E-snaps Guide
For FY2025 CoC Program Applicants

This is a step-by-step guide to creating an e-snaps (HUD's online application system) account and completing a Project Application in e-snaps for the CoC Program Competition.
Please follow instructions carefully AND follow the HUD tutorials while working in e-snaps.
All tutorials can be found on e-snaps 101 Toolkit - HUD Exchange.

Accessing e-snaps
- To log in to e-snaps, go to https://esnaps.hud.gov/grantium/frontOffice.jsf.
- If you are applying for a new project and your agency does not already have an e-snaps account, you will need to create one. See Step 1 below.
- If your agency has an e-snaps account, but you are new or have taken over for another staff member and do not have access to it, email coctx611@amarillo.gov with your name and email address to create your new user account.
- Renewal applicants should update their e-snaps profiles, even if they already have access to e-snaps. See Step 1 below.

Step 1: Create/Update Applicant Profile
View: Create an e-snaps User Profile
- Follow the instructions provided and update all necessary information in the Applicant Profile.
- Several attachments must be uploaded to the applicant profile. You must attach a current version of each attachment, even if there is a version in the profile from last year.

Step 2: Access the Project Application
View: Accessing the CoC Program Project Application in e-snaps
- In this step, you will register for the 2025 funding opportunity, then create blank project application(s). You will need to create a separate application for each of the projects for which the agency is applying. (Please refer to the Grant Inventory Worksheet posted on our Amarillo Continuum of Care webpage for a list of all renewal grants).
- Renewal Projects: When creating your project application(s), make sure you click the "Import Data From" button-this will import your 2024 answers and save you time!

Step 3: Complete the Project Application
View: Submitting the CoC Program Project Application in e-snaps
- Follow the HUD tutorial to fill out/update your answers.
- Part 1E, question 19: The answer is B (Program is subject to EO 12372 but has not been selected by the State for review).
- Part 4B, Housing Type: Renewal projects requesting rental assistance may only renew for the number of units on the Grant Inventory Worksheet (GIW). Use the numbers in the Unit Configuration section of the GIW (columns M-U) to complete Part 4B. The GIW is posted on our Amarillo Continuum of Care webpage.
- Part 6, Budget: Renewal projects may only renew for the budget line items and amounts that are on the Grant Inventory Worksheet (GIW) or make budget adjustments of less than 10%. Use the numbers in the Current Budget Line Item Amounts section of the GIW (columns F-K) to complete the application budget. The GIW is posted on our Amarillo Continuum of Care webpage.