2023 e-snaps Application Instructions

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

1. Getting Started:
- All of the information below can be found on the [HUD Exchange- e-snaps](#) 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.
    - Instructions for creating or updating your e-snaps profile can be found in the [Project Applicant Profile e-snaps Navigational Guide](#)
    - Use this link to log-in to esnaps: *[e-snaps Log-in](#)*
    - The links under "[Apply for Project Funds](#)" will be the most useful to you. Start with "[Accessing the CoC Program Project Application in e-snaps](#)" 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. Submit without Changes (Renewal Applications Only):
- 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.

3. 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.

4. Submitting the Application:
- When your application is complete, and no later than *September 10, 2023 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 *2023 e-snaps CoC Project 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 (ie 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, 2022.

email questions to: HelpHopeHome@ClarkCountyNV.gov
with subject line: *2023 e-snaps Question*