

**The *e-snaps* Training Modules:
Which One to Use and When to Use It**

Document	Description
e-snaps Online Training Navigation Tutorial	This module provides an overview of the layout and content of the e-snaps Training and Resources page. It also describes the features of the broadcast version of the online training module for the CoC Registration. (It has the “View” option to the left of the module name.)
CoC Registration	CoC Registration occurs prior to the opening of the competition, during which time every Continuum of Care lead agency registers with HUD through e-snaps for the opportunity to submit an Exhibit 1 application. This module describes the steps that must be taken to register as a CoC lead agency.
SF-424 Returning Applicants*	<p>A “returning applicant” is an organization that submitted an Exhibit 1 and/or Exhibit 2 application through e-snaps in the prior year.</p> <p>Each year, the organization must “complete” the SF-424 for that year. You are not submitting a new SF-424; you are updating the one residing in <i>e-snaps</i>. This module is written for returning applicants, all of whom are required to “edit” and “complete” the SF-424 for 2009 even if there are no changes.</p> <p>This module is an abbreviated version of the SF-424 for New Applicants and highlights the specific steps needed to quickly review and complete the SF-424. Note that this module also describes the process for adding “registered users,” who are people that e-snaps associates with a particular organization’s application.</p>
SF-424 New Applicants*	Every organization applying for funding must complete one SF-424. This module provides step-by-step instructions for doing so. It starts with how to create a user profile, login to <i>e-snaps</i> , and add other staff as “registered users” who e-snaps will recognize as associated with the organization’s application. This module also describes every form, attachment, certification, and documentation in the SF-424. It ends with the review of the Submission Summary screen, where you will select “Complete” to successfully finish the SF-424 for 2009.
* Funding Opportunity Registration and Establishing Projects	<p>This resource provides step-by-step instructions bridging the completion of your SF-424 and the access to your Exhibit 2 application. After you complete your SF-424, you will need to register for the Exhibit 2 FY2009 Funding Opportunity. Then, you will need to establish your list of projects, both new and renewal projects. When those two actions are completed, you will be able to begin each individual project's Exhibit 2 application. This resource is located under the Reference Room tab of this Training and Resource page.</p> <p>Note that these steps are also included in each of the Exhibit 2 training modules.</p>

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<p>Exhibit 2: Renewal Applications</p>	<p>This module is for returning applicants with renewal projects.</p> <p>After completing the SF-424, applicants will need to go through two more steps prior to accessing their Exhibit 2 project applications. This module identifies how to go through the Funding Opportunity Registration and how to establish the list of projects (renewal and/or new).</p> <p>Applicants with renewal projects will be able to import the data submitted in the prior year’s project application. This module identifies the processes by which you will import data and review and edit the information.</p>
<p>Exhibit 2: Budget Forms</p>	<p>There are numerous budget application forms. This module contains the instructions for all of these forms, organizing them by type of project (i.e., SHP, S+C/SRO, and HMIS). Furthermore, it provides instructions for both renewal and new projects.</p>
<p>Exhibit 2: S+C and SRO – New Projects</p>	<p>This module is for applicants applying for funding for a new S+C and/or Section 8 SRO project.</p> <p>After completing the SF-424, applicants will need to go through two more steps prior to accessing their Exhibit 2 project applications. This module identifies how to go through the Funding Opportunity Registration and how to establish the list of projects (renewal and/or new).</p> <p>The module then continues with step-by-step instructions for filling out and submitting an application for a new S+C and/or Section 8 SRO project.</p>
<p>Exhibit 2: SHP – New Projects</p>	<p>This module is for applicants applying for funding for a new Supportive Housing Program project.</p> <p>After completing the SF-424, applicants will need to go through two more steps prior to accessing their Exhibit 2 project applications. This module identifies how to go through the Funding Opportunity Registration and how to establish the list of projects (renewal and/or new).</p> <p>The module then continues with step-by-step instructions for filling out and submitting an application for a new SHP project.</p>

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Exhibit 2: HMIS – New Projects	<p>This module is for applicants applying for funding for a new project that is only for Homeless Information Management System.</p> <p>After completing the SF-424, applicants will need to go through two more steps prior to accessing their Exhibit 2 project applications. This module identifies how to go through the Funding Opportunity Registration and how to establish the list of projects (renewal and/or new).</p> <p>The module then continues with step-by-step instructions for filling out and submitting an application for a new HMIS-only project.</p>
Exhibit 2: Logic Model	<p>This module describes the requirements for completing the e-Logic Module, which must be downloaded, completed, and uploaded as part of each Exhibit 2 project application.</p>
Exhibit 1: Continuum of Care Structure and Member Groups	<p>This module addresses Forms 1A-1E in Exhibit 1.</p> <p>It provides detailed steps for identifying the CoC’s lead organization, primary decision making group, committees and work groups, and member organizations, as well as the process your CoC uses to review and select projects.</p>
Exhibit 1: Housing Inventory Information	<p>This module addresses Forms 1F-1H in Exhibit 1.</p> <p>It takes you through the steps for entering your housing inventory information, which includes answering CoC housing inventory questions, completing and attaching the electronic Housing Inventory Chart, and describing your CoC’s housing inventory sources and methods.</p>
Exhibit 1: Homeless Management Information Systems	<p>This module addresses Forms 2A-2H in Exhibit 1.</p> <p>These forms cover the use of Homeless Management Information Systems, commonly referred to as HMIS, in your community. This section of Exhibit 1 will ask you to identify the organization in your community responsible for HMIS, discuss the extent to which HMIS is used, and identify the technical standards used in your community.</p>
Exhibit 1: CoC Strategic Planning	<p>This module addresses Forms 3A-3C in Exhibit 1.</p> <p>It guides you through the forms in which you provide information about your CoC’s 10-year plan, its discharge planning protocols, and coordination with existing strategic planning groups in your community.</p>

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Exhibit 1: Homeless Populations and Subpopulations	<p>This module addresses Forms 2I-2Q in Exhibit 1.</p> <p>In this section of Exhibit 1, you will provide data on the homeless population and subpopulations within your CoC, as well as information on how your CoC collected this data. The module will explain what information you need to provide to complete this section of your <i>e-snaps</i> CoC application.</p>
Exhibit 1: CoC Performance	<p>This module addresses Forms 4A-4I in Exhibit 1.</p> <p>It provides instruction on how to enter data and answer questions related to the performance and achievements of your CoC. It also discusses the completion of the Questionnaire for HUD’s Initiative for Regulatory Barriers.</p>
Exhibit 1: Certification of Consistency	<p>This module identifies the steps you need to complete to combine your Certifications of Consistency and your list of projects into one file and upload the file into <i>e-snaps</i>. The CoC is responsible for attaching the Certification(s) of Consistency with the Consolidated Plan (HUD-2991) for all projects, new and renewal, which are requesting funding, to the CoC portion of the application, otherwise known as the Exhibit 1. In previous years, project applicants were required to attach this certification with each Exhibit 2 project.</p>
Exhibit 1: Project Ranking	<p>This module describes how to upload, review, and rank Exhibit 2 projects.</p>
Exhibit 1: Submission	<p>This module identifies the final steps to take to submit the Exhibit 1 application through <i>e-snaps</i> to HUD.</p>