



2018 e-snaps Application Instructions

Now that your project has been ranked in the Priority Listing, it's time to create and submit your e-snaps application. Here is some important things to keep in mind:

1. Getting Started:

- All of the information below can be found on the [HUD Exchange](#) website.
- You will want to open [these documents](#) in your web browser rather than print them out, as they each include multiple links that will help you create your application.
 - The links under “Submitting Applications for Project Funding” will be the most useful to you. Start with “[How to Access the Project Application](#)” and work your way through the application process.
- You will need to complete all of Part 1 (SF-242; HUD-2880; HUD-50070, etc.) in order to access Part 2 of the application.
- All questions do not need to be answered, please follow along with the *detailed instructions* to ensure you are responding to appropriate questions in the appropriate manner.

2. Application Questions to be aware of:

- 1E. SF-424 Compliance. #19. Is the Application Subject to Review by EO 12372 Process?
 - While technically, this application is not subject to review; if you select “c. Program is not subject to EO 12372” you will get an error message and may not move forward with your application. We have documentation from the State acknowledging our entire CoC Consolidated Application and Priority Listing and have been given direction to respond as such:

* 19. Is the Application Subject to Review By State Executive Order 12372 Process?	b. Program is subject to E.O. 12372 but has not been selected by the State for review.
If "YES", enter the date this application was made available to the State for review:	<input type="text" value="09/14/2018"/>

- If you do not see the following questions, they do not apply to you:
 - 5D. Discharge Planning Policy. For this question related to state or local government development or implementation of a discharge planning policy, please select Yes. Our community has participated in statewide discharge planning.
 - 6A. Funding Request. 2. What type of CoC funding is this project applying for in the 2018 CoC Competition?
 - Please select Renewal for renewal projects; Bonus for the 2 new projects; Reallocation + Bonus for the 1 Voluntary Reallocation project; and DV Bonus for the 2 new DV Bonus projects. If you are not sure how to respond, email HelpHopeHome@ClarkCountyNV.gov with subject line: *2018 e-snaps funding*.

3. Submit without Changes:

- While you have the option to submit your application without changes or with minimal changes, please remember to make adjustments if you requested changes on the most recent GIW process. Also, if you have improved your narratives during the local application process, be sure to update those in e-snaps as well. Follow HUD's *detailed instructions* regarding submissions without changes.

Questions to: HelpHopeHome@ClarkCountyNV.gov
with subject line: *2018 e-snaps Question*



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4. Budgets and Tables:

- Please review carefully your local application submissions to ensure these items have been entered correctly. It may be helpful to have a colleague review your submission prior to hitting submit.

5. Submitting the Application:

- When your application is complete, and no later than *September 10, 2018 at noon*, please submit a PDF of your agency profile (just 1 is necessary even with multiple project applications) and a PDF of each of your project applications to HelpHopeHome@ClarkCountyNV.gov with the subject line *2018 e-snaps Application Submission*.
 - These will be reviewed and if any errors are found, it will be submitted back to you for corrections and resubmissions. Please note that we have a very short turn-around time, so when your PDF is sent, let us know who will be available to make any corrections (i.e. someone who is in the office and has access to e-snaps, not someone who will be leaving on vacation.)
 - Please prioritize any edits and changes as the final submission will be posted publicly on or before September 14, 2018.

Questions to: HelpHopeHome@ClarkCountyNV.gov
with subject line: *2018 e-snaps Question*