



How to Access the Project Application

FY 2017

Renewal Project Application

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Renewal Project Application

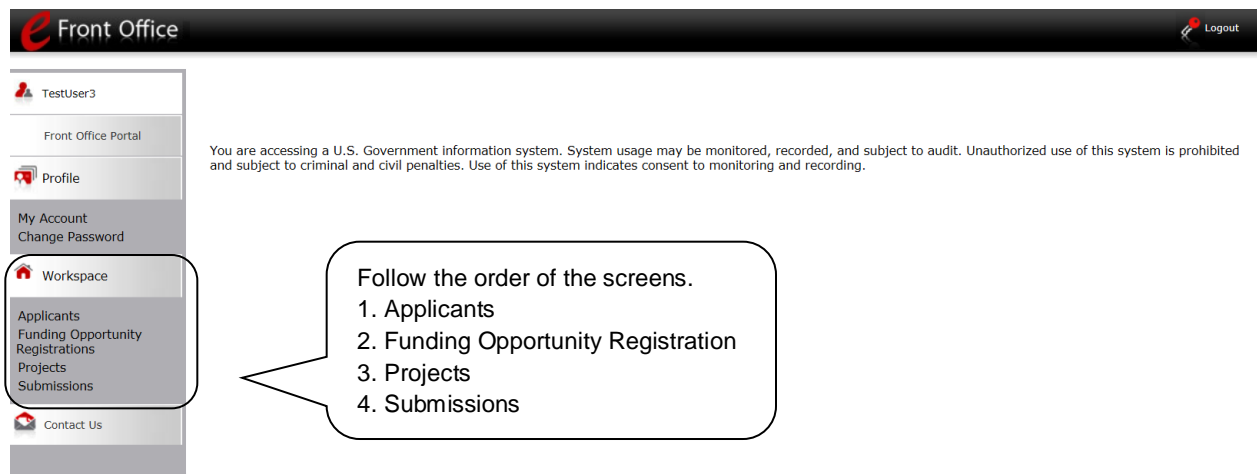
Introduction

This resource is for Project Applicants submitting applications for funding under the FY 2017 CoC Program Competition Notice of Funding Availability (NOFA).

It provides step-by-step instructions for accessing the project application.

1. Complete the Project Applicant Profile
2. Register for the Funding Opportunity
3. Create a "Project" for the Project Application
4. Access the Project Application on the Submissions screen

The instructional steps follow the order of the screens in the left menu bar in e-snaps as shown below.



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CSDC

Renewal Project Application

1. Complete the Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process.

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Applicant: Project Applicant A (030700000)

Ensure the correct Applicant is in the dropdown

Applicants

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Project Applicant A	030700000	1	Jul 31, 2017

Select Applicants

Select the orange folder

Step	Description
1.	Select "Applicants" in the left menu bar.
2.	When the screen refreshes, select the orange folder next to the Applicant Name.
3.	To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the "Complete" button on the "Submission Summary" screen. Use the Project Applicant Profile Instructional Guide to complete the Project Applicant Profile.



For detailed instructions, see the Project Applicant Profile instructional guide on the CoC Program Competition Resources webpage on the HUD Exchange at:
<https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.

NOTE: **First-time Applicant.** If an organization is new to e-snaps (i.e., submitting a Project Application for the first time), the organization must establish itself as an Applicant in e-snaps. Review the Project Applicant Profile Instructional identified above. An organization will establish itself as a Project Applicant in e-snaps one time only.

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2. Register for the Funding Opportunity

All Project Applicants must register the organization for at least one FY 2017 Funding Opportunity.


There are four FY 2017 Funding Opportunities -- Renewal Project Application, New Project Application, CoC Planning Project Application, and UFA Costs Project Application.

Project Applicants need to select the correct funding opportunity in order to submit a project application for that type of project; in other words, the Project Applicant will select the "Renewal Project Application FY2017" funding opportunity in order to submit a Renewal Project Application for FY 2017. The same is true for New Project Applications, CoC Planning Project Applications (for CoCs only), and UFA Costs Project Applications (for UFAs only).

Callouts:

- Select "Funding Opportunity Registrations"
- Confirm the correct Applicant
- Note the Funding Opportunity Name
- Select the icon

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date																					
		CoC Full Annual Performance Report	0		Jun 20, 2020																					
		CoC Planning Project Application FY2016	0		Dec 31, 2019																					
		CoC Planning Project Application FY2017	1		Dec 31, 2019																					
		New Project Application FY2017	1	Sep 16, 2014	Dec 31, 2020																					
		Renewal Project Application FY2015	1	Sep 16, 2014	Dec 31, 2018																					
		Renewal Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019																					
		UFA Costs Project Application FY2016	0	Sep 16, 2014	Dec 31, 2019																					
		UFA Costs Project Application FY2017	1	Sep 16, 2014	Dec 31, 2019																					
			1																							

Step	Description
1.	Select "Funding Opportunity Registrations" on the left menu bar.
2.	The "Funding Opportunity Registrations" screen appears.
3.	Select the "Register" icon  next to "Renewal Project Application FY 2017."
4.	The "Funding Opportunity Details" screen appears.

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Applicant: Project Applicant A (030700000)

Funding Opportunity Details

Funding Opportunity Name: Renewal Project Application FY2017
Start Date: Sep 16, 2014
End Date: Jan 1, 2020

Funding Opportunity Registration

Project Applicant A (030700000) has been registered.

Back

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



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.

Please ensure you are working under the correct Applicant.

Renewal Project Application

3. Create a "Project" for the Project Application

Project Applicants must create a project for the each Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the "Projects" screen to complete the Application screens. [That step will occur on the "Submissions" screen.]

Once the Applicant "creates" the project, it will appear on this screen and the name of the applicable type of application will appear under the "Funding Opportunity Name" column.

The screenshot shows the 'Projects' screen in the e-snaps system. On the left is a navigation menu with 'Projects' highlighted. The main area shows a table of projects with columns for Edit, Project Name, Project Number, Funding Opportunity Name, Applicant Name, Applicant Number, and Step Status. Callouts provide instructions: 'Select "Projects"' points to the menu item; 'Select the appropriate "Funding Opportunity name"' points to the dropdown menu; and '"Add" icon appears after selection in dropdown menu' points to the add icon above the table header.

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	HMIS Test	135691	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Application Test FY2017	135686	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 1 - PH-RRH	135690	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 2 - PH-PSH	135693	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Renewal Test 3 - TH	135694	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress
	Test Renewal PH-PSH	135692	Renewal Project Application FY2017	Project Applicant A	030700000	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select the applicable "Project Application FY 2017" from the "Funding Opportunity Name" dropdown.
4.	The screen refreshes and an "Add" icon appears on the left side of the screen above the column headings.
5.	Select the "Add" icon.
6.	The "Create a Project" screen appears.

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Applicant: Project Applicant A (030700000)

Create a Project

Funding Opportunity Name: Renewal Project Application FY2017


* Applicant: Project Applicant A (030700000)

* Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name. e-snaps will assign a Project Number.

Step	Description
1.	On the "Create a Project" screen, the Applicant will be pre-populated.
2.	In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none">Enter the project name that will appear in the grant award letter.
3.	If the Project Applicant is applying for a Renewal project, there will be an "Import Data From:" field. Those Project Applicants should select the project that is being renewed from the dropdown menu. Note that there are exceptions for which projects will be available for import. Review the Renewal Project Application Detailed Instructions and Instructional Guide for more information: https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/
4.	Select "Save & Back" to return to the "Projects" screen.
5.	The project name is listed in the menu. <ul style="list-style-type: none">Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.

Please ensure you are working under the correct Project Applicant.

Renewal Project Application

4. Access the Project Application through Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the Project Application through the "Submissions" screen.

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Applicant: Project Applicant A (030700000)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Renewal Application Test FY2017

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	HMIS Test	135691	Renewal Project Application FY2017	Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	New Project 2 2017	135670	New Project Application FY2017	New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	New project FY 2017	0135635	New Project Application FY2017	New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	New Project Test 2017	135658	New Project Application FY2017	New Project Application FY2017	Sep 16, 2014	Nov 19, 2018	Primary Applicant	1	
	Renewal Application Test FY2017	135686	Renewal Project Application FY2017	Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	
	Renewal Test 1 - PH-RRH	135690	Renewal Project Application FY2017	Renewal Project Application FY2017	Sep 16, 2014	Nov 19, 2017	Primary Applicant	1	

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Locate the Project Application project you established. <ul style="list-style-type: none">Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."
4.	Continue with the Project Application instructions that are applicable to the Project Application you will be submitting.



For detailed project application instructions, see the applicable Renewal, New, CoC Planning, and/or UFA Costs Detailed Instructions and Instructional Guides on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#coc-program-competition--project-applicants>.

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Resources

Prior to starting your application, HUD recommends that all CoCs, Collaborative Applicants, and Project Applicants read and review the following information:

- FY 2017 CoC Program Competition NOFA at: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-competition-nofa-coc-program-competition/>
- 24 CFR part 578 CoC Program interim rule at: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

HUD recommends that you follow the steps listed in the instructional guides and detailed instructions so that you successfully complete and submit your application.

Helpful resources include:

- FY 2017 CoC Program Competition materials and guidance: <https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-competition-nofa-coc-program-competition/>.
- Instructional guides and resources for *e-snaps*: <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>
- The CoC Program Competition Frequently Asked Questions (FAQs): <https://www.hudexchange.info/e-snaps/faqs/>
- The HUD Exchange *e-snaps* AAQ is available at: <https://www.hudexchange.info/get-assistance/my-question/> for submitting technical questions.
 - Select "e-snaps" for questions related to the FY 2017 CoC Program Competition.