E-snaps Submission – Top 11 Tips

1 **Draft and save question responses outside of e-snaps**

E-snaps does not autosave!

When working on your responses to the questions in the project application it is best to use a program outside of e-snaps such as Microsoft Word. You can work out your thoughts, see word counts and then when ready, copy and paste into e-snaps. After you have put anything in e-snaps remember to save.

2 **Numbers in e-snaps need to match the numbers in the GIW**

The GIW has been confirmed and returned to HUD. At this point in the process without an official amendment from HUD, the numbers on the GIW should match the numbers in your project application. **Click here to view the GIW!**

3 **Renewals are not progress reports**

When asked for population numbers input the numbers listed in your original project application, not your APR. **Make sure the numbers match what you said in your application!**

4 **Contract start date and contract end dates**

If your project is a renewal, check your application from last year; this year's dates will pick up where last year's left off. All contract dates are listed in eLOCCS. **Click here to login to eLOCCS!**

5 **Calculating match at 25%**

Section 578.73 of the Interim Rule which guides the CoC states that, "The recipient or   sub-recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources." **Double check your math!**

6 **Be consistent**

Target Population: the e-snaps project application can be repetitive, so please ensure you are consistent with your responses. If you state that you serve a specific population in one section, be sure you state that you are serving that same population throughout the application.

Budget: Account for all budget line items listed in your original application, unless you have a fully executed amendment from HUD. If you do not have an amendment and you intend to make changes, **contact your project monitoring liaison here.**

(7) ## Budget Line Items (BLI)

Don't forget to revise the numbers to reflect increases based on your most recent award amount.

(8) ## Do not change your program description to remove services or groups served

The contract that was approved by HUD is an agreement to complete the services your agency stated they would complete. When you complete the application for renewal, please brag about the wonderful work you have accomplished in the past year. Please talk about how you went above and beyond to serve the community. You have entered into an agreement to provide specific services and you need to uphold that agreement.

(9) ## Update primary contact in E-snaps

Make sure your primary contact is accurate in e-snaps.

(10) ## Proposed Start Date in eLOCCS

Renewal projects: the start date should be the end date of the most recently awarded grant that has an expiration date in calendar year 2025. If you need to refer to the 'POP End' field in eLOCCS. If awarded, HUD will confirm actual start/end dates prior to grant agreement.

New projects: should enter the proposed project start and end dates. If awarded, HUD will confirm actual start/end dates prior to grant agreement.

(11) ## Remember the Deadline!

E-snaps can slow down or overload as the deadline approaches, enter your responses as early as possible. Everything needs to be entered into e-snaps on **September 6th**.

For more Information on the 2024 NOFO Click here!