

e-snaps Resource

Accessing the Project Application in *e-snaps*



2013, Version 1

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Introduction

This resource covers important information for accessing the Project Applications for Renewal, New, CoC Planning, and UFA Costs Projects. Project Applicants should use this resource as a supplement to the primary resources available on the CoC Program Competition Resources page at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>, described later in this document.

Project Applicants must complete three steps in order to access the Project Application, as follows:

- Complete the Project Applicant Profile
- Register for the Funding Opportunity
- Create a Project

After doing so, the Project Applicant will be able to locate the Project Application on the "Submissions" screen and begin the Project Application forms.

Objectives

By the end of this instructional guide, you should be able to do the following:

- Register for one, or more, of the following Funding Opportunities:
 - Renewal Project Application FY2013
 - New Project Application FY2013
 - CoC Planning Project Application FY2013
 - UFA Costs Project Application FY2013
- Create the Project under the correct Funding Opportunity
- Enter the Project Application on the Submissions screen



The "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

Please ensure you are working under the correct Applicant.

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Resources

Instructional guides are available to assist Continuums of Care (CoC) and individual Project Applicants with completing their annual electronic applications for homeless assistance funding in *e-snaps* on the CoC Program Competition Resources webpage at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>. Instructional guides will be posted as they become available. Check back to the website frequently for important updates.

Instructional guides on the CoC Program Competition Resources webpage are organized under four headings—General Resources, CoC Registration, CoC Program Competition - Collaborative Applicants, and CoC Program Competition - Project Applicants.

The following list highlights some of the primary resources for Project Applicants:

- For guidance on how to access and complete the Project Applicant Profile, review the Project Applicant Profile instructional guide at:
<https://www.onecpd.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>
- For step-by-step instructions on how to complete and submit your Project Application, review the appropriate instructional guides on the CoC Program Competition Resources web page at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>:
 - Renewal Project Application
 - New Project Application
 - Project Application: Budgets
 - Project Application: Performance Measures
 - CoC Planning Project Application
 - UFA Costs Project Application

Please note that all of the instructional guides are downloadable .pdf files that you can either view or print so you can review them at your convenience.

In addition, see the CoC Program NOFA web page on the OneCPD Resource Exchange to find the CoC Program NOFAs, Notices, and Technical Corrections, as well as other supplemental resources at <https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>.

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The Completed Project Applicant Profile

The following image shows the completed Applicant Profile Submission Summary screen. Note that the "Complete" button no longer appears and the "Edit" button now appears. The form is marked "This e.Form has been marked as complete."



To complete the Funding Opportunity Registration and to access the Project Application, you must have completed the Project Applicant Profile.

In order to complete the Project Application Profile, the "Complete" button must be selected within the timeframe of the competition period. Therefore, when you log in the first time after the CoC Program Competition period opens, even if there is a statement "This e.Form has been marked as complete," you must put the forms in edit-mode and select the "Complete" button again.

6. Submission Summary

Page	Last Updated
1. Profile Type	10/02/2013
2. Organization Information	10/02/2013
3. Contact Information	No Input Required
Authorized Representative	10/02/2013
Alternate Contact	10/02/2013
4. Additional Information	10/02/2013
5. Attachments	No Input Required
HUD form 2880	10/02/2013
SF-LLL	No Input Required
Code of Conduct	No Input Required
HUD form 50070	10/02/2013
Nonprofit Document	10/02/2013
Survey on EEO	10/02/2013
Other Attachment	No Input Required

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

Message: This e.Form has been marked as complete

Callout: "Edit" button appears

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Funding Opportunity Registration

All Project Applicants must register the organization for the appropriate funding opportunity. Registering for the funding opportunity enables Project Applicants to apply for funds during the FY2013 CoC Program Competition.

NOTE: For the FY2013 CoC Program Competition, you must register for one of the four applicable Funding Opportunities—New Project, Renewal Project, CoC Planning, or UFA Costs—to access the correct Project Application forms.


Front Office

training

Applicant: Project Applicant A (199019702)

Logout Help

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	Jul 19, 2010	Jun 20, 2015																					
		CoC Planning Project Application FY2012	0	Nov 9, 2012	Oct 18, 2014																					
		CoC Planning Project Application FY2013	1	Nov 9, 2012	Oct 18, 2014																					
		CoC Registration and Application FY2013	2	Jun 24, 2010	Oct 26, 2014																					
		New Project Application FY2013	1	Sep 1, 2013	Sep 30, 2014																					
		Renewal Project Application FY2013	1		Aug 31, 2014																					
		UFA Costs Project Application FY2013	1		Oct 31, 2014																					

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 appropriate Funding Opportunity Name.
4.	The "Funding Opportunity Details" screen appears.

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The screenshot displays the 'Front Office' interface. At the top, there is a navigation bar with 'Logout' and 'Help' links. A left sidebar contains menu items: 'training', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows 'Applicant: Project Applicant A (199019702)'. Below this, a box titled 'Funding Opportunity Details' contains the following information: 'Funding Opportunity Name: Renewal Project Application FY2013', 'Start Date: Aug 1, 2013', and 'End Date: Sep 1, 2014'. A second box titled 'Funding Opportunity Registration' contains the message 'Project Applicant A (199019702) has been registered.' and a 'Back' button.

- | 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 Applicant has been registered. |
| 3. | Select the "Back" button to return to the "Funding Opportunity Registrations" screen. |

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Creating the Project Application Project

Project Applicants must create a project for the specific 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 specific application name, either "New Project Application," "Renewal Project Application," "CoC Planning Application," "UFA Costs Application", will appear under the "Funding Opportunity Name" column.



Make sure you create your project under the correct Funding Opportunity Name.



When creating the project, make sure the "Funding Opportunity Name" selected is New Project Application, Renewal Project Application, or UFA Costs Application.

If you select the incorrect Funding Opportunity Name, you will not have the necessary forms for the Project Application.

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Renewal Project 1	083264	Renewal Project Application FY2013	Project Applicant A	199019702	In Progress

Step	Description
1.	Select "Projects" on the left menu bar.
2.	The "Projects" screen appears.
3.	Select the appropriate Funding Opportunity Name from the "Funding Opportunity Name" dropdown. <ul style="list-style-type: none">You should select either "New Project Application," "Renewal Project Application," "CoC Planning Application," or "UFA Costs Application", as the Funding Opportunity.

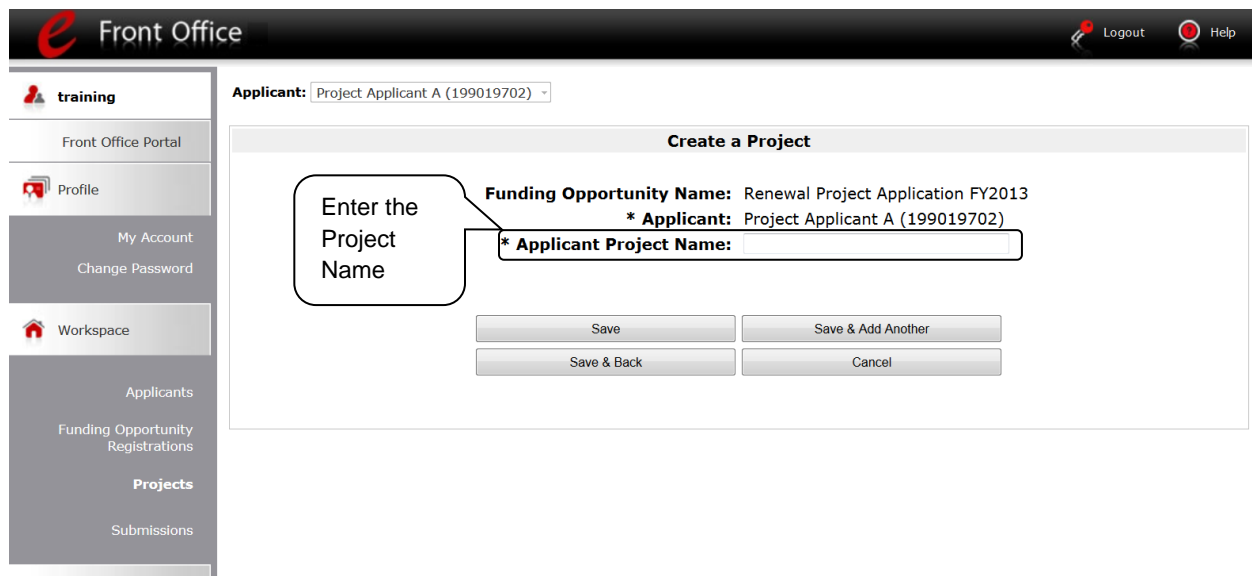
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4. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5. Select the "Add" icon. 
6. The "Create a Project" screen appears.



Remember, there is no import feature this year.

Project Applicants will not be able to import data from previous years Project Applications that were submitted last year. All information for the FY2013 Project Application will need to be re-entered, except for some information that pre-populates from the Applicant Profile.



- | Step | Description |
|------|--|
| 1. | On the "Create a Project" screen, the Applicant Name will be pre-populated. |
| 2. | In the "Applicant Project Name" field, enter the name of the project. <ul style="list-style-type: none">You should enter the name that you want to appear in the grant award letter. |
| 3. | Select "Save & Back" to return to the "Projects" screen. <ul style="list-style-type: none">The project name is listed in the menu.Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page. |

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Submissions

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

Use the Filters to find the project name

Select "Submissions"

Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Renewal Project 1	083264	Renewal Project Application FY2013	Renewal Project Application FY2013	Aug 1, 2013	Aug 31, 2014	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 either "Renewal Project Application," "New Project Application," "CoC Planning Project Application," or "UFA Costs Application." |
| 4. | Continue with the instructions in the next section for accessing your Project Application. |



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.


Accessing the Project Application in e-snaps

Accessing the Project Application

Access the Renewal Project Application, New Project Application, CoC Planning Project Application, or UFA Costs Application through the "Submissions" screen.

The screenshot shows the Front Office e-snaps interface. The top navigation bar includes 'Front Office', 'Logout', and 'Help'. The left sidebar contains 'training', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area displays 'Applicant: Project Applicant A (199019702)' and 'Submissions Filters' with dropdown menus for 'Applicant Project Name', 'Date Submitted', 'Project Status', 'Submission Version', and 'Associate Type'. Below the filters is a 'Filter' button. The 'Submissions' table has columns for 'Project Name', 'Project Number', 'Funding Opportunity Name', 'Step Name', 'Start Date', 'End Date', 'Associate Type', 'Version', and 'Date Submitted'. A callout box with the text 'Access the Project Application' points to a folder icon next to the first row in the table.

Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Renewal Project 1	083264	Renewal Project Application FY2013	Renewal Project Application FY2013	Aug 1, 2013	Aug 31, 2014	Primary Applicant	1	

Step	Description
1.	Select "Submissions" on the left menu bar.
2.	The "Submissions" screen appears.
3.	Select the "Folder" icon  to the left of the Project Application Name you established with the appropriate Funding Opportunity Name.
4.	The "Before Starting" screen appears.

At this point you need to refer to the appropriate instructional guide coming soon to the CoC Program Competition Resources page at <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>, for step-by-step instructions on submitting your Project Application.

- Renewal Project Application
- New Project Application
- CoC Planning Project Application
- UFA Costs Application