#### Explore e-snaps 101 and 201 Toolkits

HUD Exchange Mailing List <news@hudexchange.info>

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# Explore e-snaps 101 and 201 Toolkits

The <u>Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition Notice of Funding Opportunity (NOFO)</u> has been published. Even though the CoC Application, CoC Priority Listing, and project applications are not yet available in <u>e-snaps</u>, Collaborative Applicants and Project Applicants can take action.

The HUD Exchange <u>e-snaps</u> Resources <u>page</u> has two Toolkits that assist Collaborative Applicants and Project Applicants in mastering <u>e-snaps</u>.

#### e-snaps 101 Toolkit

Explore the resources available in the <u>e-snaps 101 Toolkit</u>. The following may be particularly helpful:

- Use this <u>checklist to get started in e-snaps</u>.
- Create an individual user profile to log into e-snaps.
- If you already have access to your organization's e-snaps account, give access to your colleagues.
- Request access to your organization's account if the only person with access is no longer available.
- <u>Understand the difference</u> between a Collaborative Applicant and a Project Applicant.
- Keep this <u>Glossary</u> handy in case you are not familiar with the *e-snaps* terminology.
   "Register" and "Project" may have different meanings than what you think.

View the e-snaps 101 Toolkit

# e-snaps 201 Toolkit

Many resources in the <u>e-snaps 201 Toolkit</u> can be used now. However, since the applications are not yet available in *e-snaps*, some resources will be applicable later.

- <u>Update the Applicant Profile</u>. This resource explains what the term "edit-mode" is. It
  applies both to the CoC Collaborative Applicant Profile and the Project Applicant
  Profile. You can update your Applicant Profile now to reflect any staffing or
  organizational changes.
- Review this <u>10-minute video</u> that takes you through four simple steps to access your application or review this <u>Accessing the CoC Program Project Application in e-snaps</u> resource with screenshots. These resources can be viewed ahead of time, so you are prepared to move quickly once *e-snaps* is open.

View the e-snaps 201 Toolkit

### Additional e-snaps Resources

The HUD Exchange <u>e-snaps</u> Resources <u>page</u> has a lot of resources to offer now. **Please note**, **some of the FY 2021 resources have not been replaced**. The page will be updated as resources are revised or developed to reflect the FY 2022 NOFO requirements.

In the meantime, the various FY 2021 Detailed Instructions and FY 2021 Navigational Guides for the CoC Application, CoC Priority Listing, and project applications can provide some information about what you will find once *e-snaps* open; however, there may be changes in *e-snaps* functionality, forms, and questions since last year. You will be able to distinguish between the FY 2021 and FY 2022 resources by noting the "Date Published" on the page and by the fiscal year on the cover of the documents.

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