



e-snaps
**CoC APR Guidebook
For CoC Planning Projects**

**February, 2015
Version 1**

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Guidebook changes

APR Guidebooks are updated as enhancements are made to *e-snaps* or clarification is needed on particular APR questions. Always consult the appropriate APR Guidebook for your project prior to beginning the submission process in *e-snaps*.

Date	Change
February, 2015	First publication of this guidebook

Introduction

The Annual Performance Report (APR) is used by HUD to track the progress and accomplishments of projects funded by the Department. All CoC Program recipients must complete a CoC APR in ***e-snaps***. Recipients have 90 days from the end of their operating year to submit their APR to HUD through ***e-snaps***.

This Guidebook provides information for recipients of CoC Planning grants to submit their Annual Performance Report (APR) in ***e-snaps*** to the U.S. Department of Housing and Urban Development. Separate guidebooks are available for CoC Program funded programs and CoC Program dedicated HMIS Projects at [HUD Exchange](#).

Accessing HELP

Go to [HUD Exchange](#) to:

1. View or download the APR guidebook from the HUD Exchange each time you need to refer to it for direction. When necessary, HUD will update this guidebook to address a common issue, make clarifications and provide recipients additional guidance on a specific question.
Tip: The version number and date change each time a new guidebook is published.
2. Find basic information and training about ***e-snaps***.

If you determine that the answer to your question has not been published in the guidebook or in the FAQs, or if you need clarification on something that has been published, submit a question to the [HUD Exchange Ask A Question](#) (in step 2 select CoC – Continuum of Care Program as the issue the “question is related to”).

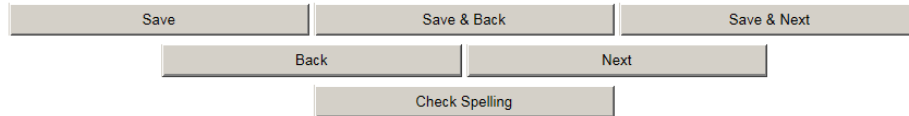
Navigating the CoC APR in *e-snaps*

The CoC Planning APR has forms that will need to be completed before submission. The forms are identified with a question number (e.g., Q1) and a question name.

CoC Planning Project Application FY2012
FY2012 CoC PLN Full APR General
Confirmation of Project Operating Year
Q1. Contact Information
Q2. Project Information
Q3. CoC Planning Actions and Outcomes
Q4. CoC Financial – Services
Q5. Additional Comments
Submission Certification
Attachments
Submission Summary

Moving between forms is easy. Simply click on the name of the form you want in the left-hand menu and **e-snaps** will link you to that form. The full list of APR questions you will need to complete this APR will not be visible until you have completed the “Confirmation of Project Operating Year” form.

Once you have entered data on a form, you must save your work. Buttons at the bottom of each page are designed to help you navigate the system and save your work. **Do not use your web browser’s back button, except when you create a pdf report at the end of your APR.** Use of the web browser’s back button will cause **e-snaps** to disable and incorrectly process the information you entered.



Save – saves the work you have done on that form, will not move you to a new form but will make visible any calculations that are done by **e-snaps** automatically (e.g. sum a column). If you leave a screen without saving the information, the information you entered will be lost.

Save & Back – saves the work you have done on that form and moves you back one form.

Save & Next – saves the work you have done on that form and moves you forward one form.

Back or Next – moves you backwards or forwards but does not save any of your work.

Check Spelling – will spell check the spelling of the entries made on that specific screen and will provide you with the opportunity to correct any mistakes. This will not, however, save your information.

- **e-snaps** will allow you to move between questions without answering the question. However, questions identified with an asterisk (*) are required to be completed prior to submission. If a question is not complete, then the Submission Summary, at the end, will indicate this with a “*please complete*” beside that question.
- For all questions that require a numeric answer, **e-snaps** will require you to enter “0” rather than leave cells blank. You will receive an error message reminding you to enter a “0” if you leave a cell blank.
- After entering information in a field, use the tab button on your keyboard to move between fields on the questions. Using the enter button will enable the calculations, but will not move your cursor to the next field.
- In order to make the forms in **e-snaps** as concise and user friendly as possible, some of the calculations have been hidden. All percentages are calculated behind the scenes. All questions with percentage calculations have: **Show/Hide Percentages**. Clicking the box will expand the question to show you the percentage calculations.
- **Tip:** if you leave the box checked, the percentages will show on the pdf export you create prior to submission.
- Most questions have an automatic validation check. If the system detects an error in your data, when you click “Save,” a message will appear in red font at the bottom of the screen, alerting you of the error. If you click “Save & Next,” you will not be alerted to any errors on the screen until the very last screen.

Log into *e-snaps*



E-snaps is to be used by authorized persons only. Go to the *e-snaps* welcome page at HUD.gov/esnaps. Enter your user name and the password. (If you applied for a grant through *e-snaps* your user name and password are the same as they were at grant application time.) Then select the **Login button**.

A screenshot of the e-snaps Front Office portal. The page has a dark header with the "e" logo and the text "Front Office". Below the header, there is a "Welcome to e-snaps" section. On the left side, there is a "Front Office portal" sidebar with links for "Username:", "Password:", "Login", "Forgot your password?", "Locale: English - United States", "Search Funding Opportunities", "Create Profile", and "CONTACT US". The main content area contains a welcome message and several sections: "e-snaps is to be used by authorized persons only...", "If you are not yet an authorized user...", "The information collection requirements...", "Information is submitted in accordance...", "Selection of applications...", "CoC Registration:", "Public reporting burden for this collection...", "CoC Homeless Assistance Application:", "Public reporting burden for this collection...", and "Technical Submission:", "Public reporting burden for this collection...".

New users will need to **create a profile**. Once you have created a profile, another authorized *e-snaps* user associated with the applicant of the grant, can associate you with the applicant so you can access the APR and other documents associated with the applicant. If all previously authorized persons have left or if no one has access to *e-snaps*, you will need to create a profile and send a letter to HUD specifying the applicant with which you would like to be associated. For detailed support on adding a user, refer to the support information found at HUD Exchange [APR e-snaps Help: Instructions for Adding/Deleting Users](#).


Important note about new users: Setting up a new user cannot be completed quickly. Do not wait until the last minute to determine whether you have access to the APR and then to try to set it up.

If you cannot remember your password, you will need to submit a request for a password reset via [HUD Exchange Ask A Question](#) (in step 2 select "*e-snaps*" under "reporting systems" as the issue the "question is related to").

Steps Needed to Create the APR in *e-snaps* for CoC Projects

1. To open an APR form in *e-snaps* go directly to the Submissions Tab.



2. If you have many projects on your screen, carefully select the Applicant Project Name – be sure that you are using the name you used in the Project Application for which you are submitting an APR.
3. Find the APR you are going to complete under the “Funding Opportunity Name – Step Name” column and click on the icon  in the same row as the APR. APRs for CoC Planning Projects will read “CoC Planning Project Application FY 20__ - CoC Full APR FY 20__ - General” where the fiscal year will change depending on the year the grant was funded. For example, a recipient reporting an APR for a FY2012 Planning Grant will see:

CoC Planning Project Application FY2012
CoC Full APR FY2012 - General

Submissions Filters

Applicant Project Name:






Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Project Name 		Funding Opportunity Name Step Name	Submissions				
Project Number	Project Number		Start Date	End Date	Associate Type	Version	Date Submitted
	Project Name	FIND YOUR APR HERE	Aug 30, 2011	Oct 27, 2011	Primary Applicant	1	Oct 20, 2011 6:25:34 PM
			Jul 19, 2010	Jun 1, 2014	Primary Applicant	1	Sep 12, 2013 5:42:18 PM
			Nov 22, 2013	Feb 2, 2014	Primary Applicant	2	Jan 21, 2014 4:12:39 PM
			Nov 9, 2012	Sep 30, 2013	Primary Applicant	1	

Tips:

1. If you have followed these steps and are unable to locate your APR – check the filters to ensure you have selected the correct applicant project name; the date submitted choice is “on”; the project status is “open projects” the submission version is “latest version” and the association type is “all.” Do not select any other filters.
2. If after following these steps you still do not see your APR, then this indicates there are steps still to be completed by your local HUD field office. Please contact your field office and ask them to complete all parts of your grant execution through the end of step C1.11. Next, the field office will have to open the Grant Agreement Amendment / APR Routing step and indicate that

they want this project to go the APR. Once these steps are completed, you should be able to see the APR that you created.

Confirmation of Project Operating Year

Confirmation of Project Operating Year

Instructions: [show]

* Operating Year Start Date

* Operating Year End Date

Save Save & Back Save & Next

Back Next

To begin the APR process, you must enter your Operating Year Start and End Date on the Confirmation of Project Operating Year screen.

The operating year start and end dates entered into the APR must correspond with the operating start and end dates entered into LOCCS.

Project Information

All questions for the CoC Planning APR need to be answered by each Project Applicant.

Q1 Contact Information

Project information is required. Much of the information on Q1 is imported from the Project Application. If you applied for your grant through *e-snaps* and this information is not pre-populated with at least the grant number, you did not set up your APR properly in *e-snaps*. Return to the instructions on the previous page of this Guidebook and begin the process again.

Q1. Contact Information

* Project Name:

* Recipient:

* Grant Number:

* Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:
Format: 12345 or 12345-1234

* E-mail Address:

* Confirm E-mail Address:

* Phone Number:
Format: 123-456-7890

Extension:

Fax Number:
Format: 123-456-7890

Project Name, Recipient, Grant Number - These must exactly match the grant information you submitted and received from HUD when your grant was awarded or amended through HUD. Refer to the technical submission you provided to HUD for this grant for your submission information.

The **project name** will be imported and should be the name you called your project when you applied for your grant. Refer to your Project Application if you cannot remember the project name you used at the time of application. The recipient is the entity to which HUD awarded the grant. The **grant number** is the same number as shown on the notification of award from HUD.

The **contact information** identifies the person that the HUD Field Office or Headquarters should contact regarding your APR submission should there be any questions or issues. The contact person should be familiar with both the grant program and the APR submission.

Q2 Project information

Q2. Project Information

Carefully select the answers to the questions on this form as they determine what questions you are required to answer for the APR. Selecting the incorrect answer will give you incorrect questions to complete. Refer to the CoC APR Guidebook at www.hudexchange.info for details on answering this and all questions in the APR.

Instructions: [show]

* Program Type

* CoC Number and Name

Amount of Contract or Award

* Grant operating year covered by this APR

* Is this an APR for a grant that received a HUD-approved grant extension?
Click save to update form.

* Is this a final APR for this grant?
Click save to update form.

* Is this a corrected APR?

Program Type - will be prepopulated as CoC.

CoC Number and Name - will be prepopulated using information from the Project Application.

Amount of Contract or Award - The amount entered must match your grant award letter from HUD.

Grant Operating Year Covered by this APR - This question refers to which year of the project the current grant is reporting on. It DOES NOT mean how long the project has been operating in the community. Because all CoC Planning grants have a 1-year grant term, the answer to this question is 1 and you should answer accordingly.

Is this an APR for a grant that received a HUD-approved grant extension? - An extension APR is for a project that applied for and received an extension of their grant term from the HUD Field Office. Recipients are not required to submit a separate APR for a grant that received a HUD-approved extension. If the APR you are currently completing was approved by HUD for an extension, indicate "yes" to this question, click "**Save,**" and then complete the extension period dates that this APR covers.

Is this a final APR for this grant? - As planning grants are only for one-year you should answer "yes" that this is a final APR. When you click "**Save,**" two additional questions will appear at the bottom of your screen that you must answer:

1. Have you completed your final draw in LOCCS? Indicate “yes” if all money expended on this grant has been drawn from LOCCS. Indicate “no” if you still have to make a final LOCCS draw.
2. Have you renewed this project? Indicate “no” for this question. CoC planning grants are not renewable.

Is this a corrected APR? - If you are submitting a corrected or amended APR, check “yes.” To submit a corrected or amended APR, you must first submit a question requesting the ability to amend your APR via HUD Exchange [Ask A Question](#) (in step 2 select CoC – Continuum of Care Program as the issue the “question is related to”. If HUD approves this request, you will be able submit a corrected or amended APR.)

EACH TIME YOU ENTER DATA IN A “CLICK SAVE TO UPDATE FORM” FIELD YOU MUST CLICK “SAVE.” ONCE YOU PRESS “SAVE” YOU MAY SEE ADDITIONAL QUESTIONS TO ANSWER. NEITHER “SAVE & NEXT” NOR “SAVE & BACK” WILL SHOW NEW QUESTIONS. REVIEW YOUR ANSWERS AND BE SURE TO ANSWER ANY ADDITIONAL QUESTIONS THAT BECOME VISIBLE.

Q3 CoC Planning Actions and Outcomes

The eight eligible costs listed in Q3 are the same eligible costs found in the Project Application. Check the box for which of the eligible activities were funded and then provide details in the narrative section on how the funds were used and outcomes your CoC observed as a result of using these funds in planning.

Q3. CoC Planning Actions and Outcomes

Check the box associated with the eligible activities this CoC Planning grant was used to fund

- Coordination Activities
- Project Evaluation
- Project Monitoring Activities
- Participation in the Consolidated Plan
- CoC Application Activities
- Determining Geographical Area to be Served by the CoC
- Developing a CoC System
- HUD Compliance Activities

Explain how the CoC planning grant funds were used. Additionally, describe the outcomes your CoC observed as a result of the CoC Planning grant.

Maximum characters: 5000

Q4 CoC Expenditures – CoC Planning

The eight eligible costs listed in Q4 are the same eligible costs found in Q3 above. Record the amount from the CoC Planning grant actually expended for each eligible cost. Record both the Cash Match and/or In-Kind Match for this grant received for this grant. (The match percentage will be automatically calculated by *E-snaps* once you click “Save”).

Q4. CoC Expenditures – CoC Planning

Instructions: [show]

CoC Program Funds Expended During the Operating Year – CoC Planning

Expenditure Type	CoC Program Funds Expenditures
Coordination Activities	<input type="text"/>
Project Evaluation	<input type="text"/>
Project Monitoring Activities	<input type="text"/>
Participation in the Consolidated Plan	<input type="text"/>
CoC Application Activities	<input type="text"/>
Determining Geographical Area to be Served by the CoC	<input type="text"/>
Developing a CoC System	<input type="text"/>
HUD Compliance Activities	<input type="text"/>
Total Expenditures	<input type="text"/>
Cash Match	<input type="text"/>
In-Kind Match	<input type="text"/>
Total Match	<input type="text"/>
Match %	<input type="text"/>
Total Budget	<input type="text"/>

Q5 Additional Comments

In this narrative question, provide any additional details that may not have been covered in an earlier question or that need further clarification.

Q5. Additional Comments

Please provide any additional comments on other areas of the APR that need explanations, such as a difference in anticipated and actual program outputs.
Maximum character: 2000

Submission Certification

Checking the certification button notifies HUD that the person named on this form has certified that all the information in the form is true and accurate. The Authorized Recipient Official must fill-in their name and title/position. Each authorizing official is electronically signing the APR after completion of all of the questions and prior to submission in *e-snaps* by checking the certification button. The Authorized Recipient Official is saying to HUD, by checking this certification, that all information reported in all questions of the APR is true and accurate.

Submission Certification

Instructions: [show]

* Name of Authorized Recipient Official:
* Title/Position:

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

* Check for Certification:

Submission Summary

Submission Summary

Page	Last Updated
Confirmation of Project Operating Year	12/08/2014
Q1. Contact Information	Please Complete
Q2. Project Information	Please Complete
Q3. CoC Planning Actions and Outcomes	Please Complete
Q4. CoC Financial – Services	12/08/2014
Q5. Additional Comments	No Input Required
Submission Certification	Please Complete
Attachments	No Input Required

Back

Next

Submit

Review your submission summary information. When the “Last Updated” field shows a date, then the form was completed on that date and all required fields have been entered. If the words “Please Complete” appear it means that you have not completed one or more mandatory fields for that question. Click on the question name and you will be returned to the page to complete or correct information. An error message on the page requiring correction should appear to help guide you to the information that is missing or wrong. The error alert will also show in the “notes” at the end of the Submission Summary chart. If the “Last Updated” indicates “No Input Required” then either that question was not required for your APR or you do not have to update it, and you can move forward to submission without returning to that question.

Back

Next

Export to PDF

Get PDF Viewer

Submit

Export your information to a PDF file for your review and for your records. [Tip: If you want percentages to show on the PDF report for your future use, make sure you have checked the “show percentage” box on each question for which you want to have percentages printed.]

Press “Submit” (*e-snaps* will not allow you to submit unless all of the forms labeled “Please Complete” have been corrected.)

You have completed your APR!