



E-SNAPS RESOURCES FOR NEW APPLICANTS

A. General Information

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

B. Steps for 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>

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

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

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

- 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.

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).

Step 4: Set up New Project Application – (see guides above)

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

Step By Step Instructions for the Project Application – FY 2022 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>

Step By Step Instructions for the Project Application – 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).

On Screen 3A – Select CA-502 for the CoC number. CA-502 is the Alameda County CoC.