

2017 COC RENEWAL PROJECT APPLICATION INSTRUCTIONS

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, attach valid Code of Conduct, ensure the organizations non-profit documentation is attached, and select the "Complete" button in order to continue with the Project Application process.
- **Accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps include registering the Project Applicant for the FY 2017 Renewal Project Application funding opportunity, creating a FY 2017 project, and accessing the Project Application screens.
- **Project Application.** After accessing the FY 2017 Renewal Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. After providing all of the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Amending the Project Application.** If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working. Users with *e-snaps* access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications). This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

New Process for Completing Renewal Project Application Screens

The Renewal Project Application screens function differently in FY 2017 than they did in FY 2016 for project applicants who import data.

If data was imported:

- Most of the screens are in “Read Only” mode. The only editable screens are the following:
 - 3C (Dedicated Plus for PH-PSH)
 - 6D (Sources of Match)
 - 7A (Attachments)
 - 7B (Certification)
- After reviewing the data on the Read Only screens and completing 3C (if applicable), 6D, 7A, and 7B, Project Applicants will navigate to Part 8: “Submission Without Changes” and indicate whether they want to submit the application without changes or make changes prior to submitting the application.
 - If Project Applicants do not want to edit any screens, they will continue to the “Submission Summary” screen.
 - If Project Applicants want to edit any screens, they can select the specific screens they want to open for editing. Once a Project Applicant selects a check box for a screen and then selects the “Save” button, the check box cannot be unselected. If a Project Applicant selects a screen to edit by mistakes and then selects “Save,” this will not cause any issues. They will simply have to navigate to that screen to re-save the data.
 - After the Project Applicant selects specific screens to open for editing, they should navigate to those screens to update/change the data on these screens. On each screen, the Project Applicant should remember to select “Save” before navigating to another screen. When all updates have been completed, the Project Applicant should navigate back to the “Submission Summary” screen to review the status of all screens in their application.

If data was NOT imported (e.g., the application is a First Time Renewal):

- Project Applicants must complete every screen.
- The Part 8: “Submission Without Changes” screen will automatically be set to “Make Changes” and Project Applicants must enter data on each screen.