

# HUD *e-snaps* Training Guide

## Accessing Exhibit 2





### **Introduction**

This document contains instructions on how applicants access the individual project application components (Exhibit 2) of the CoC application.

Once the SF-424 has been completed in *e-snaps*, an Exhibit 2 for each project will be available. Applicants must complete an Exhibit 2 application for each project submitted to the CoC for funding consideration. The CoC is responsible for reviewing project applications, determining project ranking and project rejections, and submitting all the Exhibit 2 project applications with Exhibit 1 to HUD.

For most applicants, the SF-424 training module and this training guide will be your first exposure to *e-snaps*. Therefore, in this set of instructions, we will provide a brief overview of *e-snaps* and walk through the steps to access Exhibit 2.

### **Learning Objectives**

This document will enable you to:

- Access *e-snaps*;
- Become familiar with *e-snaps* icons and terms;
- View which Exhibit 2 forms you must complete depending upon your project type, program type, and component type; and
- Access Exhibit 2.

### **Accessing e-snaps**

You can access *e-snaps* online from [www.hudhre.info/esnaps](http://www.hudhre.info/esnaps). Type this URL into your Internet browser window, and you will be taken to the *e-snaps* Training and Resources Page where you may select the *e-snaps* logo to access this system.

### **Common e-snaps Icons and Terms**

As you access and complete Exhibit 2 forms in the *e-snaps* system, you will see some common icons and buttons:




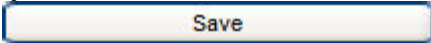
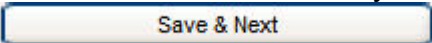
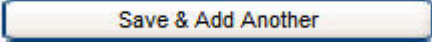
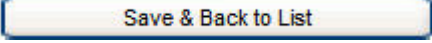
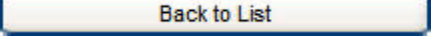
- The “magnifying glass” icon is generally used to open or expand a topic. Just think of looking at things in detail, or expanding on something, when

you select this icon.





## Accessing Exhibit 2

- The “New/Add” icon allows you to create a new entry or add an item on a particular screen. 
- The “Delete” icon allows you to delete an entry or item on a particular screen. 
- The “Open Form” icon, which resembles a folder, serves to open a form or open a folder. 
- The “Save” button stores the applicant information you enter in the system. If you leave a screen without selecting the “Save” button first, all of the data you entered on that screen will be lost and you will need to reenter it. 
- The “Save & Next” button performs the same function as the “Save” button, but also advances you to the next screen. 
- The “Save and Add Another” button will save the information entered on this screen and open a new blank form to enter another committee, sub-committee, or work group; 
- The “Save and Back to List” button will save the information entered on this screen and return you to the original screen displaying the newly entered group in the overview list of groups; 
- The “Back to List” button allows you to return to a summary list. You will encounter this button as you navigate through Exhibit 2 forms. 
- You will also encounter dropdown menus. These dropdown menus contain preloaded information that you can select from. A common example is a State dropdown menu, which contains the abbreviations for all 50 states; here, you will select the state in which your organization is located. Other dropdown menus allow you to select a “Yes” or “No” response to a question.

In addition to these common icons and buttons, all of the screens in *e-snaps* contain a left menu bar that allows you to navigate through the system. Be sure to use this left menu bar rather than your web browser’s “back arrow” button. Otherwise, using the web browser’s “back arrow” button may cause *e-snaps* to incorrectly process the information you enter.



# Accessing Exhibit 2

## Accessing Exhibit 2

To access Exhibit 2, as an applicant, you must have completed an SF-424. Once you have completed the SF-424, you will also need to select the Exhibit 2 Funding Opportunity and set up your project(s) in *e-snaps*.

You will not be able to access Exhibit 2 until you have completed these steps. Please use the SF-424 training module available online at <http://esnaps.hudhre.info/training> for step-by-step instructions for completing the SF-424.

Once you have completed these actions, select “Submissions” on the left menu bar. When you do this, the “Submissions” screen will open as shown below.

The screenshot shows the 'Front Office 2.0' interface. On the left, a vertical menu contains several options: 'Front Office Portal', 'Search Funding Opportunities', 'Profile', 'My Profile', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions' (highlighted with an orange box and an arrow), and 'Contact Us'. The main area displays 'Instructions [Show]' and filter options: 'View: Open Projects', 'Project Name: H', and 'Submission Version: Latest Version'. Below these is a table titled 'Submissions' with columns: Project Number, Step Name, Funding Opportunity Name, Applicant Name, Form Name, Start Date, End Date, and Date Submitted. A single row is visible with the following data: Project Number EX2\_001462, Step Name Exhibit 2 (Applicant Submission), Funding Opportunity Name Exhibit 2 Submission, Applicant Name WS, Form Name Exhibit 2, Start Date Apr 1, 2008, End Date Dec 2, 2008, and Date Submitted Jul 7, 2008 12:25:58 PM. A page number '1' is centered below the table.

On the following page, the screen and described steps are the 3 steps you'll need to perform separately for each project.



# Accessing Exhibit 2

Front Office 2.0

Instructions [Show]

View: Open Projects

Project Name: Help Marcy 24 (Step 1)

Submission Version: Help Marcy 19, Help Marcy 2, Help Marcy 20, Help Marcy 21, Help Marcy 22, Help Marcy 23

Project Number	Step Name	Funding Opportunity Name	Applicant Name	Form Name	End Date	Date Submitted
EX2_001462 (Step 3)	Exhibit 2 (Applicant Submission)	Exhibit 2 Submission	WS	Exhibit 2	Dec 2, 2008	Jul 7, 2008 12:25:58 PM

## Step Description

- 1 At the top of the screen, locate the dropdown menu entitled “Project name.” If you have successfully set up your projects, the menu will list all of the projects. If the list contains no project information or is missing projects, refer to the SF-424 training module for directions on setting up your projects in *e-snaps*.
- 2 From the dropdown menu, select the project for which you want to enter information in Exhibit 2. Please note that you must carefully select the correct project. If the correct project is not selected from the list, the information you enter into Exhibit 2 will be for the wrong project.
- 3 You will then select the orange folder icon to the left of the Exhibit 2 application. Once you do this, the left menu bar will change and list the first Exhibit 2 form you will need to complete. You will need to follow this step separately for each project.

To begin Exhibit 2, complete the Project Information form, Page 1. It is important that you select the correct CoC Number and Name from the dropdown list on this form. If you do not select the correct CoC, the project will be submitted to the wrong CoC. In addition, you must enter the correct project, program, and component type. The type of project, program, and component you select takes you to specific forms in *e-snaps*. If you select incorrect information, *e-snaps* will take you to screens that may not be



## Accessing Exhibit 2

appropriate for the actual project, program, and component type for which you meant to apply and the project may be rejected by HUD.

HUD has developed a separate document that summarizes the progression of screens you will encounter as you enter information for your project into *e-snaps*. The forms that you must complete will vary based on the project, program, and component type you selected on Page 1 of the Project Information form. This document may be found within the Reference Room tab of the *e-snaps* Online Training at <http://esnaps.hudhre.info/training>

### ***Submitting Your Exhibit 2***

At the end of all of the Exhibit 2 forms, you'll be taken to a Submission Summary screen that provides a status of all of the forms required for Exhibit 2. The *e-snaps* system will notify you if any forms are incomplete in the "Last Updated" column.

Once you have completed all of the required items and attachments, you may submit the Exhibit 2 by selecting the "Submit" button. However, if you are missing any information, the "Submit" button will remain inactive or grayed out, and you will not be permitted to submit your form in *e-snaps*.

To create a hard copy of your submission for your records, select the "Export to PDF" button. This creates a PDF document that displays all of the information you have entered as part of the Exhibit 2. Please review this document and retain a copy in your files.

### ***Important Things to Remember***

- If you have additional users who will be entering information into Exhibit 2, you must have added them as users when you completed the SF-424 and have supplied them with their login information.
- When you are ready to enter information into Exhibit 2 for a specific project, you must select the correct project from the "Submissions" form. If you do not select the correct project, the information you enter into Exhibit 2 will be for the wrong project.
- To select the project and view the Exhibit 2 forms, select the yellow folder icon to the left of the correct project's name. The left menu bar will then change and list the first Exhibit 2 forms you will need to complete.
- You will begin Exhibit 2 by completing the "Project Information" form, Page 1. *e-snaps* will then walk you through the rest of the forms you will need to complete, based on the project type, program type, and component type.



### ***Record Module Completion***

Now that you have completed this online training module, select the web link below to fill out the web form. **This form is required for you to record that you have completed this module.**

<http://esnaps.hudhre.info/training/modulecompletion.cfm?moduleID=M025>

**NOTE:** *To continue your learning experience, close this document and select another module from the e-snaps Online Training home page.*