



EveryOneHome

Introduction to E-Snaps

September 16, 2024

2:00 to 3:00 p.m.

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 H&H)
- 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 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 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/>

2024 NOFO Page:

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-2024-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 the New Project Application
6. Complete the New Project Application



1. Create User Profiles

The screenshot displays the 'Front Office Portal' interface. On the left, a sidebar contains a 'Front Office Portal' header, a login form with 'Username:' and 'Password:' fields and a 'Login' button, a 'Forgot your password?' link, and buttons for 'Create Profile' and 'Contact Us'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text. Two callout boxes are overlaid on the page: one pointing to the login form with the text 'Log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile here'. The page also includes sections for 'CoC Program' and 'Technical Submission' with associated OMB approval numbers.

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 process, 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.

In establishing regulatory 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)

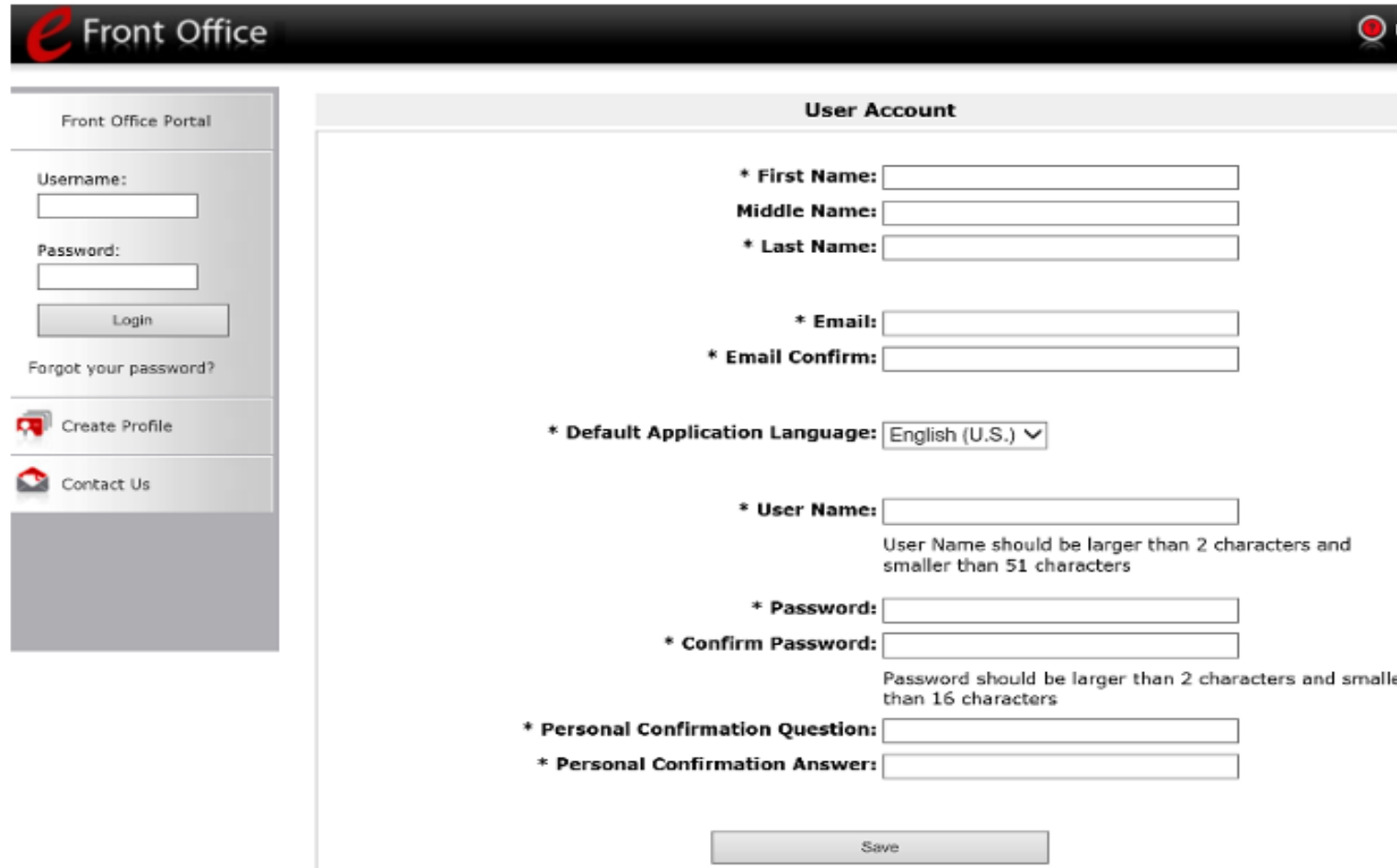
Public reporting burden for this collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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 a web application interface for creating a user profile. The top navigation bar includes the 'Front Office' logo and a user profile icon. A left sidebar contains a 'Front Office Portal' section with login fields and a 'Create Profile' button. The main content area is titled 'User Account' and contains a form with the following 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	2	

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

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)

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:

Organizational Unit

Department Name:

Division Name:

* Organization Type:

* Employer or Tax Identification Number:

Organization DUNS Number: DUNS Extension:

Address

* Street 1:

Street 2:

* City:

* State:

* Zip/Postal Code:

County:

* Country:

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

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
✓	1. Profile Type	06/03/2016	Yes
✓	2. Organization Information	06/03/2016	Yes
--	3. Contact Information	No Input Required	No
✗	Authorized Representative	Please Complete	Yes
✓	Alternate Contact	06/03/2016	Yes
✓	4. Additional Information	06/03/2016	Yes
--	5. Attachments	No Input Required	No
✗	HUD form 2880	Please Complete	Yes
✓	Code of Conduct	06/03/2016	Yes
✓	Nonprofit Document	06/03/2016	Yes
✓	Survey on EEO	06/03/2016	Yes
--	Other Attachment	No Input Required	No

Back

Next

Export to PDF

Get PDF Viewer

Complete

Review "Last Updated" column

Inactive "Complete" button

2. Create Applicant Profile

The screenshot shows the eForms application interface. The top navigation bar includes the eForms logo and a Logout button. The left sidebar shows the user 'TestUser2' and a list of menu items under 'Applicant Profile'. The main content area is titled '6. Submission Summary' and contains a table with the following data:

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

Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Edit'. A message box at the bottom states 'This eForm has been marked as complete'. Callouts provide instructions: 'Applicants with a complete Profile, select "Submission Summary"' and '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
		Test Organization 2	030700000	0	

Select "Applicants"

Access Registrant screen

3. Add Registrants to Applicant Profile


The screenshot displays the eFront Office interface. At the top left, the logo 'eFront Office' is visible. On the right side of the header, there are links for 'Help' and 'Logout'. A left-hand navigation menu includes options like 'TestUser2', 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', and a list of application-related items: 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. At the bottom of the menu is 'Contact Us'. The main content area is titled 'Applicant: Test Organization 2 (030700000)'. Below this title is a section for 'Applicant Details' showing 'Applicant Name: Test Organization 2' and 'Applicant Number: 030700000'. The next section is 'Registrants', which contains a table with one entry. A callout box with the text 'Add Registrant' points to a red link icon in the 'Delete' column of the table. Below the table is a 'Back to List' button.

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	Lena.McGinn@icfi.com	Administrator

1

[Back to List](#)

4. Register for Funding Opportunity

The screenshot shows a web portal interface for a 'Front Office Portal'. On the left is a navigation menu with options: Profile, Applicants, **Funding Opportunity Registrations** (highlighted), Projects, Submissions, and Contact Us. The main content area is titled 'Funding Opportunity Registrations' and features a dropdown menu for 'Applicant:' set to 'City of St. Louis (MO-501 Project Applicants)'. Below this is a table with columns: Register, Opportunity Name, Applicants Registered, Start Date, and End Date. The table lists several funding opportunities, each with a 'Register' icon. Four callout boxes provide instructions: 1. Select 'Funding Opportunity Registrations' (pointing to the menu item), 2. Confirm correct Project Applicant (pointing to the dropdown menu), 3. Note funding opportunity name (pointing to the 'Opportunity Name' column), and 4. Select 'Register' icon (pointing to the icon in the first row).

Register	Opportunity Name	Applicants Registered	Start Date	End Date
	Project Application FY2023	2	Mar 23, 2023	Dec 31, 2026
	CoC Planning Project Application FY2024	4	Mar 24, 2023	Dec 31, 2027
	New Project Application FY2023	2	Mar 27, 2023	Dec 31, 2028
	New Project Application FY2024		Mar 27, 2024	Dec 31, 2029
	Renewal Project Application FY2023		Mar 30, 2023	Dec 31, 2028
	Renewal Project Application FY2024		Jan 23, 2024	Dec 31, 2029

4. Register for Funding Opportunity

- For New Projects: Select **New Project Application FY 2024**
- For Renewal Projects: **Select Renewal Project Application FY 2024**
- Do not select CoC Planning Project Application or YHDP Application



4. Register for Funding Opportunity

Applicant:

Funding Opportunity Details

Funding Opportunity Name: New Project Application FY2024
Start Date: 2024-03-27 00:00:00.0
End Date: 2029-12-31 23:59:00.0

Funding Opportunity Registration

City of St. Louis (MO-501 Project Applicants)

Successful registration

5. Set Up the Project Application

The screenshot shows the 'Front Office' web application interface. The user is logged in as 'TestUser2'. The main content area is titled 'Projects' and includes a 'Project Status' dropdown set to 'Open Projects' and a 'Funding Opportunity Name' dropdown set to 'Renewal Project Application FY2018'. Below these 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 data, both for 'PSH 1' projects. A callout box with the text '"Add" icon appears after selection in dropdown menu' points to a small square icon with a plus sign and a document symbol, located above the first row of the table.

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

The screenshot shows a web application interface for setting up a project application. The interface includes a dropdown menu for the applicant, a section for project status and funding opportunity name, and a table for project details. Four numbered callouts provide instructions on how to use the interface:

1. Select "Projects" from the left menu bar
2. Select the "New Project Application FY2024" funding opportunity
3. "Add" icon appears after selection of funding opportunity
4. Select "Add" icon

The interface elements include:

- Applicant:** Places for People (23-7433924)
- Projects** section with **Project Status:** Open Projects
- Funding Opportunity Name:** New Project Application FY2024
- Table:** A table with columns for Project Number, Funding Opportunity Name, and Application Name. The first row contains the text "No re".
- Navigation:** A set of navigation buttons at the bottom of the table.

5. Set Up the Project Application

The image shows a 'Create a Project' dialog box with the following elements:

- Title:** Create a Project
- Project Name:** New Project Application FY2024
- Account:** Places for People (23-7433924)
- Project Name Input:** A text box containing 'FY2024 New Project Version 1'. A callout bubble points to this field with the text: 'Enter the project name as it will appear in the grant award letter'.
- Buttons:** There are four buttons: 'Save', 'Save & Add Another', 'Save & Back', and 'Cancel'. A callout bubble points to the 'Save & Back' button with the text: 'Select "Save & Back"'. The 'Save & Back' button is highlighted with a black border.

5. Set Up the Project Application

The screenshot shows the 'Submissions' page in the Front Office Portal. 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	

Callouts provide the following instructions:

1. Select "Submissions"
2. Confirm correct Project Applicant
3. Use filters to find the correct project
4. Access the Project Application

6. Complete the Project Application

The screenshot shows a web application interface for managing project submissions. On the left is a navigation menu with options: Profile, My Account, Change Password, Submissions (highlighted), and Contact Us. The main content area is titled 'Submissions' and features a filter panel with the following options:

- Applicant: Adren Housing Services (MO-500 Project Applicant)
- Applicant Project Name: FY 2024 New Project
- Date Submitted: On
- Project Status: All Projects
- Submission Version: Latest Version
- Associate Type: All

A 'Filter' button is located below the filter panel. Below the filter panel is a table of submissions. The table has columns for Actions, Project Name, Funding Opportunity Name / Step Name, Start Date, End Date, Associate Type, and Date Submitted. The first row of data shows a submission for 'FY 2024 New Project' with a project number of 138539, submitted on Mar 27, 2024, with a funding opportunity name of 'New Project Application FY2024' and an associate type of 'Primary Applicant'.

Callout boxes provide instructions:

- 'Select "Submissions"' points to the 'Submissions' menu item.
- 'Confirm correct Project Applicant' points to the 'Applicant' dropdown.
- 'Use filters to find the correct project' points to the filter panel.
- 'Review "Funding Opportunity Name / Step Name" column' points to the corresponding column in the table.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Date Submitted
	FY 2024 New Project 138539	New Project Application FY2024 New Project Application FY2024	Mar 27, 2024	Dec 31, 2029	Primary Applicant	

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.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to 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.
- 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).

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

Select "Next" to continue

6. Complete the Project Application (sample screen)

4A. Supportive Services for Participants
<p>1. Describe how program participants will be assisted to obtain and remain in permanent housing.</p> <p>Note: If applying for DV Bonus or DV Reallocation, you must describe how the project will include trauma-informed, victim-centered approaches in their strategies to assist participants to obtain or remain in permanent housing.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

✓	1L_SF-4242	08/25/2022	Yes
--	2A_Subrecipients	No Input Required	No
✓	2B_Experience	08/11/2022	Yes
✓	3A_Project Detail	08/25/2022	Yes
✓	3B_Description	08/25/2022	Yes
✓	3C_Expansion	08/25/2022	Yes
✓	4A_Services	08/25/2022	Yes
✓	4B_Housing Type	08/25/2022	Yes
✓	5A_Households	08/25/2022	Yes
--	5B_Subcomputations	No Input Required	No
✓	6A_Funding Request	08/25/2022	Yes
✓	6H_HMS Budget	08/25/2022	Yes
✓	6I_Match	08/25/2022	Yes
--	6J_Summary Budget	No Input Required	No
--	7A_Attachment(s)	No Input Required	No
--	7A_In-Kind MOU Attachment	No Input Required	No
✓	7D_Certification	08/11/2022	Yes

Back

Next

Export to PDF

[Get PDF View](#)

Submit

Active "Submit" button



7. 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 kate@kbristol.com and cc: alameda@homebaseccc.org by 5:00 p.m. on September 24.
- 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.



8. New Project Application Resources

- Detailed Instructions (how to answer questions):
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-CoC-NEW-Application-Detailed-Instructions-7-31-2024.pdf>
- Navigational Guide (screen shots):
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-New-Project-Application-Navigational-Guide.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 2024”
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 2024”
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?

