Creating Renewal Application in E-Snaps

Over the past few years, creating renewal applications in E-Snaps has been easier as the information from the prior year application can be pulled forward into the new application and then only minor modifications need to be made. The first this you want to do is go to the HUD website https://www.hudexchange.info/programs/e-snaps/ and review the following: 1) Video on Access the CoC Program Project Application in E-Snaps or the accompanying PDF Transcript, or 2) https://files.hudexchange.info/resources/documents/how-to-access-the-project-application.pdf.

Tip: Make sure the Applicant project name and the Import Data From name are the same:

Create a Project	
Funding Opportunity Name: Renewal Project Application FY2021	
* Applicant: United Community Action Network (012168118)	
* Applicant Project Name: UCAN ROLS PH	
Import Data From: UCAN ROLS PH (OR0080L0E051912) ▾	
Save	Save & Add Another
Save & Back	Cancel

Reviewing and Updating the Renewal Project Application in E-Snaps

Once you have the Renewal Projects created in E-Snaps, (the names on these projects will not change as they MUST match the GIW and also be used on the renewal application documents.) you are now ready to review them for the current funding year. Before starting you should pull the following documents from https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/:

1) Renewal Project Application Detailed Instructions, and
2) Renewal Project Application Navigational Guide

Both of these documents are extremely helpful in reviewing and modifying the application document that was pull forward from the last competition.

Generally there are two ways to complete the renewal application in E-Snaps. There are some items that will need to be updated every year during competition and those include the budget and the match letters. With that the application can be updated with or without other changes. If you select submit without changes, then Sections 2 – 6 of the application will be in read-only and no changes can be made.

If you chose to submit with changes, then you need to explain what and why you are looking to make changes. A detailed explanation of each change in this section is required. Prior to making this determination, these sections should be reviewed in detailed to determine whether or not a change is warranted. (Once the project is fully created in E-Snaps, a PDF can be created for review prior to making

any changes. I have found that this is the best way to review the application and make notes on what, if anything should be changed, especially in Sections 2-6.)