

FAQs Received When Filling Out Project Applications in Esnaps

Esnaps & Project Review TA

Logging In:

Q: I forgot my e-snaps login or password. How do I retrieve it?

A: If you've forgotten your password or if you are locked out, you need to request it is reset via CoCNOFO@hud.gov. CARES does not have this information.

Applicant Profile

Q: I'm trying to edit my agency's Applicant Profile in E-snaps, but it's not working (everything is greyed out).

A: In order to edit your agency's Applicant Profile in E-snaps, you need to click on Applicant Profile, and then 'Submission Summary' on the lefthand side. Once the 'Submission Summary' screen opens, click 'Edit' and 'Save.' This will open your Applicant Profile for editing. Please note, before you go on to editing your project application, you must re-submit your Applicant profile.

Q: My Applicant Profile already has questions answered in it. What am I supposed to do?

A: Data saves over from the prior the last time you edited the Applicant Profile. You should verify the information, and update as necessary.

Q: Who should be listed as the Authorized Representative?

A: The person listed as the Authorized Representative should be authorized to sign legal documents and legally obligate funds for the applicant's organization.

Q: Who should be listed as the Alternate Contact?

A: The Alternate Contact is the person who can address matters in the absence of the Authorized Representative and who has knowledge of the project being applied for.

Q: When do I need to fill out Parts II and III of the 2880?

A: If your agency applies for over \$200,000 in federal funds during this fiscal year (Oct. 1 – Sept. 30).

Q: What do I include in Part II of the 2880?

A: Include any governmental funding you receive – including CoC funding. Include match if it is a federal funding source.

Q: What do I include in Part III of the 2880?

A: List developers, contractors, or subrecipients that receive an excess of \$50,000 or 10% of the CoC funds requested.

Q: The link HUD provided to the EEO form isn't working.

A: Find the link on CARES' NOFO webpage.

Q: On the Submission Summary page, I have red X's for some of the sections. How do I continue?

A: Go back to that section and ensure all is answered and save again. If all is answered, there should be no red X's on submission summary and you can click "Complete."

Funding Opportunity Registration

Q: How do I set up a renewal project for this year in Esnaps?

A: After updating your Applicant Profile, you will need to register the project under "Funding Opportunity Registration." You will then click on "Project Application," and click the drop-down menu to find the current year. Finally, you will click the paper icon to add a project for this year to the system.

Project Application

Q: What should I name my renewal project?

A: Name your project as noted on the GIW and add the current year.

Q: How do I import data from last application?

A: When adding the project, select import data and select last year's application from the drop down menu.

New & Renewal Applications

Q: How do I find my renewal application in Esnaps?

A: Click "Submissions" on the lefthand side; then click "Applicant Project Name," find your renewal project name for the current year, and click "Filter."

Q: How do I open my renewal project application in Esnaps?

A: After doing the above to find your renewal project, click the folder icon under the actions column next to the project name. This will open your renewal project application in Esnaps.

Q: When I open my project application, I can't see any sections other than Part 1.

A: You need to complete Part 1 before the rest of the sections (sections 2-8) open up for completion.

Q: I'm unable to enter data into the text boxes for 5a (Federal Entity Identifier) and 6 (State Application Identifier) of the SF-424 form.

A: You can leave these blank.

Q: On the Congressional Districts screen, I am unable to enter data into the text boxes for #18, the budget.

A: Question 18 will autopopulate when you enter the budget (which you will be able to fill out after completing and submitting Part 1).

Q: On the Compliance screen, how should I answer the question about EO 12372?

A: Everyone in NYS is subject to EO 12372 but has not been selected by the state for review (selection b).

Q: I can't edit the 2880 in Part 1. What do I do?

A: The 2880 in Part 1 autopopulates from the Applicant Profile. If you have edits to the 2880, you will need to make them in the Applicant Profile. Otherwise, click "I agree," and "Save & Next."

Q: On the Submission Summary page, I have red X's for some of the sections. How do I continue?

A: Go back to that section and ensure all is answered and save again. If all is answered, there should be no red X's on submission summary and you can click "Complete," and the remainder of the project will open for you to fill out.

Q: On screen 4A, question 4a, when can I select 'yes'?

A: You can select 'yes' if your agency has someone on staff who is SOAR trained within the last 24 months OR if your agency refers households to someone who has been SOAR trained within the last 24 months.

Match:

Q: Do cash matches need an MOU or just in-kind matches?

A: Only in-kind matches need an attached MOU. If your agency does not yet have an attached MOU, attach a letter from your Executive Director noting the amount of match to be provided in-kind, by whom, the amount, and dates the in-kind match will cover (should match project application dates). No attachment is required for cash match in E-snaps.

Q: My agency wants to use the 30% of the client contribution to rent as program income match. Is that allowable?

A: You will need to confirm:

1. The funds are on the agency's books (They are required to be in order to be considered program income).
2. The funds are used towards the program and with program eligible expenses (They are required to be in order to be considered match).

Examples:

- *An agency that only pulls from eLoccs the portion of the rent they pay to the client. Thus, the tenant's portion of rent cannot be considered program income, because the tenant's portion of the rent doesn't hit the agency books.*
- *An agency pulls the full FMR from eLoccs, pays the landlord the full rent amount, and the client pays the agency 30% of their income towards the rent. As long as the client portion hits the agency's books (which it should) and is used towards the program for program eligible activities, it can be used as a match under "program income."*