HUD CoC Program: Using the *e-snaps Instructional Guides* and Project Application *Detailed Instructions*

FY 2016 Renewal Project Application Instructional Guide
- Accessing e-snaps (page 5) -- how to get into e-snaps
- Applicant Profile (page 7) -- The Applicant Profile is mentioned on page 7, but applicants will use the **Project Applicant Profile Instructional Guide** to complete the Applicant Profile
- Accessing the Project Application (page 8) – how to add your Project Application in e-snaps; 3 steps:
  - ○ Funding Opportunity Registration (pages 9-10) – how to register for this funding opportunity
  - ○ Creating the *Project Application* Project (pages 11-12) – how to add the Project Application
  - ○ Submissions (page 13-77) – This is where you go to fill in the Project Application screens
    - ▪ Note: Part 6: Budget Information has a separate set of instructions. Applicants will use the **FY 2016 Project Application Part 6: Budget Information Instructional Guide** to complete Part 6.
    - ▪ See also the **Renewal Project Application Detailed Instructions** for details about how to answer the questions in the Project Application.
- Submitting the Project Application (pages 78-79) – how to submit your Project Application to HUD. Please do NOT submit your Project Application to HUD until THN staff ask you to submit it, in case any changes need to be made.

FY 2016 New Project Application Instructional Guide
- Accessing e-snaps (page 5) -- how to get into e-snaps (page 6)
- Applicant Profile (page 8) -- The Applicant Profile is mentioned on page 7, but applicants will use the **Project Applicant Profile Instructional Guide** to complete the Applicant Profile
- Accessing the Project Application (page 9) – how to add your Project Application in e-snaps; 3 steps:
  - ○ Funding Opportunity Registration (pages 10-11) – how to register for this funding opportunity
  - ○ Creating the *Project Application* Project (pages 12-13) – how to add the Project Application
  - ○ Submissions (page 14-76) – This is where you go to fill in the Project Application screens
    - ▪ Note: Part 6: Budget Information has a separate set of instructions. Applicants will use the **FY 2016 Project Application Part 6: Budget Information Instructional Guide** to complete Part 6.
    - ▪ See also the **New Project Application Detailed Instructions** for details about how to answer the questions in the Project Application.
- Submitting the Project Application (pages 77-78) – how to submit your Project Application to HUD. Please do NOT submit your Project Application to HUD until THN staff ask you to submit it, in case any changes need to be made.