

Orientation to E-Snaps

August 31, 2022



EveryOneHome
Ending Homelessness
in Alameda County

Agenda

1. What Is E-Snaps?
2. How to Set up A New Project Application
3. How to Complete a New Project Application
4. Q&A

What Is E-Snaps?

- Federal on-line grants management portal for the Continuum of Care (CoC) funding source
- Managed by HUD
- Individual project applicants submit their application to their Continuum of Care Collaborative Applicant (Alameda County HCD)
- Collaborative Applicant submits Project Applications to HUD as a Consolidated CoC Application

Who Can Use E-Snaps?

- Individual people can set up a user profile
- User profiles must be associated to a **Project Applicant Profile** for the organization applying for funding. Only organizations can apply
- Applicants complete one or more Project Applications and associates the application(s) with a specific CoC or CoCs

What Else Happens in E-Snaps?

- If awarded funding, recipients will submit a technical submission via e-snaps before receiving their HUD contract
- Each year, grants can be renewed through e-snaps by submitting a Renewal Project Application to the CoC
- Reporting no longer happens through e-snaps

General Resources on E-Snaps

1. HUD E-SNAPS Site:

<https://www.hudexchange.info/programs/e-snaps/>

2. NOFO-Specific Sites:

- Regular NOFO:

https://www.hud.gov/program_offices/comm_planning/coc/competition

- Supplemental/Unsheltered NOFO:

https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO



Steps for Accessing and Setting Up a New Project

Regular NOFO

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Accessing-the-FY-2022-Project-Application.PDF>

Unsheltered NOFO

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Special-AccessingProjectApp.pdf>

Review Steps

Step 1: Create User Profiles for each person in the organization that will use e-snaps (see guides)

- Pick one person to be the Administrator; this should be the person most likely to be involved with CoC applications moving forward.

Review Steps

Step 2: Set Up the Organization's Project Applicant Profile (see guides)

- The person who will be the Administrator should set up the Profile
- *Note:* Your organization must have a federal Unique Entity Identifier (UEI) in order to apply for CoC (or any federal funds)
- Once you are done completing the Profile, click "Submit". Your profile is now in "Completed Mode."
- You can edit the Profile at any time by navigating to the Submission Summary page and clicking "edit" to unlock it. When done, go back and click "Submit."
- The Applicant Profile must be updated annually prior to doing any work on renewal or new applications.

Review Steps

Step 3: Add Additional Registrants to the Applicant Profile

- Once you have the Profile set up, you can add additional staff from your organization by adding Registrants to the Profile (see guides above).

Review Steps

- Step 4:** Set up New Project Application – (see guides)
1. Make sure Applicant Profile is in “Complete” mode
 2. Register for Funding Opportunity
 - a. For the Regular NOFO – select “New Project Application FY 2022”
 - b. For the Supplemental NOFO – select “Unsheltered Homelessness Set Aside Project Application FY 2022”
 3. Set up New Project using Project Tab – click icon to add a new project
 4. Navigate to Submissions Tab to open and complete Project Application

Resources for Completing the Project Application

Regular NOFO:

1. New Project Application Detailed Instructions - <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2022-New-Application-Detailed-Instructions.pdf>
2. New Project Application Navigational Guide - <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2022-New-Project-Application-Navigational-Guide.PDF>

Supplemental Unsheltered NOFO:

1. New Project Application Detailed Instructions - <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/NEW-Unsheltered-DI-FINAL-7-14-22.pdf>
2. New Project Application Navigational Guide – Not Yet Available (consult Nav. Guide for regular NOFO).





Questions



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