**Instructions for completing e-snaps application (applies to PA-508)**

Log in to e-snaps

Rules of behavior- click on accept button

Applicants on left side- click and should come up with your agency name as the applicant

Click on orange folder before your agency name to open. In order to update information, you first need to so to 6. Submission Summary on left margin and edit. You will not lose any information, but be able to update or change as necessary

You will choose project applicant for drop down box, save and next

Verify information or change as necessary

* for your agency,
* authorized representative for your agency,
* alternate contact-
* At bottom of each sheet, click save and next to go on

Additional Information: select PA008 and PA009, answer the 3 questions about your organization.

Form 2880 check the information that is there, change or complete with updated information especially if your amounts from 2019 were changed.. Please note you must complete Part II with your funding from HUD for the CoC project and amount. If you have numerous CoC grants, then you have to do an added page of the information and attach on the other attachment page toward end of application.

Applicant code of conduct if says yes to attach, then you need to do so. Otherwise just save and next.

Non profit documentation for your agency should be updated to attach as of 2021 despite that it is the same. Delete at red x, then attach again.

SF 424 reattach for 2021. ( copy of form attached.)

If all on the submission summary page says complete, then hit the submit button and export a PDF copy to your computer and print a copy for your records..

Once this is complete you go back to applicants list, then click on FUNDING OPPORTUNITY REGISTRATION:

You are selecting the **Renewal Project Application FY2021** and click on this to register. Then check at the orange check mark at beginning of line to see that you are registered. You only need to do one register for your agency even if you have numerous renewal projects.

Then go back to Projects on the left side.

Add your renewal projects for funding opportunity Name- Renewal Project Application FY2021. Try to keep same name for your project and import from the 2019 project since we did not do a 2020 submission. If you do not import, you will need to type in all information in the application.

**Submissions**- after adding your renewal project name or names for 2021, go to submissions in the left margin. Since we have been doing this for a while and you may have numerous submissions in esnaps, at the top of the page in Applicant Project Name- choose the name of your project from the drop down menu. Then Filter. You should see all projects of the same name and under Funding Opportunity, name, Renewal Project Application FY2021 and there will be no submission date at the end of the line. This is your renewal project to work on for the 2021 Renewal.

Open application at orange folder.

1A- 5B. Fedderal Award #- as the note says, 1st 6 digits of your current grant number, please verify.

1D- 16 a and b- Congressional Districts- PA008 and PA009 both are for Luzerne County.

17. Project date- make sure you put a start date of your project in 2022 and end date in 2023.

 18. Do not fill anything in here.

Remember to save and next on each page.

1F to 1K each page has a certification to agree and needs to be completed.

Submission without changes section: question 1 is no.

Question 2 is greyed out “make changes”. You will be making changes.

Question3- will need to check 3A due to currently not having the collaborative applicant name in the select. It is not giving a choice at this time and I sent a question to the help desk asking why.

For any project that got a rental adjustment in 2020, you will need to select all sections under 6. You will need to select match if you got the same budget as last year only because you need to input new match information in the application.

Make sure you check your budget amounts with your grant inventory from earlier this year.

DO NOT SUBMIT the application.

Go to the submission summary and see if you have any red X’s – maybe 3A due to name of collaborative applicant and 7B certification- again DO NOT SUBMIT until we have done all review.