



Project Applicant Profile

e-snaps Navigational Guide

v. March 2024

Table of Contents

Introduction	1
Overview of this Navigational Guide	1
Objectives	1
Posted Resources.....	1
Have a Question?	2
Highlights in e-snaps and the CoC Program Competition	3
Accessing e-snaps.....	4
Existing e-snaps Users	4
New e-snaps Users.....	4
Give Staff Access to Your Organization’s e-snaps Account.....	5
Adding an e-snaps Registrant.....	6
Deleting an e-snaps Registrant.....	8
Updating Registrant List.....	9
Project Applicant Profile.....	10
Establishing an Applicant Profile for a New Project Applicant (First-Time Applicants Only)	12
Working in the Applicant Profile	15
<i>Accessing the Applicant Profile.....</i>	<i>15</i>
<i>Putting the Applicant Profile in "edit-mode"</i>	<i>16</i>
<i>Exiting the Applicant Profile</i>	<i>18</i>
1. Profile Type	19
2. Organization Information.....	20
3. Contact Information.....	22
<i>Authorized Representative.....</i>	<i>23</i>
<i>Alternate Contact</i>	<i>25</i>
4. Additional Information	27
5. Forms & Attachments.....	28
<i>Code of Conduct</i>	<i>29</i>
<i>Nonprofit Documentation</i>	<i>31</i>
<i>Other Attachments</i>	<i>33</i>
6. Submission Summary	34
<i>Completing the Applicant Profile.....</i>	<i>36</i>
<i>Exporting to PDF.....</i>	<i>38</i>
Next Steps.....	39

Project Applicant Profile

Introduction

Welcome to the Project Applicant Profile Navigational Guide. This guide covers important information about accessing and completing the Project Applicant Profile. Throughout the year, the Applicant Profile can be updated by logging in to *e-snaps* and selecting "Applicants."

Each applicant organization is required to complete only one Applicant Profile. Organizations that have already established an Applicant Profile in *e-snaps* in prior years must review each screen and edit them as needed, ensuring that each revision is saved.



View resources for the CoC Program Competition and *e-snaps* at:

- [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
- <https://www.hudexchange.info/programs/e-snaps/>

Overview of this Navigational Guide

The instructional steps in this navigational guide follow the progression of screens in *e-snaps*.

- **Accessing *e-snaps*.** All *e-snaps* users need usernames and passwords in order to log in to the online *e-snaps* system. In order to see an organization's Applicant Profile, Project Applications, etc., the *e-snaps* user needs to be associated as a "registrant" with the organization's account. This document identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** The Authorized Representative must review the Applicant Profile, update the information as needed, and select the "Complete" button in order to proceed with the CoC Program Competition.

Objectives

By the end of this module, you will be able to do the following:

- Access *e-snaps*
- Complete the Project Applicant Profile

Posted Resources

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. CoC Program NOFO information (e.g., detailed instructions), including the *e-snaps* navigational guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

Project Applicant Profile

Have a Question?

The *e-snaps* AAQ on HUD Exchange is no longer active. Questions about *e-snaps* and the CoC Program NOFO must be submitted to the appropriate HUD.gov email address, as follows:

- e-snaps@hud.gov for questions about *e-snaps* technical issues such as creating an individual user profile, lockouts/password resets, requesting access to a CoC's or Project Applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the "Submissions" screen.
- CoCNOFO@hud.gov for questions about the NOFO, competition, and application requirements.

In your email, please provide:

- The specific details regarding the issue you are encountering.
- The steps you have taken up to the point the issue occurs.
- Any error messages.

You may also want to provide a screenshot.

Project Applicant Profile

Highlights in e-snaps and the CoC Program Competition

This section highlights several items in *e-snaps* and the CoC Program Competition.

The “Project Application” and “CoC Consolidated Application.”

- The Project Application includes the information submitted on the SF-424 forms, as well as the application submitted by renewal and/or new Project Applicants for funding consideration.
- The CoC Consolidated Application consists of the CoC Application and the CoC Priority Listings. The CoC Priority Listing includes all the project listings and also contains the reallocation forms that the Collaborative Applicant will need to complete if projects are being reallocated or reduced, along with an attachment form.

Importing of Data. When the CoC Program Competition opens and project applicants are able to begin the Project Application, most Renewal Projects will be able to import data from the previous years' Project Application(s).

- If for some unforeseen circumstances data is not available from a prior year's application, the renewal applicant must create a Renewal Project Application on the “Projects” screen without importing data and then complete the entire renewal application.

Applicant field and dropdown menu. When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

- Users with access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff persons who work on multiple applications (e.g., a staff person at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).
- This feature appears on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. *e-snaps* users must ensure they are working in the correct Applicant account.

Collaborative Applicant. During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC Consolidated application. This entity is also known as the CoC Applicant.

Unified Funding Agency (UFA). During the CoC Program Competition, Project Applicants may see references to the "Unified Funding Agency." A Collaborative Applicant seeking this designation must apply during the Registration process. HUD-approved UFAs are eligible to receive planning costs and UFA Financial costs.

Project Applicant Profile

Accessing e-snaps

e-snaps contains the registration and application forms that are submitted electronically during the annual competition under the Continuum of Care (CoC) Registration Notice and Notice of Funding Opportunity (NOFO) for Homeless Assistance Programs.

The screenshot shows the 'Front Office Portal' interface. On the left, there is a navigation menu with 'Create Profile' and 'Contact Us' highlighted. The main content area contains a login form with 'Username:' and 'Password:' fields and a 'Login' button. Below the login form, there is a 'Create Profile' button and a 'Contact Us' link. Three callout boxes provide instructions: 1. 'Existing users log in here' points to the login form. 2. 'New users select "Create Profile" to create a user profile. Do not update someone else's profile.' points to the 'Create Profile' button. 3. 'Email e-snaps@hud.gov for password resets' points to the password reset instructions at the bottom of the page. The page also contains text about the e-snaps system, including instructions for authorized users and information about the registration process.

Existing e-snaps Users

1. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter the e-snaps system and arrive at the "Welcome" screen.
3. If you forgot your password, send a password reset request to e-snaps@hud.gov. Be sure to include your username.

New e-snaps Users

1. Create an e-snaps username and password by selecting the "Create Profile" link.
2. Log in as instructed under Existing Users above.

NOTE:



Each e-snaps user must have his or her unique login credentials.

Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.

Project Applicant Profile

Give Staff Access to Your Organization's e-snaps Account

Having a user profile enables a person to access *e-snaps*. However, only individuals who have been associated with the organization as a Registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile, Project Applications, Annual Performance Reports (APRs), etc.

Anyone that currently has access to an organization's *e-snaps* account (i.e., who can see the organization's Applicant Profile, past applications, etc.) can add or remove other Registrants by following the instructions provided below.

Open	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Homeless Care Council of Northwest Alabama	AL502	7	2023-09-07 11:44:37.331

Steps

1. Log in to *e-snaps*.
2. Select "Applicants" on the left menu bar.
3. On the "Applicants" screen, select the "Registrants" icon under the "Registrants" column heading.
4. The "Applicant Details" screen will appear.

NOTE:



Before anyone can be added as a Registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. For more information, refer to the "Create An e-snaps User Profile" resource at:

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

Project Applicant Profile

Adding an e-snaps Registrant

Applicant: Saint Louis Test PDT Proj App to Link to St Louis County (MO12345)

Applicant Details


Applicant Name: Saint Louis Test PDT Proj App to Link to St Louis County
Applicant Number: C3POR2D2R5SB

Registrants

Delete	Open	Name	User Name	Email	Group
		Doe, Johnathan	DJohnathan	DJohnathan@net.com	Administrator

Back to List

Steps

1. On the "Applicant Details" screen, select the "Add Registrant" icon  at the top left of the list. The screen will refresh.

Applicant: Homeless Care Council of Northwest Alabama (AL502)

Applicant Details

Applicant Name: Homeless Care Council of Northwest Alabama
Applicant Number: AL502

Add a Registrant

* User Name:

* Email Address:

* Group: Administrator

Add Registrant **Back to List**

2. Enter the username and email address used to create the account

3. Select "Add Registrant"

Ignore "Group"

4. Select "Back to List"

2. Enter the username and email address of the registrant.

Note: In the "Group" field, nothing needs to be selected from the dropdown menu. "Individual" and "Administrator" are software terms that have no effect on your *e-snaps* access; both designations have the same level of access. You can ignore this field.

Project Applicant Profile

3. Select the “Add Registrant” button, which will give the staff person access to *e-snaps*.
 4. Select the “Back to List” button to return to the “Registrants” screen. You should now see the new registrant on the list.
 5. On the “Registrants” screen, select the “Back to List” button to return to the “Applicants” screen.
-

NOTE:



For more information on how to add and delete users, refer to the “Give Staff Access to Your Organization’s e-snaps Account” resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>
-

Project Applicant Profile

Deleting an e-snaps Registrant

Deleting a Registrant will remove, or dissociate, the user from the Applicant Profile. The user will still be able to log in to *e-snaps*, but they will no longer be able to access the organization's Applicant Profile, Project Applications, etc.

The screenshot shows the Applicant Profile interface. At the top, there is a dropdown menu for the Applicant, currently set to "Saint Louis Test PDT Proj App to Link to St Louis County (MO12345)". Below this is the "Applicant Details" section, which displays the Applicant Name and Applicant Number. The main section is titled "Registrants" and contains a table with the following data:

Delete	Open	Name	User Name	Email	Group
		Doe, Johnathan	D.Johnathan	DJohnathan@net.com	Administrator

Below the table is a "Back to List" button. Two callouts provide instructions: "1. Select 'Delete' icon" points to the red X icon in the Delete column, and "2. Select 'Back to List'" points to the "Back to List" button.

Steps

1. Select the "Delete" icon next to the person's name.
2. Select the "Back to List" button to return to the "Applicants" screen.

Project Applicant Profile

Updating Registrant List

To update a registrant's information, you must first delete the registrant and then add the person again with the correct information.


Applicant: Saint Louis Test PDT Proj App to Link to St Louis County (MO12345) ▾

Applicant Details

Applicant Name: Saint Louis Test PDT Proj App to Link to St Louis County
Applicant Number: C3POR2D2R5SB


Registrants

1. Select "Delete" icon

Delete	Open	Name	User Name	Email	Group
		Doe, Johnathan	DJohnathan	DJohnathan@net.com	Administrator

◀ 1 ▶

Steps

1. Select the Delete icon  next to the person's name.
2. Follow the instructions on the previous section to add the person again with the correct information.

NOTE:



For more information on how to add and delete users, refer to the "Give Staff Access to Your Organization's e-snaps Account" resource at:

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

Project Applicant Profile

Project Applicant Profile

Project Applicants must have a completed Applicant Profile before moving forward with the registration and application processes.

Users with an existing Applicant Profile, must review and, if necessary, update the Applicant Profile before starting the application process. The Applicant Profile must be marked as “Complete” before moving forward. For the Applicant Profile to be complete, the Project Applicant needs to ensure the data entered in the Applicant Profile is accurate and select the “Complete” button on the Submission Summary screen of the Applicant Profile. Only after doing so will a Project Applicant be able to advance successfully in *e-snaps* to the Project Application.

This section provides instructions on gaining access to the Applicant Profile and completing the forms.

NOTE:



If the organization serving as the recipient is also the CoC-designated Collaborative Applicant, the organization will have a second Applicant Profile for the CoC Collaborative Applicant.

There is a separate resource for completing the CoC Applicant Profile, entitled "CoC Applicant Profile Navigational Guide," which is available on the HUD.gov website at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

Project Applicant Profile

Establishing an Applicant Profile for a New Project Applicant (First-Time Applicants Only)

This section pertains only to those **organizations that are new to e-snaps** and need to establish an Applicant Profile for the first time.

An organization that is going to submit a Project Application for the first time, such as those that are taking over a grant from a previous organization, must establish its organization in *e-snaps*, which essentially establishes an organizational *e-snaps* account that the Applicant Profile, Project Applications, and APRs can reside.

There are a few items to note prior to establishing an organizational *e-snaps* account.

- All Project Applicants are required to have a Unique Entity Identifier (UEI) and a registration with the System for Award Management (SAM). See information in the Resource Note below.
- The Authorized Representative must establish a user profile, log in, and establish the organization as an applicant, but any registered user can enter the Applicant Profile information.
- The Authorized Representative must also complete and sign the required certifications and attachments before they can be attached in *e-snaps*.

The next two pages provide instructions on establishing the Applicant Profile for new recipients only.

NOTE:



UEI and SAM

See this resource for obtaining a UEI and registering with the SAM at:

- [*CoC and YHDP Recipient and Applicant Transition to UEI – March 29, 2022 - HUD Exchange.*](#)

The SAM website is www.sam.gov. Note that SAM is also known as System for Award Management and was previously known as CCR, Central Contractor Registration.

Project Applicant Profile

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunities
Registrations
Projects
Submissions

Contact Us

Applicant: Homeless Care Council of Northwest Alabama (AL502)

Applicants

Children Registrants Parent Open Applicant Name Applicant Number

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	N	P
				Homeless Care Council of Northwest Alabama	AL502	7	

New Project Applicants ONLY

Returning Applicants continue to the next section.

Steps

1. Select "Applicants" under the Workspace heading on the left menu. The "Applicants" screen will appear.
2. Select the "Add" icon .
3. The "Applicant Details" screen will appear.

Applicant Details

* Applicant Type: -- select --

-- select --
Individual
Organization

Save

Save & Back

Back to Applicants List

4. Always select "Organization"

4. Select "**Organization**" from the "Applicant Type" dropdown menu. The screen will refresh.

Project Applicant Profile

Applicant Details

5. Enter legal name

* Applicant Type: Organization

* Applicant Name:

6. Enter UEI Number

* Applicant Number:

7. Select "Save & Back"

Save Save & Add Another

Save & Back Back to Applicants List

Steps (continued)

5. In the "Applicant Name" field, enter the Project Applicant's legal name.
6. In the "Applicant Number" field, enter the Applicant Number. **The Applicant Number should be the UEI number.**
7. Select "Save and Back" to return to the "Applicants" screen. The Project Applicant organization should appear on the "Applicants" screen.

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: Homeless Care Council of Northwest Alabama (AL502)

Applicants

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Homeless Care Council of Northwest Alabama	AL502	7	2023-09-07 11:44:37.331

Project Applicant organization appears on the "Applicants" screen

Continue to the next page for instructions on accessing the Applicant Profile.

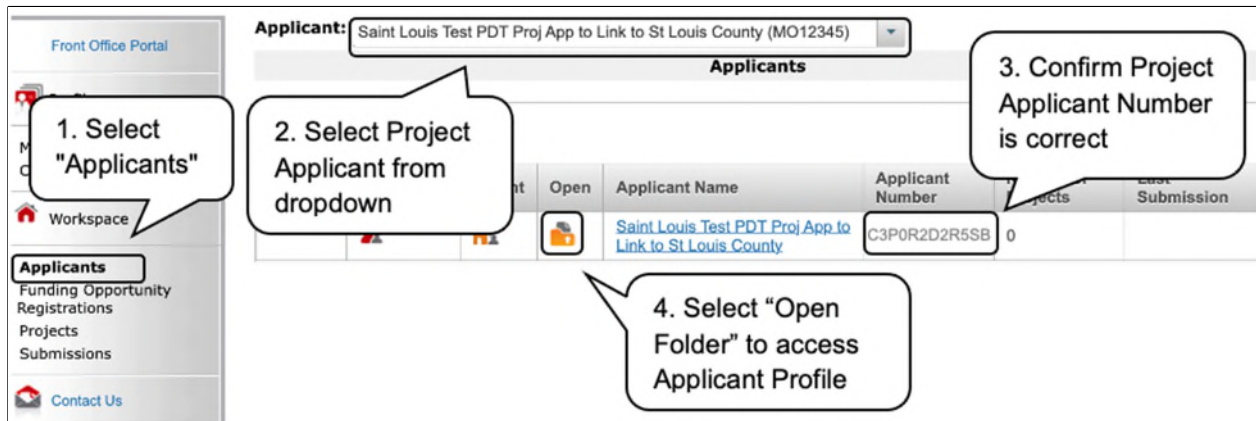
Project Applicant Profile

Working in the Applicant Profile


This section explains how to access the Applicant Profile in *e-snaps*, edit an Applicant Profile when *e-snaps* states that it is completed, and exit the Applicant Profile to return to the home *e-snaps* page.

Accessing the Applicant Profile

e-snaps users will access the Applicant Profile on the Applicants screen.



Steps

1. After logging in, select "Applicants" on the left menu bar.
2. On the "Applicant" dropdown at the top of the screen, select the Project Applicant name.
3. On the "Applicants" screen, locate the "Applicant Name" column.
 - Confirm the Applicant for which you should complete the Applicant Profile by reviewing the Applicant Number column. It should have your Project Applicant Number.
4. Select the "Open Folder" icon  next to the Applicant Name.

Project Applicant Profile

Putting the Applicant Profile in "edit-mode"

When the CoC Program Competition period opens and *e-snaps* users log in who already have a complete Applicant Profile, the Applicant Profile may be marked as complete and an "Edit" button will appear on the "Submission Summary" screen, as shown in the screenshot below.

The following steps provide guidance on how to put your Applicant Profile in edit-mode.



One of the requirements for the CoC Program Competition is the completion of the Applicant Profile. In order to meet that requirement, the "Complete" button must be selected within the timeframe of the competition period.

Review the instructions at the end of this subsection for more detailed information

Complete	Page	Last Updated	Mandatory
✓	1_Profile Type	08/07/2023	Yes
✓	2_Organization Information	08/07/2023	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	09/20/2023	Yes
✓	Alternate Contact	08/07/2023	Yes
✓	4. Additional Information	08/07/2023	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	08/07/2023	Yes
--	Code of Conduct	No Input Required	No
--	Other Attachment	No Input Required	No

1. Applicants with a complete Profile, select "Submission Summary"

2. Select "Edit" button

Project Applicant Profile

Steps

1. Select "Submission Summary" from the left menu bar.
2. Select the "Edit" button.
 - The "Edit" button and text will disappear and be replaced with a "Complete" button.
3. Continue with the instructions in the next section of this navigational guide to review the Applicant Profile and select the "Complete" button.
 - Note: For some *e-snaps* users, the Applicant Profile may already be in "edit-mode," in which case a "Complete" button will appear on the "Submission Summary" screen. You can update the information. Continue with the instructions in the next section of this navigational guide to review the Applicant Profile and select the "Complete" button.



*When you log in for the first time after the CoC Program Competition period opens, even if your Applicant Profile is marked as complete, you **MUST** put the forms in edit-mode then select the "Complete" button again to ensure the applicant profile captures any potential system updates.*

Project Applicant Profile

Exiting the Applicant Profile

When working in the Applicant Profile, *e-snaps* users can return to the main screen by selecting the "Back to Applicants List" at the bottom of the left menu bar. The Applicants List screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions screens are located in the left menu bar.

Applicant Profile

1. Profile Type

2. Organization Information

3. Contact Information
Authorized Representative
Alternate Contact

4. Additional Information

5. Forms & Attachments
HUD Form 2880
Code of Conduct
Other Attachment

6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

1. Profile Type

Instructions: [Show Instructions](#)

* Applicant Profile Type: Project Applicant

As a reminder, if you are submitting a CoC Consolidated application, you may only use the Collaborative Applicant profile selection. If you are submitting a project application(s), you may only use the Project Applicant profile selection.

Lastly, if your organization is in charge of submitting the CoC Consolidated Application and Individual project applications, YOU MUST have two separate profile accounts. One for CoC Consolidated Application submissions, in which you select the Collaborative Applicant; and the Individual Project Application submissions, in which you select the Project Applicant.

Back Next

This e.Form has been marked as complete

Step

1. Select "Back to Applicants List" from the left menu bar.

Project Applicant Profile

1. Profile Type

The "Profile Type" screen indicates whether the Applicant Profile is for a Collaborative Applicant or Project Applicant. In this module, you are creating a **Project Applicant Profile**.

The screenshot shows the '1. Profile Type' screen. On the left is a sidebar with a navigation menu: Applicant Profile, 1. Profile Type (selected), 2. Organization Information, 3. Contact Information, 4. Additional Information, 5. Forms & Attachments, 6. Submission Summary, Export to PDF, Get PDF Viewer, and Back to Applicants List. The main content area has the title '1. Profile Type' and 'Instructions: Show Instructions'. Below this is a dropdown menu for 'Applicant Profile Type' with options: Project Applicant (selected), -- select --, Collaborative Applicant, and Project Applicant. Below the dropdown are instructions: 'As a reminder, if you are submitting a CoC Consolidated Application, you must use the Collaborative Applicant profile selection. If you are submitting an individual Project Application, you must use the Project Applicant profile selection.' and 'Lastly, if your organization is in charge of submitting the CoC Consolidated Application and individual project applications, YOU MUST have two separate profile accounts. One for CoC Consolidated Application submissions, in which you select the Collaborative Applicant; and the other for Individual Project Application submissions, in which you select the Project Applicant.' At the bottom are buttons: Save & Back, Save, Save & Next, Back, and Next. Two callouts are present: '1. Select Project Applicant' pointing to the dropdown, and '2. Select Save & Next' pointing to the 'Save & Next' button.

Steps

1. Select "Project Applicant" from the "Applicant Profile Type" dropdown menu.
2. Select "Save and Next" to continue.

NOTE:



Throughout e-snaps, you will see "Instructions" listed at the top left of most screens. Select "Show Instructions" to open additional instructions for the screen. Select "Hide Instructions" when you no longer need the instructions.

Project Applicant Profile

2. Organization Information

The "Organization Information" screen is where you enter information about your organization.

2. Organization Information

Instructions: [Show Instructions](#)

* Legal Name of Organization:

Organizational Unit

1. Complete all required fields

Department Name:

Division Name:

* Organization Type: -- select --

* Employer or Tax Identification Number:

* Unique Entity Identifier:

UEI number must be 12 alphanumeric characters

Address

* Street 1:

Street 2:

* City:

* State: -- select --

* Zip/Postal Code:

County:

* Country: United States

* Is the organization's mailing address the same as the address above? -- select --

If no, click 'Save' and enter the mailing address in the fields presented below.

3. Select "Save & Next"

Save & Back Save Save & Next

Back Next

Steps

1. Complete the required fields on the screen.
2. Complete the optional fields on the screen, as appropriate.
3. Select "Save and Next" to continue.

Project Applicant Profile

The **required fields** include the following:

- Legal Name of Organization
- Organization Type
 - Select from the dropdown menu.
 - Note: If a Project Applicant is a private or public nonprofit, it is required to provide documentation of the status. This documentation will be uploaded in the "Attachments" sections later in the Applicant Profile.
- Employer or Tax Identification Number
- Unique Entity Identifier (UEI)
- Address – Street 1, City, State, Zip/Postal Code, and Country
- Identification as to whether the mailing address and organization address are the same.
 - Select "Yes" or "No" from the dropdown menu.
 - If "No," click "Save." Additional fields will appear to provide the mailing address.

The **optional fields** include the following:

- Department Name
- Division Name
- Address – Street 2 and County

Project Applicant Profile

3. Contact Information

There are two contact information screens in the Applicant Profile:

- Authorized Representative
- Alternate Contact

NOTE:



Each organization has only one Authorized Representative who is authorized to sign documentation and the signature screens in e-snaps, as applicable.

The Authorized Representative designates an Alternative Contact who is the point of contact for all issues pertaining to the application.

The Alternative Contact is usually the person who completes the application, and the Authorized Representative reviews and signs it.

Project Applicant Profile

Authorized Representative

The Authorized Representative is the contact for the applicant organization. This person has the primary responsibility for ensuring that the Applicant Profile is kept up-to-date and Project Applications are correct when submitted to the CoC for review and consideration to be included as part of the CoC Consolidated Application. The Authorized Representative signs project application forms and assumes responsibility for the project applications and has the authority to sign legal documents such as the grant agreement if funds are awarded.

Authorized Representative Contact Information

Instructions: [Show Instructions](#)

1. Complete all required fields

2. Complete optional fields as appropriate

* Prefix: -- select --

* First Name:

Middle Name:

* Last Name:

Suffix: -- select --

* Title:

* Organizational Affiliation:

* Phone Number:
Format: 123-456-7890

Extension:

Alternate Phone Number:
Format: 123-456-7890

Extension:

* Fax Number:
Format: 123-456-7890

* E-mail Address:

* Confirm E-mail Address:

3. Select "Save & Next"

Steps

1. Complete the required fields on the screen.
2. Complete the optional fields on the screen, as appropriate.
3. Select "Save and Next" to continue.

Project Applicant Profile

The **required fields** include the following:

- Prefix
- First Name
- Last Name
- Title
- Organizational Affiliation
- Phone Number
- Fax Number
- E-mail Address
- Confirm E-mail Address

The **optional fields** include the following:

- Middle Name
- Suffix
- Phone Number Extension
- Alternate Phone Number
- Alternate Phone Number Extension

Project Applicant Profile

Alternate Contact

The Alternate Contact is the back-up person to the Authorized Representative. In the event the Primary Contact is unavailable, the Alternate Contact is responsible for ensuring that the Applicant Profile is kept up-to-date and the Project Application is submitted to the CoC for review and consideration to be included as part of the CoC Consolidated Application. If the Department is unable to contact the Primary Contact, the Alternate Contact will be next in line.

NOTE:



The Alternate Contact is often the person who actually completes the project application for review by the Authorized Representative.

Therefore, in the Project Application in e-snaps, on screen 1B. Legal Applicant, question f. identifying the point of contact for questions concerning the application will be pre-populated with the Alternate Contact information.

Alternate Contact Information

Instructions: [Show Instructions](#)

1. Complete all required fields

2. Complete optional fields as appropriate

* Prefix: -- select --

* First Name:

Middle Name:

* Last Name:

Suffix: -- select --

* Title:

* Organizational Affiliation:

* Phone Number:
Format: 123-456-7890

Extension:

Alternate Phone Number:
Format: 123-456-7890

Extension:

* Fax Number:
Format: 123-456-7890

* E-mail Address:

* Confirm E-mail Address:

3. Select "Save & Next"

Save & Back Save Save & Next

Back Next

Steps

1. Complete the required fields on the screen.
2. Complete the optional fields on the screen, as appropriate.
3. Select "Save and Next" to continue.

Project Applicant Profile

The required and optional fields for the Alternate Contact Information are the same as those for the Authorized Representative Information.

The **required fields** include the following:

- Prefix
- First Name
- Last Name
- Title
- Organizational Affiliation
- Phone Number
- Fax Number
- E-mail Address
- Confirm E-mail Address

The **optional fields** include the following:

- Middle Name
- Suffix
- Phone Number Extension
- Alternate Phone Number
- Alternate Phone Number Extension

Project Applicant Profile

4. Additional Information

Complete the fields on the "Additional Information" screen.

The screenshot shows a web form titled "4. Additional Information". At the top, there are instructions: "Instructions: [Show Instructions](#)" and a required field: "1. Indicate applicant's congressional district(s) (for multiple selections hold CTRL and key)". Below this is a list of "Available Items" (AL-001 through AR-002) and a "Selected Items" box. Between them are four arrow buttons: a right arrow, a right arrow with a plus sign, a left arrow, and a left arrow with a plus sign. A callout box points to the right arrow button with the text "1. Select Congressional district(s)". Below the list are three dropdown menus for questions 2, 3, and 4. Callout boxes point to these dropdowns with the text "2-4. Select response from dropdown menus". At the bottom right, a callout box points to the "Save & Next" button with the text "5. Select 'Save & Next'". At the bottom of the form are buttons for "Save & Back", "Save", "Save & Next", "Back", and "Next".

Steps

1. Indicate the applicant's congressional district(s) by selecting the congressional district in the "Available Items" box on the left and moving it to the "Selected Items" box on the right.
 - Use the arrow buttons to move the selected items.
2. Select "Yes" or "No" from the dropdown menu to indicate whether the applicant is a faith-based organization.
3. Select "Yes," "No," or "Not Applicable," from the dropdown menu to indicate whether the applicant has ever received a federal grant.
4. Select "Yes" or "No" from the dropdown menu to indicate whether the applicant's code of conduct is already on file with HUD. This information will be verified by HUD.
5. Select "Save and Next" to continue.

Project Applicant Profile

5. Forms & Attachments

There are several forms and attachment screens in the Applicant Profile. The forms attachments that appear on the left menu bar are determined by the Applicant's selection for "Organization Type" on the "Organization Information" screen. For example, Project Applicants that selected "M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)" must include nonprofit documentation.

This is the complete list of potential forms/attachments:

- **Code of Conduct**
This attachment is not required to activate the "Complete" button in the Profile at this time. The CoC Code of Conduct must be listed on the HUD website at: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants. If your organization is not listed in the Code of Conduct e-library, please forward an electronic copy of the Code of Conduct statement to askGMO@hud.gov.
- **Nonprofit Documentation** (*required, will appear only for applicants that selected option M or N for the Organization Type on the "Organization Information" screen*).
- **Other Attachments**
At this time, there are no other required or optional attachments.

A screenshot has been provided for each attachment screen and the accompanying attachment details screen.

NOTE:



Attachments that were uploaded to the Applicant Profile prior to the opening of the competition may not be available when e-snaps opens. If not, Project Applicants need to reattach them.

NOTE:



The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to proceed to the next step in e-snaps. In the context of this navigational guide, the Project Applicant may proceed to the next steps in the process of reviewing the Project Applicant Profile. HUD, however, may require the item prior to the awarding of program funds.

Project Applicant Profile

Code of Conduct

HUD must have a copy of the organization's Code of Conduct. However, an applicant that has its organization name and UEI number listed on HUD's website at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants is not required to submit another copy in *e-snaps*. You may upload the Code of Conduct to document it as part of the Applicant Profile.

Applicant Code of Conduct					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	Applicant Code of Conduct	No		--	No Attachment

Back Next

Steps

1. Select the "Applicant Code of Conduct" link. The "Applicant's Code of Conduct Attachment Detail" screen will appear.

Applicant's Code of Conduct Attachment Detail

*** Document Description:**

**** File Name:** No file chosen

Document Type: Applicant Code of Conduct

Maximum Size: 10 MB

Allowable Formats: jpg, zip, xlsx, ZIP*, rtf, wpd, zipx, docx, txt, pdf, xlsx, doc, xls

Instructions: Attach the first five (5) pages of the applicant's Code of Conduct, if the applicant's Code of Conduct is not on file with HUD at the following website:
<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>.

Save

Save & Back to List Back to List

Include an organizational identifier in all document names.

Project Applicant Profile

2. In the “Document Description” field, include an organizational identifier in the document name.
3. In the “File Name” field, select the “Choose File” button.
4. Attach the first five (5) pages of the Code of Conduct.


Note: The maximum file size is 10 MB.

5. Select “Save.”

NOTE:



To delete an uploaded attachment.

- Click the delete icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

Project Applicant Profile

Nonprofit Documentation

The Nonprofit Documentation is a required form for all nonprofit organizations. This screen will appear only for those who selected Nonprofit as the Organization Type on the "Organization Information" screen. The uploaded document must be legible.

Nonprofit Documentation Attachment						
Delete	Document Type	Required?	Download	Document Description	File Name	Date Attached
	Nonprofit Document	Yes		--	--	No Attachment

Steps

1. Select the "Nonprofit Documentation" link. The "Attachment Details" screen will appear.

Attachment Details	
<p>Include an organizational identifier in all document names</p>	* Document Description: <input type="text"/>
	* File Name: <input type="button" value="Choose File"/> No file chosen
	Document Type: Nonprofit Document
	Maximum Size: 10 MB
	Allowable Formats: jpg, zip, txt, xls, pdf, ZIP*, rtf, doc, wpd, xls, zipx, docx
Instructions: Attach the appropriate document to support your nonprofit status. The following sources are eligible attachments: IRS letter or ruling showing 501(c)(3) status; Documentation showing certified United Way agency status; Certification from licensed CPA (see NOFA for conditions); or Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization.	
<input type="button" value="Save"/>	
<input type="button" value="Save & Back to List"/> <input type="button" value="Back to List"/>	

2. In the "Document Description" field, include an organizational identifier in the document name.
3. In the "File Name" field, select the "Choose File" button.
4. Attach the Nonprofit Documentation.
Note: The maximum file size is 10 MB.
5. Select "Save."

Project Applicant Profile

The following sources are eligible attachments:

- IRS letter or ruling showing 501(c)(3) status;
- Certification from licensed CPA (see NOFO for conditions); or,
- Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization.

DEFINITION OF NONPROFIT

Private nonprofit organization means an organization:

- *Where no part of the net earnings inure to the benefit of any member, founder, contributor or individual;*
- *That has a voluntary board;*
- *That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and,*
- *That practices nondiscrimination in the provision of assistance.*

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

Project Applicant Profile

Other Attachments

At this time, there are no other required or optional attachments.

Other Attachment						
Delete	Document Type	Required?	Download	D	on	Date Attached
	Other Attachment	No		--		No Attachment

Disregard link

Select "Next" to continue

Back

Next

Step

1. Select "Next" to continue to the "Submission Summary" screen.

Project Applicant Profile

6. Submission Summary

Once the required information has been entered and the required attachments have been uploaded, the Project Applicant needs to select the "Complete" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Applicant Profile forms.

In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed.

e-snaps users can go back to any screen by selecting the screen name on the left menu bar. Remember to select "Save" after any changes.

The "Complete" button is located at the bottom of the screen under the navigation buttons. The "Complete" button will be active if all parts of the Applicant Profile are complete (and have a date) or state "No Input Required."

NOTE



The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to proceed to the next step in the e-snaps system.

In the context of this navigational guide, the Project Applicant may proceed to the next steps in the Registration process.

HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.

Project Applicant Profile

The following image shows the Applicant Profile Submission Summary screen with items that still need to be completed. Note that the "Complete" button is gray-shaded, and you cannot select it.

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	08/07/2023	Yes
✓	2. Organization Information	10/22/2023	Yes
✗	Contact Information	No Input Required	No
✗	Authorized Representative	Please Complete	Yes
✗	Alternate Contact	Please Complete	Yes
✓	4. Additional Information	08/07/2023	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	08/07/2023	Yes
✓	Code of Conduct	10/22/2023	Yes
✓	Nonprofit Document	10/22/2023	Yes
--	Other Attachment	No Input Required	No

Buttons: Back, Export to PDF, Get PDF Viewer, Complete

Annotations:

- Screens are incomplete
- Review "Last Updated" column
- Inactive "Complete" button

Steps

1. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. When you have an active "Complete" button, continue to the next section.

Project Applicant Profile

Completing the Applicant Profile

The following image shows the "Applicant Profile Submission Summary" screen with all items completed. Note that the "Complete" button is active and can be selected.

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	08/07/2023	Yes
✓	Organization Information	10/22/2023	Yes
✓	Contact Information	No Input Required	No
✓	Authorized Representative	10/22/2023	Yes
✓	Alternate Contact	10/22/2023	Yes
✓	4. Additional Information	08/07/2023	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	08/07/2023	Yes
✓	Code of Conduct	10/22/2023	Yes
✓	Nonprofit Document	10/22/2023	Yes
--	Other Attachment	No Input Required	No

Buttons: Back, Export to PDF, [Get PDF Viewer](#), Complete

Callouts: "Screens are complete" (pointing to the table), "Active 'Complete' button" (pointing to the Complete button)

Steps

1. Select the "Complete" button.
2. The "Complete" button is replaced by an "Edit" button indicating that the Applicant Profile has been marked as complete and is no longer in edit mode.

Project Applicant Profile

The following image shows the completed Applicant Profile “Submission Summary” screen. Note that the “Complete” button no longer appears. Instead, an “Edit” button appears, indicating that the Applicant Profile has been marked as complete.

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	08/07/2023	Yes
✓	2. Organization Information	10/22/2023	Yes
--	3. Contact Information	No Input Required	No
✓	Authorized Representative	10/22/2023	Yes
✓	Alternate Contact	10/22/2023	Yes
✓	4. Additional Information	08/07/2023	Yes
--	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	08/07/2023	Yes
✓	Code of Conduct	10/22/2023	Yes
✓	Nonprofit Document	10/22/2023	Yes
--	Other Attachment	No Input Required	No

Back **Next**

Export to PDF
[Get PDF Viewer](#)

Edit

"Edit" button appears

Project Applicant Profile

Exporting to PDF

Project Applicants can obtain a hard copy of the Applicant Profile using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen you would like included.
3. Select "Export to PDF."

Project Applicant Profile

Next Steps

After selecting the "Complete" button on the Project Applicant Profile, please go to the HUD.gov CoC Competition webpage at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition

The CoC Program Competitions page on HUD.gov has additional navigational guides and resources to assist Collaborative Applicants and individual Project Applicants in completing the CoC Consolidated Application and Project Application.

Specifically, the navigational guides will assist Project Applicants in the following:

- Registering for one or more of the appropriate CoC Program Competition funding opportunities -- New, Renewal, CoC Planning, New YHDP, YHDP Renewal, YHDP Replacement, and UFA Costs, as applicable.
- Creating one or more projects in *e-snaps* for your Project Application(s).
- Submitting the Project Application(s) to the correct CoC Collaborative Applicant.

Project Applicants must proceed through each step to successfully apply for funding in the current year's CoC Program Competition.