Project Applicant Profile
2017

e-snaps Instructional Guide

Version 2

Project Applicant Profile

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Project Applicant Profile

Introduction

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

Once the CoC Program Competition opens, the Applicant Profile must be reviewed and completed in order to move forward in *e-snaps*. At that time, additional instructional guides will be available to instruct Project Applicants on creating the FY 2017 projects and submitting Project Applications.

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.

Objectives

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

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

Overview of this Instructional Guide

The instructional steps in this instructional 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 to 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.

Highlights in **e-snaps** *for the CoC Program Competition*

This section highlights several items in *e-snaps* this year.

- **The "Project Application" and "CoC Consolidated Application."**

  o 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.

  o The CoC Priority Listing consists of the New Project Listing, Renewal Project Listing, Reallocations, CoC Planning Project Listing, and, if the Collaborative Applicant is designated as a UFA, a UFA Project Listing. The CoC Priority Listing contains the reallocation forms that the Collaborative Applicant will need to complete if projects are being reallocated, along with an attachment form.

- **Importing of Data.** When the CoC Program Competition opens and Project Applicants are able to begin the Project Application, they will be able to import data from previous years' Project Application(s).

  o Project applicants who want to submit an FY 2017 Renewal Project Application can import data from the prior year ONLY if the FY 2016 application was submitted as a Renewal.

  o There are two situations when an applicant submitting a Renewal Project Application cannot import data. If the FY 2016 application was submitted as a New Project Application, the project applicant will not be able to import data into the FY 2017 Renewal Application. In addition, projects that were awarded prior to FY 2016 and are coming in for renewal for the first-time in FY 2017 cannot import data from a previous project application. Instead, the applicant needs to create an FY 2017 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.

  o *e-snaps* 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).

  o 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.

- **Uploading Attachments.** The Applicant Profile information will stay in *e-snaps* throughout the year; however, once the CoC Program Competition opens and modifications to the Applicant Profile (for CoCs and Projects Applicants) are implemented,

- **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 homeless assistance funding 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 Availability (NOFA) for Homeless Assistance Programs.

NOTE: *Each e-snaps user must have his or her own log-in credentials. Preferably, each organization would have two people with access to e-snaps—the Authorized Representative and one or more additional staff persons (e.g., the Alternate Contact[s]).*

Project Applicant Profile

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps.
2.	In the left menu bar, enter the username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3.	If you forgot your password, select "Forgot your password?" under the "Login" button.

New e-snaps Users

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

For a refresher on how to navigate through the e-snaps system, the Introduction to e-snaps Features and Functions resource is available on the CoC Program Competition Resources page at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/.

Project Applicant Profile

Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*; however, only persons 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.

Step	Description
1.	Select "Applicants" on the left menu.
2.	On the "Applicants" screen, select the "Registrant" icon. This icon looks like a person and is located to the left of the Applicant Name.

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. The username and email address that was used to create the e-snaps user profile must be used.*

Add a Registrant

Project Applicant Profile

Step	Description
1.	Select the "Add Registrant" icon 🔗 . This icon is at the top left of the list.

Project Applicant Profile

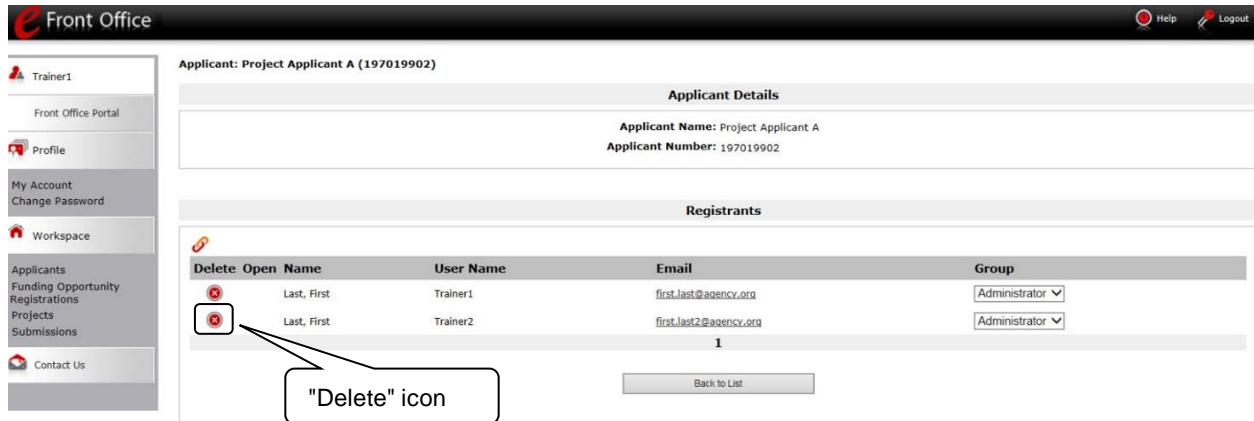| Step	Description
1.	Enter the username and email address of the registrant.
	• There is a new "Group" field. This item is NOT being used this year. You do not need to do anything.
2.	Select the "Add Registrant" button.
3.	Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list.
4.	On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

For information on how to add and delete users, refer to the "Adding and Deleting Users" module that is available on the CoC Program Competition Resources page at: https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/.

Project Applicant Profile

Delete a Registrant

Deleting the user will remove, or dissociate, the user from the Applicant Profile. This person will still be able to access *e-snaps*, but will no longer be able to access the organization's Applicant Profile, Project Applications, etc.

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

Edit Registrant Information

To edit a Registrant's information, delete the person first and then add the person again.

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

Project Applicant Profile

The Applicant Profile must be updated before starting the application process.

Project Applicants must complete the Applicant Profile before moving forward in the registration process. 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 Instructional Guide," which is available on the CoC Program Competition Resources page at: https://www.hudexchange.info/resource/3852/coc-applicant-profile-instructional-guide/.

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 Data Universal Numbering System (DUNS) Number and registration with the System for Award Management (SAM). See information in the Resource Note below.

- The Authorized Representative does not need to enter in all the information, but the representative must establish a user profile, log in, and establish the organization as an applicant.

- Any registered user can complete the Applicant Profile, but the Authorized Representative must complete and sign the required certifications and attachments before they can be attached in *e-snaps*.

The next page provides instructions on establishing the Applicant Profile for new recipients only.

DUNS Number and SAM

See the resource for obtaining a DUNS Number and registering with the SAM on the CoC Program Competition Resources page at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/. The Dun and Bradstreet website is www.dnb.com. 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

Step	Description
1.	Select "Applicants" under the Workspace heading on the left menu.
2.	The "Applicants" screen appears.
3.	Select the "Add" icon.
4.	The "Applicant Details" screen appears.

Step	Description
1.	Select "Organization" from the "Applicant Type" dropdown menu.
2.	Enter the Project Applicant's legal name.
3.	Enter the Applicant Number. The Applicant Number should be the DUNS number.
4.	Select "Save and Back" to return to the "Applicants" screen.

Project Applicant Profile

Project Applicant organization appears on the "Applicants" screen

Step	Description
1.	Continue with the next steps to access 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.

Step	Description
1.	After logging in, select the Project Applicant name from the "Applicant" dropdown at the top of the screen.
2.	Select "Applicants" on the left menu.
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 DUNS 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. You need 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.*
>
> *Therefore, when you log in for the first time after the CoC Program Competition period opens, even if there is a statement "This e.Form has been marked as complete," you MUST put the forms in edit-mode and select the "Complete" button again.*
>
> *Review the instructions at the end of this subsection for more detailed information.*

Project Applicant Profile

Step	Description
1.	Select "Submission Summary" from the left menu. • At the bottom of the "Submission Summary" screen, there is an "Edit" button with text below the button stating "This e.Form has been marked as complete."
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 instructional guide to review the Applicant Profile and select the "Complete" button.

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 instructional 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 there is a statement "This e.Form has been marked as complete," you MUST put the forms in edit-mode, make a change, and select the "Complete" button again.*
>
> *More specifically, even when you do not need to change any information in the Applicant Profile, you should follow these steps:*
>
> - *Navigate to at least one screen.*
> - *Make a change to it.*
> - *Save the change.*
> - *Change it again to the original entry.*
> - *Save the change.*
> - *Navigate back to the "Submission Summary" page and confirm that one of the dates under the Last Updated column is within the timeframe of the competition.*
> - *Select the "Complete" button."*

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. This screen is where Applicant, Funding Opportunity Registration, Projects, and Submissions screens are located in the left menu bar.

Project Applicant Profile

1. Profile Type

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

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

NOTE:	*Throughout e-snaps, you will see "Instructions" listed at the top left of most screens. Select "show" to open additional instructions for the screen. Select "hide" 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.

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

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
- Organization DUNS Number
  - Note: There is no asterisk next to this item, but it is required.
- 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," additional fields will appear to provide the mailing address.

The **optional fields** include the following:

- Department Name
- Division Name
- Organization Type – Other field
- Address – Street 2 and County

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.

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 documnts such as the grant agreement if awarded funds.

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

Project Applicant Profile

The **required fields** include the following:

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

The **optional fields** include the following:

- Middle Name
- Suffix
- Alternate Phone Number
- Extensions for Phone Numbers

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.***

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

Step	Description
1.	Complete the required fields.
2.	Complete the optional fields, as appropriate.
3.	Select "Save and Next."

4. Additional Information

Complete the fields on the "Additional Information" screen.

Step	Description
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."

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:

- HUD form 2880 - Applicant/Recipient Disclosure/Update Report (required). Note: this form is no longer an attachment in e-snaps. Rather, there is a HUD for 2880 screen for Project Applicants to complete. *Note: In previous years, Project Applicants uploaded a HUD form 2880 as an attachment. In FY 2017, this is a form in e-snaps Project Applicants will complete.*

- Code of Conduct (*not required to select the "Complete" button in the Profile but must be listed on the HUD website,* https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct*, if not attached.)*

- Nonprofit Documentation (*required, will appear only for applicants that selected option M or N*)

- Survey on Equal Employment Opportunity (*required*)

- Other Attachments

NOTE:	*Attachments that were uploaded to the Applicant Profile prior to the opening of the competition may not be available. All required attachments must be uploaded before the Project Applicant will be able to access the Project Application once it becomes available in e-snaps.*

The instructions for uploading and deleting an attachment are the same for all screens. The steps are provided for the code of conduct on the next page and can be applied to the other attachments.

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

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 instructional 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

HUD Form 2880

New in FY 2017, HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, CoC Planning, and UFA Costs).

NOTE: *Additional information for completing the HUD Form 2880 in the Applicant Profile and Screen 1G in the Project Application is at: CoC Program Competition: e-snaps Resources*

- *Review the HUD Detailed Instructions for your applicable project type for instructions. For example, the HUD Detailed Instructions for Renewal Project Applications.*
- *Review the resource: How to Complete the HUD Form 2880 in e-snaps.*

Project Applicant Profile

Step	Description
1.	No action is required for the fields in 1. Applicant/Recipient Name, Address, and Phone. This information populates from the "Authorized Representative" screen of the Project Applicant Profile. If you need to edit it, update the information on the "Authorized Representative" screen.
2.	No action is required for field 2: Employer ID Number. This information populates from the "Authorized Representative" screen of the Project Applicant Profile.
3.	No action is required for field 3: HUD Program. It auto-populates with "Continuum of Care Program."
4.	No action is required for field 4: Amount of HUD Assistance Requested/Received. This field remains blank in the Project Applicant Profile. Note: In the Project Application, screen 1G, this field will populate from the "Summary Budget" screen for that individual application.
5.	No action is required for field 5. This field populates with the following message; "Refer to project name, addresses and grant number entered into the attached project application." The information this message refers to is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail and 4B. Housing Type and Location.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(For further information, see 24 CFR Sec. 4.3).

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.
-- select --
No
Yes

Select "Yes" or "No" for Part I. Guidance is provided in the HUD Detailed Instructions for each project application type.

The response here populates into the Project Application.
If you must change it, you need to change it here.

[Buttons: Save & Back | Save | Back | Next | Check Spelling]

Step	Description
6.	Under Part I, no action is required for field 1. This information populates with "Yes."
7.	Under Part I, select "Yes" or "No" to the question: Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? • If you select "No," you are done with the HUD 2880 in the Project Applicant Profile. • If you select "Yes," you need to complete Part II: Other Government Assistance and Expected Sources and Uses of Funds and Part III: Interested Parties.

Project Applicant Profile

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity?   Yes ∨
(For further information, see 24 CFR Sec. 4.3).

* 2. Have you received or do you expect to receive assistance   Yes ∨
within the jurisdiction of the Department (HUD), involving the
project or activity in this application, in excess of $200,000 during
this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24
CFR Sec. 4.9.

> If you respond "Yes," click Save and more questions will appear.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Text	Text	Text ×	Text
		Value is not a valid number	

> Column 3 must be a number.

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

> In Column 3, type "0."

Step	Description
8.	Under Part II, in the column "Department/Local Agency Name and Address," enter the name and address, city, State, and zip code of the government agency making the assistance available.
9.	In the column "Type of Assistance", enter the type of assistance. (e.g., loan, grant, loan insurance, tax credits)
10.	In the column "Amount Requested/Provided," enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
11.	In the column "Expected Uses of the Funds," each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

Project Applicant Profile

Part III Interested Parties

You must disclose:
1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity ($)	Financial Interest in Project/Activity (%)
NA	NA	NA	NA *Value is not a valid number*	NA *Value is not a valid number*

> You must complete at least one row to avoid an error on this page.

> Columns 4 and 5 must be numbers.

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Note: If there are no other people included, write NA in the boxes.

> If "NA," in Columns 4 and 5, type "0."

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed $10,000 for each violation.

I certify that this information is true and complete.

* I AGREE: ☑

> Check the box.

Name / Title of Authorized Official: first last, title

Signature of Authorized Official: Considered signed upon submission in e-sna

> From Authorized Representative screen.

Date Signed: 07/25/2017

| Save & Back | Save | Save & Next |
| Back | Next |
| Check Spelling |

Step	Description
12.	Under Part III, in column 1, enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
13.	In column 2, enter of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
14.	In column 3, enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
15.	In column 4, enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.
16.	Check the box "I agree."
17.	Select "Save and Next."

Code of Conduct

HUD must have a copy of the organization's Code of Conduct. The *e-snaps* system, however, does not require that the document be attached in the Applicant Profile in order for the applicant to proceed from the Applicant Profile to the next steps in the CoC Program Competition process.

- An applicant that has a name listed at HUD's website www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm is not required to submit another copy in *e-snaps*, unless the information has been revised. Note that for FY 2017 most of the existing Codes of Conduct have been removed due to non-compliance with 2 CFR part 200; therfore, you should conifrm your organization is still listed on HUD's website.

- If you are uncertain about whether you need to upload the Code of Conduct document, you are encouraged to upload it anyway. Attach the first five (5) pages of the Code of Conduct.

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.

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)

- Letter from authorized state official showing applicant as organized and in good standing as a public nonprofit organization

NOTE: **Definition of Nonprofit**	*Private nonprofit organization means an organization:* *(1) No part of the net earnings of which inure to the benefit of any member, founder, contributor or individual;* *(2) That has a voluntary board;* *(3) 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,* *(4) 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

Survey on Ensuring Equal Opportunities for Applicants (SF-424 Supplement)

The Faith-Based Survey on Ensuring Equal Opportunities (EEO) for Applicants (SF-424 Supplement) Attachment screen is applicable to Project Applicants that indicated the organization is a nonprofit.

If you submitted this attachment during a prior year's competition, you must submit a new current date SF-424 Supplement. If the form is still attached you will need to delete the attachment on file, complete a new attachment, and upload it.

If the screen shows that no attachment has been uploaded, even if you think you did so previously, you must submit the attachment for the current CoC Program Competition.

Project Applicant Profile

Other Attachments

At this time, there are no other required or optional attachments. Select "next" to go to the submission summary screen.

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 in the left menu. 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 instructional guide, the Collaborative Applicant may proceed to the next steps in the Registration process. HUD, however, may require the item prior to the awarding of program funds.*

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.

Step	Description
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.

Step	Description
1.	Select the "Complete" button.
2.	The "Complete" button is replaced by an "Edit" button and text stating, "This e.Form has been marked as complete."

Project Applicant Profile

The following image shows the completed Applicant Profile Submission Summary screen. Note that the "Complete" button no longer appears and "Edit" button now appears. The form is marked "This e.Form has been marked as complete."

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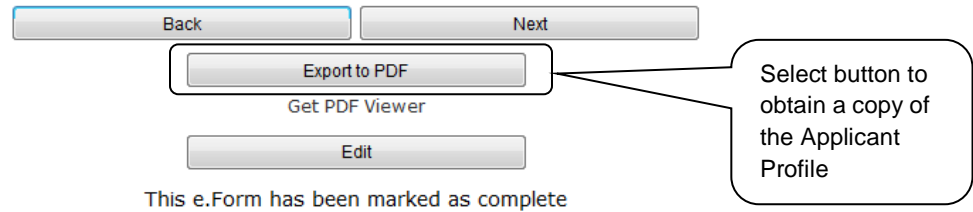
Step	Description
1.	Select the "Export to PDF" button.
2.	On the "Configure PDF Export" screen, select the screen you would like included.
3.	Select "Export to PDF."

Next Steps

After selecting the "Complete" button on the Project Applicant Profile, please return to the CoC Program Competition Resources page at https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/. Additional instructional guides and resources are available to assist Collaborative Applicants and individual Project Applicants in completing the CoC Consolidated Application and Project Application.

Specifically, the additional instructional guides will assist Project Applicants in the following:

- Registering for one or more of the appropriate FY 2017 funding opportunities -- Renewal, New, CoC Planning, and UFA Cost, as applicable

- Creating one or more projects in *e-snaps* for your FY 2017 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 FY 2016 CoC Program Competition.