

## **E-SNAPS RESOURCES FOR NEW APPLICANTS**

**Updated September 2024**

### **A. General Information**

1. [HUD E-SNAPS TA Website](#)
2. [HUD CoC NOFO Website](#)

### **B. Steps for Setting Up a New Project (for organizations that have never used E-Snaps)**

[Accessing the CoC Program Project Application in E-Snaps](#) – this resource provides a step by step guide to setting up a new project, including links to additional guidance along the way. Guides for each of the steps are also pasted below. You can access any of these resources through the HUD E-snaps Page.

#### **Step 1: Create User Profiles for each person in the organization that will use e-snaps**

- Anyone who might need to access e-snaps needs to have their own individual User Profile.
- Setting up the user profile is very quick and only requires a name and email address.
- [Create An E-Snaps User Profile](#)

#### **Step 2: Set Up the Organization's Project Applicant Profile**

- To submit applications, your users have to be associated with an Applicant. An Applicant must be an organization (non-profit, government entity, etc.)
- Set your organization up as an Applicant by creating an Applicant Profile
- Choose one person to be the Administrator for the Applicant Profile. This should be the person who is most likely to spend the most time in E-Snaps.
- *Note:* Your organization must have a federal Unique Entity Identifier (UEI) in order to apply for CoC (or any federal funds)
- Navigate to the "Applicants" tab on the lefthand grey bar.
- Follow the instructions in [Accessing the CoC Program Project Application in E-Snaps](#) to set up the Profile. The profile requires a variety of organizational information including your UEI. The [Project Applicant Profile Navigational Guide](#) provides an overview of each screen.
- 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.
- [Give Staff Access to Your Organization's E-Snaps Account](#)

**Step 4:** Register for the Funding Opportunity

- Make sure Applicant Profile is in "Complete" mode
- Navigate to the Funding Opportunity screen by going to the lefthand grey bar
- Register for Funding Opportunity – select "New Project Application FY 2024"

**Step 5:** Set up New Project Application

- Navigate to the Project Tab
- Set up New Project by clicking the icon to add a new project and give it a name
- Navigate to the Submissions Tab to open and complete Project Application
- [New Project Detailed Instructions 2024](#)
- [New Project Navigational Guide 2024](#)
- Detailed Instructions for Renewals and lots of other information can be found here: [HUD CoC NOFO Website](#)