** All Projects

**Date Submitted:** On

**Project Status:** All Projects

**Submission Version:** All Versions

**Associate Type:** All

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Trillium PSH #3 NC0185L4F031910	Renewal Project Application FY2019 Renewal Project Application FY2019	Mar 1, 2019	Oct 15, 2019	Primary Applicant	1	Sep 10, 2019, 12:20:35 PM
	Trillium PSH #3 NC0185L4F032112	Renewal Project Application FY2021 C1.9a Renewal Application Issues and Conditions	Feb 1, 2020	Dec 31, 2026	Primary Applicant	1	Jul 13, 2022, 2:04:53 PM
	Trillium PSH #3 NC0185L4F032112	Renewal Project Application FY2021 Renewal Project Application FY2021	Feb 1, 2020	Jan 14, 2022	Primary Applicant	1	Oct 21, 2021, 12:03:25 PM
	Trillium PSH OCBH NC0204L4F031602	Renewal Project Application FY2016 C1.9a Renewal Application Issues and Conditions	Feb 10, 2017	Dec 31, 2021	Primary Applicant	1	May 10, 2017, 3:46:05 PM
	Trillium PSH OCBH NC0204L4F031602	Renewal Project Application FY2016 Renewal Project Application FY2016	Feb 10, 2017	Aug 31, 2018	Primary Applicant	1	Aug 30, 2016, 1:27:46 PM

Front Office Portal

Profile

My Account  
Change Password

Workspace


Applicants  
Funding Opportunity  
Registrations  
Projects  
**Submissions**

Contact Us



# Issues & Conditions

On the Submissions Screen:

Actions	Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	UCM Permanent Housing FY2016 NC0185L4F031607	Renewal Project Application FY2016 C1.9a Renewal Application Issues and Conditions	Feb 10, 2017	Dec 31, 2021	Primary Applicant	1	Jul 31, 2017, 12:36:49 PM



# Resources

- e-snaps information is located on the HUD Exchange: <https://www.hudexchange.info/programs/e-snaps/>

The screenshot shows the top navigation bar of the HUD Exchange website. The header is dark teal with the HUD Exchange logo on the left and navigation links for Programs, Resources, Trainings, Program Support, Grantees, and News on the right. Below the header is a banner for the e-snaps program. The banner includes the text: "e-snaps is the electronic Continuum of Care (CoC) Program Application and Grants Management System that HUD's Office of Special Needs Assistance Programs (SNAPS) uses to support the CoC Program funding application and grant awards process for the CoC Program." To the right of this text are two buttons: "Get Help with e-snaps" (orange) and "Log in to e-snaps" (green).

[Home](#) > [Programs](#) > [e-snaps](#)



## Get Started in e-snaps

### e-snaps 101 Toolkit

Find resources to access e-snaps and connect to the correct organizational and CoC e-snaps accounts.

[Create an e-snaps User Profile](#)

[Access Your Organization's e-snaps Account](#)

[Determine What Type of Applicant You Are](#)

[View the e-snaps 101 Toolkit](#)



## Navigate e-snaps

### e-snaps 201 Toolkit

Find resources to navigate e-snaps from login to application submission.

[Update the Applicant Profile](#)

[Access the Project Application in e-snaps](#)

[View the e-snaps 201 Toolkit](#)



## Apply for Project Funds

### Application Resources

Find resources that help applicants submit funding applications.

[Apply for Project Funds](#)



## Complete CoC Requirements

### Collaborative Applicant Resources

Find resources that help Collaborative Applicants meet registration and application requirements and submit the CoC Consolidated Application.

[View Resources for the CoC Collaborative Applicant](#)



# FY2024 CoC Program Competition: NEW Project Applicants

New Project Webinar recording & slides posted.

- <https://www.ncceh.org/bos/currentcocapplication/>
- New Project: [Intent to Apply Form](#)
  - Mandatory for new projects
  - Accepted on a rolling basis, non-binding
  - Deadline is 2 weeks after the release of the Notice of Funding Opportunity (NOFO)



**If you get stuck, please reach out for assistance!**

**NC BoS CoC Staff: [bos@ncceh.org](mailto:bos@ncceh.org)**

**Jenny Simmons: [jenny.simmons@ncceh.org](mailto:jenny.simmons@ncceh.org)**

**If we can't address the issue, we'll assist you in connecting to HUD**

