

FY 2026 COC COMPETITION NOFO E-SNAPS RENEWAL PROJECT APPLICATION INFO

Eastern PA & Western PA CoCs

Presentation developed by: Framework Strategies

July 28, 2026



IMPORTANT DATES

Action	Due Date
Submit PDF draft e-snaps renewal project application by:	8/4/26 by 5pm
Review to be returned by:	8/11/26
Final e-snaps renewal project application to be submitted to the CoC through e-snaps by:	8/18/26

KEY RENEWAL PROJECT APPLICATION STEPS

Use this Checklist from HUD:

<https://files.hudexchange.info/resources/documents/Checklist-to-Get-Started-in-e-snaps.pdf>

1. Set up your user account in e-snaps

- <https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-Profile.pdf>

2. Get access to your organization's account in e-snaps

- To request access if no one in your organization has access yet:
<https://files.hudexchange.info/resources/documents/Request-Access-to-Your-Organizations-e-snaps-Account.pdf>
- If you need to give access to someone in your organization:
<https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

KEY RENEWAL PROJECT APPLICATION STEPS

3. Set up/update your Applicant Profile

- Applicant Profile Navigational Guide:
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY25-CoC-Project-Applicant-Profile-eSNAPs-Navigational-Guide.pdf>
- Update the Applicant Profile:
<https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>
- Form 2880 Instructions:
<https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>

APPLICANT PROFILE

- Must complete the Applicant Profile to be able to access the project applications
- **Use the instructions for filling out HUD Form 2880.** Note that some information in Form 2880 will auto-populate from other parts of your Applicant Profile and some will be pulled from the Project Applications once you start working in those.
<https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>
- **Code of Conduct:** Check the HUD list of approved Codes of Conduct. If your agency is not listed, you will need to attach a Code of Conduct (first 5 pages) to the Applicant Profile. https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants
 - A Code of Conduct Template is available here: <https://www.hudexchange.info/resource/7191/coc-conflict-of-interest-code-of-conduct-template/>
- When you think you are done, **check the Submissions Summary page** – if there are any red **Xs**, go back and fix those.
- After you make your edits/corrections, **click “Complete” on the Submission Summary page**. If you don’t click on “Complete” you will not be able to access your renewal application.

KEY RENEWAL PROJECT APPLICATION STEPS

4. Access the Project Application

- Video - Accessing the Project Application:
<https://www.hudexchange.info/resource/6226/video-accessing-the-coc-program-project-application-in-esnaps/>
- Written Guide - Accessing the Project Application:
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Accessing-Project-Applications-in-e-snaps.pdf>
- You will need to have completed your Applicant Profile in e-snaps
- After that, you will be able to register for this Funding Opportunity

REGISTERING FOR THE FUNDING OPPORTUNITY

Front Office

Applicant:

Funding Opportunity Registrations

Register	View	Funding Opportunity Name ↑	Applicants Registered	Start Date	End Date
		CoC Planning Project Application FY2025	1	Mar 24, 2024	Dec 31, 2030
		CoC Planning Project Application FY2026	1	Mar 24, 2024	Dec 31, 2030
		CoC Registration and Application FY 2025	6	Jan 17, 2025	Dec 31, 2026
		CoC Registration and Application FY 2026	6	Jan 17, 2026	Dec 31, 2027
		New Project Application FY2025	2	May 30, 2025	Dec 31, 2030
		New Project Application FY2026	2	May 30, 2024	Dec 31, 2030
		Renewal Project Application FY2025	2	Jun 9, 2025	Dec 31, 2030
		Renewal Project Application FY2026	2	Jun 9, 2025	Dec 31, 2030
		UFA Costs Project Application FY2026	0	Mar 23, 2024	Dec 31, 2030
		YHDP New Project Application FY2024	1	May 30, 2025	Dec 31, 2030
		YHDP Planning Project Application FY2024	0	Nov 13, 2024	Dec 31, 2029
		YHDP Registration and Application FY 2025	2	Jan 17, 2025	Dec 31, 2026
		YHDP Renewal Project Application FY2025	0	Jun 16, 2025	Dec 31, 2030
		YHDP Renewal Project Application FY2026	2	Jun 16, 2025	Dec 31, 2031
		YHDP Replacement Project Application FY2025	1	Jun 11, 2025	Dec 31, 2030
		YHDP Replacement Project Application FY2026	2	Jun 11, 2025	Dec 31, 2030

Page Generation Time: 0.265s

CREATING A RENEWAL PROJECT APPLICATION

Front Office

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant:

Projects

Project Status:

Funding Opportunity Name:

	Edit	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
		FY26 NP App - TEST	229302	New Project Application FY2026			In Progress
		FY26 RP App TEST	229303	Renewal Project Application FY2026			In Progress
		test	226900	Renewal Project Application FY2025			In Progress
		test	226901	New Project Application FY2025			In Progress
		Test2	227659	New Project Application FY2025			In Progress
		Test Planning	227006	CoC Planning Project Application FY2025			In Progress
		test YHDP Replacement	227005	YHDP Replacement Project Application FY2025			In Progress

Page Generation Time: 0.977s

Grantium

CREATING A RENEWAL PROJECT APPLICATION

Front Office

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant:

Projects

Project Status:

Funding Opportunity Name:

	Edit	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Number	Step Status
		FY26 NP App - TEST	229302	New Project Application FY2026		In Progress
		FY26 RP App TEST	229303	Renewal Project Application FY2026		In Progress
		test	226900	Renewal Project Application FY2025		In Progress
		test	226901	New Project Application FY2025		In Progress
		Test2	227659	New Project Application FY2025		In Progress
		Test Planning	227006	CoC Planning Project Application FY2025		In Progress
		test YHDP Replacement	227005	YHDP Replacement Project Application FY2025		In Progress

Page Generation Time: 0.977s

Grantium Inc.

CREATING A RENEWAL PROJECT APPLICATION

Front Office

christy@dma-housing Logout Help

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations

Projects

Contact Us

Applicant: [Dropdown]

Projects

Project Status: All Projects

Funding Opportunity Name: Renewal Project Application FY2026

Edit	Project Name ↑	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	FY26 RP App TEST		Renewal Project Application FY2026			In Progress

Page Generation Time: 0.397s

Grantium

CREATING A RENEWAL PROJECT APPLICATION

e Front Office Logout Help

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant:

Create a Project

Funding Opportunity Name: Renewal Project Application FY2026

... Applicant:

* Applicant Project Name:

Import Data From:

None

ACCESSING YOUR RENEWAL PROJECT APPLICATIONS

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity
Registrations

Projects

Submissions

Contact Us

Front Office

christy@dma-housing Logout Help

Applicant:

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name:

Date Submitted:

Project Status:

Submission Version:

Associate Type:

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY26 RP App TEST	Renewal Project Application FY2026 Renewal Project Application FY2026	Jul 20, 202	28, 20	imary Applicant	1	

1

Page Generation Time: 0.748s

Grantium

KEY RENEWAL PROJECT APPLICATION STEPS

5. Complete the Renewal Project Application

- HUD CoC Competition page:
<https://www.hud.gov/hud-partners/coc-program-competition>
- Main e-snaps Renewal Project Application resources page (materials currently posted may be from prior years): <https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
- FY2026 Renewal Project Detailed Instructions:
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/2026-CoC-RENEWAL-Detailed-Instructions.pdf>
- FY2026 Renewal Project Navigational Guide: Not Yet Available. Can use FY2024 for now but note that there are new screens and significant changes to some screens:
<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY-2024-Renewal-Project-Application-Navigational-Guide.pdf>

Note: once you create a renewal project application, it cannot be deleted. If you create one and decide you do not want to use it, that is okay, but you will not be able to delete it from your list of projects in e-snaps. We suggest re-naming the project to include “Do Not Use” or something similar in the name so you don’t confuse it with the project you intend to submit.

COMPLETING THE RENEWAL PROJECT APPLICATION

- **Detailed Instructions Tip:** Just focus on the Detailed Instruction pages assigned to your project type!
 - Read and follow the Detailed Instructions. They are pretty specific about how to answer questions.
- If you are a first-time renewal or first-time applicant due to transfer this year:
 - This means you will most likely need to set up the application from scratch.
 - As a starting point, you can use the information from the FY24 new or renewal project application that was submitted last year, BUT
 - **You must ensure your FY 2026 renewal project application mirrors the final HUD approved information in either the grant agreement or grant agreement amendment.**

COMPLETING THE RENEWAL PROJECT APPLICATION

There will be screens where you should more carefully review the responses to ensure the content aligns with the current grant agreement:

- Screens 5A and 5B: These should match your grant agreement and be consistent with each other and with the number of units/beds in 4B.
 - These screens are meant to show the numbers of households served at a given point and time and predictive of who you expect to serve during the renewal project's FY26 contract year.
 - If you were asked to reallocate funds, you may need to review and update these screens.
- Budget Screens: **Subtotals for Budget Line Items must match the GIW.** Preliminary FY26 GIWs have been shared by your CoC.
 - Exceptions:
 - You opt to move funds from one BLI to another, under 10%. For ex., moving funds from Supportive Services to Admin BLI.
 - You have a grant amendment that isn't reflected on the Preliminary GIW.
 - Funds are being reallocated from the project.
 - Reminders:
 - HUD is using FY26 FMRs for the application for Rental Assistance and Leased Units.
 - Admin cannot exceed 10% of the Total Requested Amount LESS Admin – if you try to input a higher amount, it will be flagged.
 - Match must be 25% of the Total Requested Amount LESS Leasing – if you try to input a lower amount, it will be flagged.

COMPLETING THE RENEWAL PROJECT APPLICATION

If you are NOT a first-time renewal:

- Some screens need to be updated each year. Even if you are using the FY24 application as a guide, you should make sure the responses you provide on the following screens are accurate and up-to-date:
 - Submit Without Changes: Questions 1 & 2
 - Recipient Performance – review and update all questions.
 - Renewal Grant Consolidation or Renewal Grant Expansion: Question 1
 - 3A. Project Detail: Check for any questions not yet answered
 - 3B.1: If you are including service participation requirements in the project, you will need to edit the narrative to describe those requirements.
 - 6A. Funding Request: Review questions related to VAWA and Rural Costs BLIs.
 - 6D. Sources of Match: Update match if needed.
 - 6E. Summary Budget: Review budget. If you are shifting funds for some reason, you may need to make changes here.
 - Indirect Cost Information: Review and fill in the form.
 - 7A. Attachments: Only if you need to include an attachment(s).
 - 7B. Certification: Review information on the screen and certify.

COMPLETING THE RENEWAL PROJECT APPLICATION

- Be sure you have updated the **Recipient Performance** responses and provided narratives where required.
- **Submit Without Changes** – if you imported a renewal from a prior year, this screen may import your prior year responses and indicate that you have opened a screen/made a change when you have not done so this year. If that is the case, you will still need to provide a response in the narrative box (and potentially delete old narratives).
- **2A. Project Subrecipients** – be sure this is up to date and correct information
- **3B. Project Description** – review your narrative to make sure it is still accurate.
 - This is especially needed if your project has undergone an expansion and/or a consolidation and the information is no longer up to date.
 - If you are including service participation requirements in the project, you will need to edit the narrative to describe those requirements
- **4B. Housing Type and Location** – this may need to be updated for the location
- **Attachments** – make sure you have included all the required attachments for your project
- **PSH** - Keep in mind that renewal applications are still expected to serve the same population of individuals and families indicated in the expiring grant agreement

SERVICE PARTICIPATION REQUIREMENTS TEXT

For PSH, RRH, TH, TH/RRH applicants:

- 3B.1 instructions state that, “if your project implements service participation requirements or beyond what is typically included in a lease agreement, describe those requirements and how they will be implemented.”
- This means you will need to edit your 3B.1 narrative to include this information.
- The 3B.1 narrative is limited to 3500 characters. This means you may need to edit your existing response to ensure the additional text can fit.

SERVICE PARTICIPATION REQUIREMENTS – SAMPLE TEXT

REGULAR APPLICANT

[PROJECT NAME] incorporates supportive service participation requirements in accordance w/24 CFR 578.75(h). Reqs are individualized, based on each client's self-identified goals & needs. Generally, clients are expected to maintain [INSERT FREQUENCY] contact w/case manager, engage w/their housing stability plan, & [INSERT ANY OTHER STANDARD EXPECTATIONS]. Failure to participate in services doesn't automatically result in program termination/loss of assistance. Staff use progressive engagement to identify solutions that promote housing stability when possible.

VSP APPLICANT

[APPLICANT NAME], a Victim Service Provider (VSP), as per the Violence Against Women Act (VAWA) 34 USC§12291(a)(50)-(51), cannot mandate services in accordance w/federal code & regulation in VAWA (34 USC§12351(b)(c)), the Family Violence Prevention Services Act (42 USC§10408(d)(2) & 45 CFR 1370.10(b)(10)). As such, [APPLICANT NAME] legally cannot agree to require participation in services due to federal law. However, the VSP will provide each participant w/information about all services offered & strategies/support for ongoing engagement. Program participants will meet w/VSP staff frequently, but w/o mandate. Participants will set goals for self-sufficiency & housing stability at the program's end, to be regularly reviewed w/progress documented.

RENEWAL PROJECTS: MATCH

HUD FY26 FAQ response regarding MATCH:

“HUD strongly recommends that project applicants attach the MOU to the application in esnaps if available at the time of application. If project applicants do not attach an MOU that documents in-kind match HUD will place a condition on the project. If selected for a conditional award, the project applicant must provide the MOU to their HUD field office representative before the grant agreement execution. This issue may cause a delay in grant agreement processing.”

Reminders about Match:

- **7A Attachments:** Project applications that include **third-party in-kind** match commitment on the “Sources of Match” screen have a **requirement for a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) to be attached.**
- Match letters – not referenced in the instructions but based on previous years we suggest that you ensure they are updated in your files and that the dates and amounts on the Match letters are updated. Match documentation will be needed for contracting and Match will need to be available for the FY26 contract year. The written commitment should be dated during the CoC NOFO period (6/1/26-8/26/26)

VAWA COSTS BLI

- HUD added a new eligible VAWA Budget Line Item (BLI) in 2023. More information on this BLI can be found in [HUD's FY2026 Project Application FAQs](#) on pages 38-42.
- All Renewal, New, YHDP Renewal and YHDP Replacement projects are eligible to include a VAWA BLI, either by a) shifting up to 10% of funds from other eligible BLIs to the VAWA BLI, or b) by applying to the CoC for an expansion project that includes the VAWA BLI. **Renewal project applicants interested in adding this BLI should check with the CoC for approval.**
- Please note that in your renewal application all renewal projects will automatically have the VAWA funding checkbox selected for them, and this box cannot be unchecked. This allows for funds to be moved into the new VAWA BLI upon request to your field office. Since the costs associated with emergency transfers cannot be fully predicted and planned in advance, this will allow grantees to work with their field office to move money into this BLI at a later time if the need arises.
- **Grantees can put \$0 in the VAWA BLI** (and in most cases, putting \$0 in this BLI will make sense because it's hard to anticipate whether they would need these funds or not). Grantees are not required to move any funds into this BLI.

RURAL BLI

- PER DETAILED INSTRUCTIONS: “Unsheltered and Rural Set Aside projects renewing for the first time. In the FY2026 CoC Competition, Special NOFO projects are able to renew for the first time (if eligible). Applicants should be aware of important requirements and availabilities in the system:
 - Rural Set Aside BLIs are not eligible under the FY26 CoC NOFO. Any funds earmarked for these BLIs must either be moved to the Rural cost BLI or to another eligible CoC BLI in the project application.
 - Unsheltered projects can request the regular Rural Cost BLI.”
- Rural Cost Budget line item (BLI) includes the following activities (only in [eligible rural geocodes](#)):
 - Short-term emergency lodging to include housing in motels or shelters, either by providing direct funding or through vouchers.
 - Repairs to housing units in where individuals and families experiencing homelessness will be housed, including housing units currently not fit for human habitation.
 - Staff Training to include professional development, skill development, and staff retention activities.
- If you want to move funds into the Rural BLI, contact the CoC to discuss.

INDIRECT COSTS

- HUD acknowledges that the application's Indirect Cost Form uses federal terminology that does not clearly match terminology used for the CoC Program and project applications. For CoC Program purposes, HUD clarifies the meaning of “specific project or activity” and “this application” in the Indirect Cost Form.
 - The legal requirements of the Indirect Cost Form as related to the CoC Program mean: **any single organization/applicant equals one application for all accumulated project applications; regardless of how many individual project applications are submitted in a CoC Program Competition.**
 - Information in an e-snaps Indirect Cost Form includes the total amount of all the project applications applying for funds in the FY 2026 CoC Program Competition. For example, if organization XYZ submits three separate project applications, e-snaps will pull from the same Project Applicant Profile, and all three projects will have the same Indirect Cost Form.
- Pages 47-49 of the [HUD FY26 Project Application FAQs](#) has an explanation of how Indirect Costs are applied in CoC projects.
 - Bottom line: there is no separate BLI for Indirect Costs. They get paid for out of the other BLIs.

KEY RENEWAL PROJECT APPLICATION STEPS

6. Submit a PDF draft of the Renewal Project Application for review
 - Do **NOT** click on SUBMIT in your e-snaps project application yet!
 - To export a PDF of the application:
 - Click on “Export to PDF” at the bottom of the Project Application’s left-side menu
 - Navigate to the Submissions Summary screen and click on “Export to PDF”
 - Export all screens to the PDF
 - Follow the naming convention requested when naming the PDF:
FY26 Renewal App – Your Agency Name – Your Project's 6-Digit PIN (PA0000)
 - Submit PDF using the Alchemer survey
 - Eastern PA CoC: <https://survey.alchemer.com/s3/8931557/Eastern-PA-Renewal-Project-Draft-E-SNAPS-Submissions>
 - Western PA CoC: <https://survey.alchemer.com/s3/8929490/Western-PA-Renewal-Project-E-SNAPS-Submissions>

KEY RENEWAL PROJECT APPLICATION STEPS

7. Receive your renewal review & make edits

- You will receive a Renewal Project Application review from Framework Strategies
- You will be expected to edit the areas noted
- Email the contact provided in the instructions if you have questions

8. Submit your Renewal Project Application to the CoC in e-snaps

- **By the date stated in the review** or within 5 working days of receipt of review, whichever is sooner, you must submit your corrected application in e-snaps
- Once all edits have been made, review your application one more time
- To submit: Click **SUBMIT** on the Submissions Summary screen when you are ready to submit
- Once submitted, the application will then be accessible to the CoC on its Priority Listing
- If the CoC does not see your application on the Priority Listing, CoC staff will follow up

If you **accidentally submit the application in e-snaps at any time**,
contact the CoC to get the application released back to you

RESOURCES FOR E-SNAPS

E-SNAPS 101 TOOLKIT

- Visit HUD's e-snaps 101 Toolkit page:
<https://www.hudexchange.info/resource/6170/esnaps-101-toolkit/>
 - Glossary & icons explanations
 - Checklist for getting started
 - Creating an e-snaps user profile
 - Requesting access to e-snaps
 - Giving access to e-snaps to staff

E-SNAPS 201 TOOLKIT

- Visit HUD's e-snaps 201 Toolkit page:
<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>
 - Updating the Applicant Profile
 - Accessing project applications
 - Video
 - Written Guide
 - Common e-snaps issues

RENEWAL PROJECTS: GUIDES

- **USE THE GUIDES AND DETAILED INSTRUCTIONS.** These documents will provide you with the information you need.
 - Detailed Instructions tell you how to fill out applications and what information HUD wants you to provide for the application questions
 - Navigational Guides show you how to navigate the project application in e-snaps
- As of 7/27: HUD has posted the Renewal Project Detailed Instructions but not the Navigational Guide.
- HUD is posting instructions on the following pages:
 - <https://www.hud.gov/hud-partners/coc-program-competition> - scroll down to the section named “FY 2026 Competition Resources and Detailed Instructions”

GETTING HELP FROM HUD SNAPS TEAM/TA

- Questions about the CoC Program Competition must be submitted to the appropriate HUD.gov email address, either:
cocnofo@hud.gov
or
e-snaps@hud.gov
- Use the AAQ for CoC Program questions
- Starting 2 days prior to the application deadline for FY 2026 funds, this email will respond only to emergency technical support questions up to the deadline of 8:00 PM EST.



Questions?

Need assistance after this webinar?

- Eastern PA CoC: easterncoc@pennsylvaniacoc.org
- Western PA CoC: westerncoc@pennsylvaniacoc.org



THANK YOU!