



EveryOneHome

# Introduction to E-Snaps

August 18, 2023

10:00am – 11:00am

# Agenda



1. Welcome and Introductions
2. What Is E-Snaps?
3. Steps to Set Up New Project for New E-Snaps Users
4. Steps to Set Up New and Renewal Projects for Existing Users



# Introductions

Please share:

- Your name
- Pronouns
- Organization
- Where you are in the e-snaps process (e.g., haven't started yet, started but I'm stuck; started and have questions, etc.)





# What is E-Snaps?



# 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 OHCC)
- Collaborative Applicant submits Project Applications to HUD as a Consolidated CoC Application



# Who Can Use E-Snaps?

- Individual people 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





# Steps to Set Up a New Application for New Users





# SAM Registration

- Your organization must register with the federal System for Award Management or SAM.
- You must register with SAM to do business with the federal government, including to apply for grants
- SAM used to assign DUNS numbers and now assigns Unique Entity Identifiers (UEIs) to organizations
- If your organization already has a DUNS number, you can go to [www.sam.gov](http://www.sam.gov) to find your UEI.
- If you have never registered with SAM, you must do so in order to submit a CoC application. Go to [www.sam.gov](http://www.sam.gov) and follow the instructions.



# Useful Links

E-Snaps Landing Page: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

HUD's E-snaps Resources Page: <https://www.hudexchange.info/programs/e-snaps/>

2023 NOFO Page:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

Overview of All Steps for Setting Up a Project Application:

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Accessing-the-FY-2023-Project-Application.pdf>



# Overview of Steps

1. Create User Profiles for each person who will use E-Snaps
2. Set up the Organization's Applicant Profile (requires UEI)
3. Add Additional Registrants to the Applicant Profile
4. Register for the Funding Opportunity
5. Set Up and Complete the New Project Application



# 1. Create User Profiles

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left, there is a navigation menu with 'Create Profile' highlighted. The main content area has a 'Welcome to e-snaps' heading and a login form with fields for 'Username:' and 'Password:' and a 'Login' button. A callout bubble points to the login form with the text 'Log in here'. Another callout bubble points to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The page also contains several paragraphs of text, including a 'Forgot your password?' link, a 'CoC Program' section with OMB approval numbers, and a 'Technical Submission' section with an OMB approval number.

**Front Office**

Front Office Portal

**Welcome to e-snaps**

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the competition.

The **e-snaps** system is for use by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this page, please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related information. If you are having difficulty in navigating the system please access the Help instructions in each section.

If you are a new 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.

[Forgot your password?](#)

[Create Profile](#)

[Contact Us](#)

**Log in here**

**If new to e-snaps, create a user profile here**

latory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each funding round. The information collected in the application form will only be collected for specific funding competitions.

**CoC Program** OMB Approval No. 2506-0182 (exp. 01/31/2018)

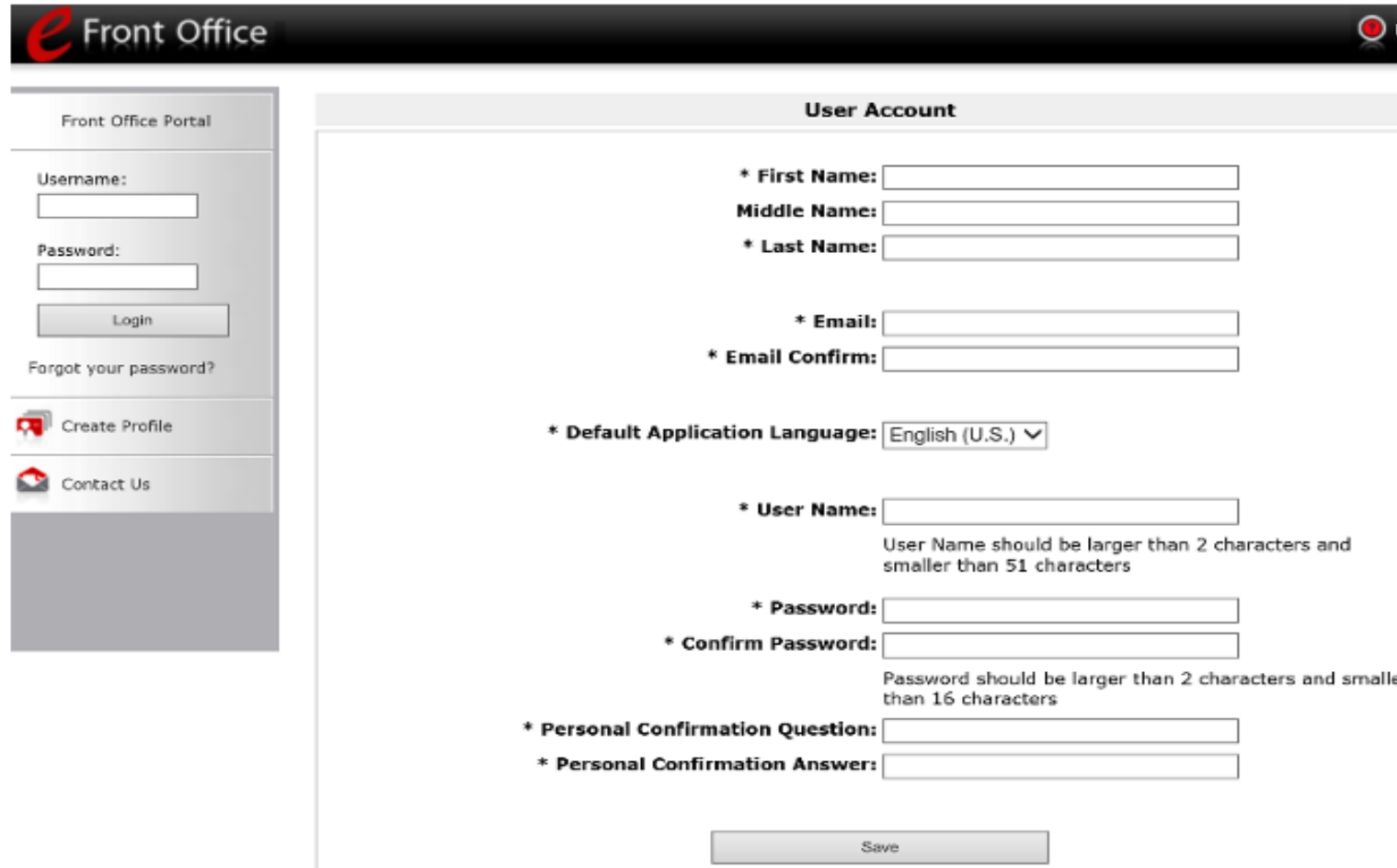
Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**CoC Program Application:** OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 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. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

**Technical Submission:** OMB Approval No. 2506-0183 (11/30/2018)

# 1. Create User Profiles



The screenshot shows the 'Front Office' web application interface. On the left is a sidebar with a 'Front Office Portal' section containing login fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot your password?' link. Below this are 'Create Profile' and 'Contact Us' links. The main content area is titled 'User Account' and contains the following form fields:

- \* 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 2 characters and smaller than 16 characters
- \* Personal Confirmation Question:
- \* Personal Confirmation Answer:

A 'Save' button is located at the bottom of the form.



## 2. Create Applicant Profile

Front Office

TestUser2

Front Office Portal

Profile

My Account  
Change Password

Workspace

**Applicants**

Funding Opportunity  
Registrations  
Projects  
Submissions

Contact Us


Add the organization as an Applicant in *e-snaps*

Applicants

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.

## 2. Create Applicant Profile

**e Front Office** Help Logout

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

**Name of the organization**

**DUNS Number**

## 2. Create Applicant Profile

**e Front Office** Help Logout

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



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

## 2. Organization Information

Instructions: [Show Instructions](#)

\* Legal Name of Organization: Test Organization 2

### Organizational Unit

Department Name:

Division Name:

\* Organization Type: M. Nonprofit with 501C3 IRS Status

\* Employer or Tax Identification Number: 12-1234567

Organization DUNS Number: 111111111 DUNS Extension:

### Address

\* Street 1: text

Street 2:

\* City: City

\* State: Virginia

\* Zip/Postal Code: 22031

County:

\* Country: United States

\* Is the organization's mailing address the same as the address above? Yes

If no, click 'Save' and enter the mailing address in the fields presented below.

Back

Next

This e.Form has been marked as complete

Trainer1

Applicant Profile

- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
- Authorized Representative
- Alternate Contact
- 4. Additional Information
- 5. 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

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	<a href="#">1. Profile Type</a>	06/03/2016	Yes
✓	<a href="#">2. Organization Information</a>	06/03/2016	Yes
--	<a href="#">3. Contact Information</a>	No Input Required	No
✗	<a href="#">Authorized Representative</a>	Please Complete	Yes
✓	<a href="#">Alternate Contact</a>	06/03/2016	Yes
✓	<a href="#">4. Additional Information</a>	06/03/2016	Yes
--	<a href="#">5. Attachments</a>	No Input Required	No
✗	<a href="#">HUD form 2880</a>	Please Complete	Yes
✓	<a href="#">Code of Conduct</a>	06/03/2016	Yes
✓	<a href="#">Nonprofit Document</a>	06/03/2016	Yes
✓	<a href="#">Survey on EEO</a>	06/03/2016	Yes
--	<a href="#">Other Attachment</a>	No Input Required	No

Review "Last Updated" column

Back      Next

Export to PDF

Get PDF Viewer

Complete

Inactive "Complete" button



# 2. Create Applicant Profile

**6. Submission Summary**

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

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

This e.Form has been marked as complete

Callout 1: Applicants with a complete Profile, select "Submission Summary"

Callout 2: Select "Edit" button

# 3. Add Registrants to 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
				<a href="#">Test Organization 2</a>	030700000	0	

Select "Applicants"

Access Registrant screen

# 3. Add Registrants to Applicant Profile


The screenshot shows the 'Front Office' web application interface. The top navigation bar includes the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. On the left, a sidebar menu lists various options: 'TestUser2', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area is titled 'Applicant: Test Organization 2 (030700000)'. Below this, there is a section for 'Applicant Details' showing 'Applicant Name: Test Organization 2' and 'Applicant Number: 030700000'. The 'Registrants' section features a table with columns for 'Delete', 'Open', 'Name', 'User Name', 'Email', and 'Group'. A callout box with a plus sign icon and the text 'Add Registrant' points to a plus sign icon in the 'Delete' column of the table. The table contains one row for 'McGinn, Lena' with 'TestUser2' as the user name and 'Lena.McGinn@icfi.com' as the email address, belonging to the 'Administrator' group. Below the table, a 'Back to List' button is visible.

**Applicant: Test Organization 2 (030700000)**

**Applicant Details**

**Applicant Name:** Test Organization 2  
**Applicant Number:** 030700000

**Registrants**

Delete	Open	Name	User Name	Email	Group
		McGinn, Lena	TestUser2	<a href="mailto:Lena.McGinn@icfi.com">Lena.McGinn@icfi.com</a>	Administrator

1

[Back to List](#)

# 4. Register for Funding Opportunity

The screenshot shows a web portal interface for 'Funding Opportunity Registrations'. At the top, there is a dropdown menu for 'Applicant' set to 'Saint Louis County Project Applicant (MO-500 Project Applicant)'. Below this is a table with columns: 'Register', 'View', 'Funding Opportunity Name', 'Applicants', and 'End Date'. The table lists several funding opportunities, including 'Planning Project Application FY2023', 'Registration and Application FY2023', 'Project Application FY2022', 'New Project Application FY2023', 'Renewal Project Application FY2015', and 'YHDP New Project Application FY2021'. A sidebar on the left contains navigation links: 'Front Office Portal', 'Profile', 'My Account', 'Change Pas...', 'Worksp...', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. Four callout boxes provide instructions: 1. Select 'Funding Opportunity Registrations' (pointing to the sidebar), 2. Confirm correct Project Applicant (pointing to the dropdown), 3. Note funding opportunity name (pointing to the 'Funding Opportunity Name' column), and 4. Select 'Register' icon (pointing to the 'Register' column).

Register	View	Funding Opportunity Name	Applicants	Start Date	End Date
		Planning Project Application FY2023	1		Dec 31, 2026
		Registration and Application FY2023	0		Dec 31, 2025
		Project Application FY2022	1	May 13, 2022	Dec 31, 2027
		New Project Application FY2023	1	Mar 27, 2023	Dec 31, 2028
		Renewal Project Application FY2015	2	Sep 16, 2014	Dec 31, 2023
		...	...	...	...
		...	...	...	...
		...	...	...	...
		YHDP New Project Application FY2021	1	Mar 6, 2023	Apr 30, 2025

# 4. Register for Funding Opportunity

- For New Projects: Select **New Project Application FY 2023**
- For Renewal Projects: **Select Renewal Project Application FY 2023**
- Do not select CoC Planning Project Application or YHDP Application



# 4. Register for Funding Opportunity

The screenshot shows the 'Front Office' web application interface. At the top, there is a navigation bar with the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. On the left side, there is a sidebar menu with the following items: 'TestUser2', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', and a list of options: 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area is divided into two sections. The first section, titled 'Funding Opportunity Details', shows the 'Applicant' as 'Project Applicant A (030700000)' and the 'Funding Opportunity Name' as 'Renewal Project Application FY2018'. It also displays the 'Start Date' as 'Sep 16, 2014' and the 'End Date' as 'Jan 1, 2021'. The second section, titled 'Funding Opportunity Registration', shows a confirmation message: 'Project Applicant A (030700000) has been registered.' Below this message is a 'Back' button.

Step	Description
1.	When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes."
2.	The screen will indicate that the Project Applicant has been registered.
3.	Select the "Back" button to return to the "Funding Opportunity Registrations" screen.



# 5. Set Up the Project Application

The screenshot shows the 'Front Office' web application interface. The user is logged in as 'TestUser2'. The 'Projects' section is active, showing a dropdown menu for 'Project Status' set to 'Open Projects' and a dropdown menu for 'Funding Opportunity Name' set to 'Renewal Project Application FY2018'. A callout box points to an 'Add' icon (a document with a plus sign) that appears in the dropdown menu after selection. Below the dropdowns is a table with columns: Edit, Project Name, Project Number, Funding Opportunity Name, Applicant Name, Applicant Number, and Step Status. The table contains two rows of project data.

"Add" icon appears after selection in dropdown menu

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	PSH 1	136066	Renewal Project Application FY2018	Project Applicant A	030700000	In Progress
	PSH 1	136067	Renewal Project Application FY2018	Project Applicant A	030700000	In Progress

# 5. Set Up the Project Application

**Create a Project**

Funding Opportunity Name: New Project Application FY2023  
Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

Applicant Project Name:

Save      Save & Back      Cancel

Enter the project name as it will appear in the grant award letter

Select "Save & Back"

# 5. Set Up the Project Application

The screenshot shows a web portal interface for project submissions. The left sidebar contains navigation options: Profile, My Account, Workspace, Applicants, Funding Opportunity Registrations, Projects, Submissions, and Contact Us. The main content area is titled 'Submissions' and includes a dropdown for 'Applicant' (Saint Louis County Project Applicant (MO-500 Project Applicant)), a 'Submissions' header, and filter options for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. A 'Filter' button is located below these options. Below the filters is a table with the following data:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
FY2023 New Project Version 1 138171	New Project Application FY2023 New Project Application FY2023	Mar 27, 2023	Dec 31, 2028	Primary Applicant	1	

Four callout boxes provide instructions: 1. Select "Submissions" (pointing to the sidebar), 2. Confirm correct Project Applicant (pointing to the dropdown), 3. Use filters to find the correct project (pointing to the filter options), and 4. Access the Project Application (pointing to the application icon in the table row).



New Project Application FY2022

Applicant Name:  
Saint Louis County Project Applicant

Applicant Number:  
MO-500 Project Applicant

Project Name:  
Test\_2022\_New

Project Number:  
137805

New Project Application FY2022

FY2021 New Detailed Instructions

**Before Starting**

Part 1 - Forms

- 1A. SF-424 Application Type
- 1B. SF-424 Legal Applicant
- 1C. SF-424 Application Details
- 1D. SF-424 Congressional District(s)
- 1E. SF-424 Compliance
- 1F. SF-424 Declaration
- 1G. HUD 2880
- 1H. HUD 50070
- 1I. Cert. Lobbying
- 1J. SF-LLL
- 1K. SF-424B
- 1L. SF-424D
- 8B. Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coe](https://www.hud.gov/program_offices/comm_planning/coe).
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO and the FY 2022 General Section NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2022 CoC Program Competition NOFO).

Back Next

Only Part 1 and screen 8B appear. The other screens will appear after you complete ALL of Part 1.

Select "Next" to continue

✓	<a href="#">1L_SF-4240</a>	08/25/2022	Yes
--	<a href="#">2A_Subrecipients</a>	No Input Required	No
✓	<a href="#">2B_Experience</a>	08/11/2022	Yes
✓	<a href="#">3A_Project Detail</a>	08/25/2022	Yes
✓	<a href="#">3B_Description</a>	08/25/2022	Yes
✓	<a href="#">3C_Expansion</a>	08/25/2022	Yes
✓	<a href="#">4A_Services</a>	08/25/2022	Yes
✓	<a href="#">4B_Housing Type</a>	08/25/2022	Yes
✓	<a href="#">5A_Households</a>	08/25/2022	Yes
--	<a href="#">5B_Subconsultants</a>	No Input Required	No
✓	<a href="#">6A_Funding Request</a>	08/25/2022	Yes
✓	<a href="#">6H_HMS Budget</a>	08/25/2022	Yes
✓	<a href="#">6I_Match</a>	08/25/2022	Yes
--	<a href="#">6J_Summary Budget</a>	No Input Required	No
--	<a href="#">7A_Attachment(s)</a>	No Input Required	No
--	<a href="#">7A_In-Kind MOU Attachment</a>	No Input Required	No
✓	<a href="#">7D_Certification</a>	08/11/2022	Yes

Back

Next

Export to PDF

[Get PDF View](#)

Submit

Active "Submit" button



# 5. Export the New Project Application

- When the New Project Application is Complete, **DO NOT CLICK SUBMIT**
- Click “Export to PDF”
- Save the exported PDF in your files
- Email the pdf to [alameda@homebaseccc.org](mailto:alameda@homebaseccc.org) by 5:00 p.m. on August 23
- If your project is selected to be include on the Project Priority List, you will work with the NOFO Consultant to make any needed technical corrections
- Once the Project Application is technically correct, you will “submit” to the CoC to be included in the Consolidated Application to HUD.



# 5. New Project Application Resources

- Detailed Instructions (how to answer questions):  
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-CoC-NEW-Application-Detailed-Instructions-7-31-2023.pdf>
- Navigational Guide (screen shots):  
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2023-New-Project-Application-Navigational-Guide.pdf>
- Checklist: <https://files.hudexchange.info/resources/documents/New-Project-Application-Checklist.pdf>





# Steps to Set Up Applications for Existing Users





# New Projects

1. Update the Applicant Profile
  - Go to “Submission Summary” and click “edit”
  - Update screens (or just click through if no updates needed)
  - Go to “Submission Summary and click “complete”
2. Register for the Funding Opportunity
  - Be sure to select “New Project Application FY 2023”
3. Set Up and Complete the New Project Application
  1. Use “Projects” Screen to create and name project
  2. Make sure your new Project is associated with the correct Funding Opportunity
  3. Go to “Submissions” screen to open and complete the New Project Application



# Renewal Projects

1. Update the Applicant Profile
  - Go to “Submission Summary” and click “edit”
  - Update screens (or just click through if no updates needed)
  - Go to “Submission Summary and click “complete)
2. Register for the Funding Opportunity
  - Be sure to select “Renewal Project Application FY 2023”
3. Set Up and Complete the Renewal Project Application
  1. Use “Projects” Screen to create and name project
  2. Use this step to **import data** from prior year’s project
  3. Make sure your renewal Project is associated with the correct Funding Opportunity
  4. Go to “Submissions” screen to open and complete Renewal Project Application





QUESTIONS?

