



Continuum of Care (CoC) Applicant Profile

e-snaps Instructional Guide

Version 1

CoC Applicant Profile

Table of Contents

Introduction	1
Objectives	1
Overview of this Instructional Guide	1
Accessing e-snaps.....	2
Existing Users	3
New e-snaps Users	3
Adding and Deleting Registrants	4
<i>Add a Registrant</i>	5
<i>Delete a Registrant</i>	7
<i>Edit Registrant Information</i>	7
CoC Applicant Profile	8
Accessing and Completing the Applicant Profile	9
<i>Understanding "edit-mode"</i>	10
<i>Exiting the Applicant Profile</i>	11
1. Profile Type	12
2. Organization Information	13
3. Contact Information	15
<i>Primary Contact Information</i>	16
<i>Alternate Contact Information</i>	18
<i>HMIS Contact Information</i>	19
<i>Homeless Referral Contact Information</i>	20
4. Additional Information	21
5. Attachments	22
<i>Applicant Code of Conduct</i>	23
<i>Nonprofit Documentation</i>	25
<i>Other Attachment</i>	27
6. Submission Summary.....	28
<i>Completing the Applicant Profile</i>	30
<i>Exporting to PDF</i>	31
Next Steps.....	33

CoC Applicant Profile

Introduction

Welcome to the CoC Applicant Profile instructional guide. This resource covers important information about accessing and completing the Collaborative Applicant Profile.

The organization designated by the Continuum of Care (CoC) to submit the CoC Consolidated Application, which includes the CoC Application, CoC Priority Listings, and project applications, is the Collaborative Applicant. A Collaborative Applicant can also request Unified Funding Agency (UFA) designation as part of the CoC Registration process.

Throughout the year, the Collaborative Applicant Profile can be updated by logging in to *e-snaps* and selecting "Applicants" in the left menu bar.

In addition, for the CoC Program Registration process, HUD requires Collaborative Applicants to review the CoC Applicant Profile in *e-snaps*, which entails logging in, putting the CoC Applicant Profile in edit-mode, updating and saving information, and selecting the "Complete" button on the Submission screen. This instructional guide provides the instructions for these steps.

Objectives

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

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

Overview of this Instructional Guide

The instructional steps in this 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 CoC Applicant Profile, CoC Registration, and the CoC Consolidated Application (consisting of the CoC Application, CoC Priority Listing, and the project applications after they are submitted to the CoC), the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **CoC Applicant Profile.** The Collaborative Applicant must update the CoC Applicant Profile during the year as needed (e.g., when contact information changes) and select the "Complete" button. In addition, the Collaborative Applicant is required to review and complete the CoC Applicant Profile during the CoC Registration process. This section provides instructions on how to do so.

CoC Applicant Profile

Accessing *e-snaps*

The CoC Applicant Profile, CoC Registration, and the CoC Consolidated Application with attached project applications are submitted electronically in *e-snaps* during the CoC Program Competition process.

The screenshot shows the 'Front Office Portal' interface. At the top left is the 'Front Office' logo. A callout bubble points to the 'Log in here' text. Below the logo is a 'Front Office Portal' sidebar with a login form (Username, Password, Login button), a 'Forgot your password?' link, a 'Locale' dropdown set to 'English - United States', a 'Browse Funding Opportunities' link, and a 'Create Profile' button. A callout bubble points to the 'Create Profile' button. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text, including a 'CoC Registration' section with an OMB Approval No. and a public reporting burden statement.

Log in here

Front Office Portal

Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition.

E-snaps is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions.

CoC Registration: OMB Approval No. 2506-0182 (exp. 04/30/2012)

Public reporting burden for this collection is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

Create a user profile here

NOTE: *Each e-snaps user must have his or her own log-in credentials. Preferably, each organization will have two people with access to e-snaps—the Primary Contact and one or more additional staff.*

CoC Applicant Profile

Existing Users

Step	Description
1.	Direct your Internet browser to www.hud.gov/esnaps .
2.	On the left menu bar, enter your username and password, then select the login button. You will then enter the <i>e-snaps</i> 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 <i>e-snaps</i> username and password by selecting the "Create Profile" link.
2.	Log-in as instructed under Existing Users above.



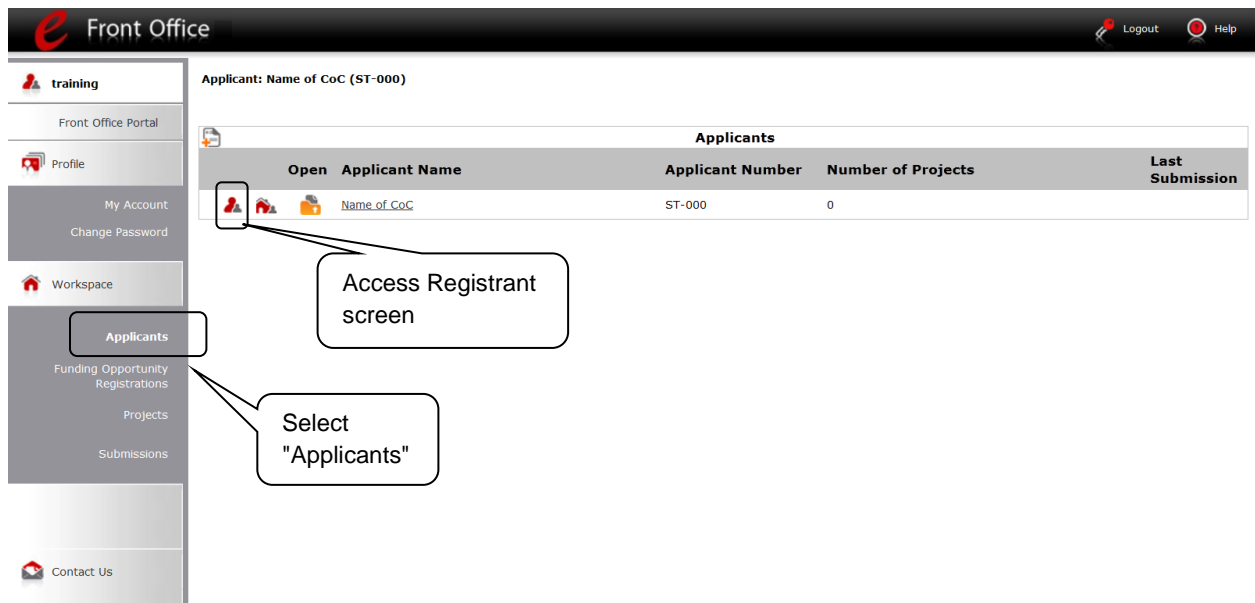
For a refresher on how to navigate through the *e-snaps* system, the "Introduction to *e-snaps* Features and Functions" resource is available on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>


CoC Applicant Profile

Adding and Deleting Registrants

Having a user profile enables a person to access *e-snaps*; however, only people who have been associated with the organization as a registrant (also referred to as a registered user) have the ability to enter information in the CoC Applicant Profile, CoC Registration, and the CoC Consolidated Application associated with the organization.

Anyone who currently has access to an organization's *e-snaps* account (i.e., who can see the organization's CoC Applicant Profile, past Registrations and CoC Consolidated Applications) can add or remove other registrants by following the instructions provided below.



- | Step | Description |
|------|--|
| 1. | Select "Applicants" on the left menu bar. |
| 2. | On the "Applicants" screen, click 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 will be used when adding the person as a registrant.

CoC Applicant Profile


Add a Registrant

The screenshot shows the 'Front Office' interface for a CoC Applicant Profile. The top navigation bar includes 'Logout' and 'Help'. The left sidebar contains menu items: 'training', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', and 'Submissions'. The main content area shows 'Applicant: Name of CoC (ST-101)'. Below this is the 'Applicant Details' section with 'Applicant Name: Name of CoC' and 'Applicant Number: ST-101'. The 'Registrants' section contains a table with the following data:

Name	User Name	Email	Group
McGinn, Lena	lmcginn	lmcginn@icfi.com	Administrator
training, training	training	training@email.com	Administrator

A callout box with the text 'Add a Registrant' points to a red link icon at the top left of the Registrants table. A 'Back to List' button is located below the table.

Step	Description
------	-------------

- | | |
|----|---|
| 1. | Select the "Add Registrant" icon.  This icon is at the top left of the list. |
|----|---|

The screenshot shows the 'Front Office' interface for a CoC Applicant Profile. The top navigation bar includes 'Logout' and 'Help'. The left sidebar contains menu items: 'training', 'Front Office Portal', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The main content area shows 'Applicant: Name of CoC (ST-000)'. Below this is the 'Applicant Details' section with 'Applicant Name: Name of CoC' and 'Applicant Number: ST-000'. The 'Add a Registrant' section contains a form with the following fields:

- * User Name:
- * Email Address:
- * Group: Administrator

A callout box with the text 'Obtain and enter username and email address' points to the User Name and Email Address input fields. 'Add Registrant' and 'Back to List' buttons are located below the form.

Step	Description
------	-------------

- | | |
|----|--|
| 1. | Enter the user name and email address of the registrant. |
|----|--|

CoC Applicant Profile

-
- There is a "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 resource on the CoC Program Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps>.

CoC 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 CoC Applicant Profile, CoC Registration, or CoC Consolidated Application.

Name	User Name	Email	Group
McGinn, Lena	lmcginn	lmcginn@icfi.com	Administrator
training, training	training	training@email.com	Administrator

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 identified previously for adding the person again with the correct information.

CoC Applicant Profile

CoC Applicant Profile

Collaborative Applicants must ensure the CoC Applicant Profile is kept up-to-date. For the CoC Applicant Profile to be complete, the Collaborative Applicant must ensure the data entered in the CoC Applicant Profile is accurate and select the “Complete” button on the Submission Summary screen of the Applicant Profile.

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

NOTE:

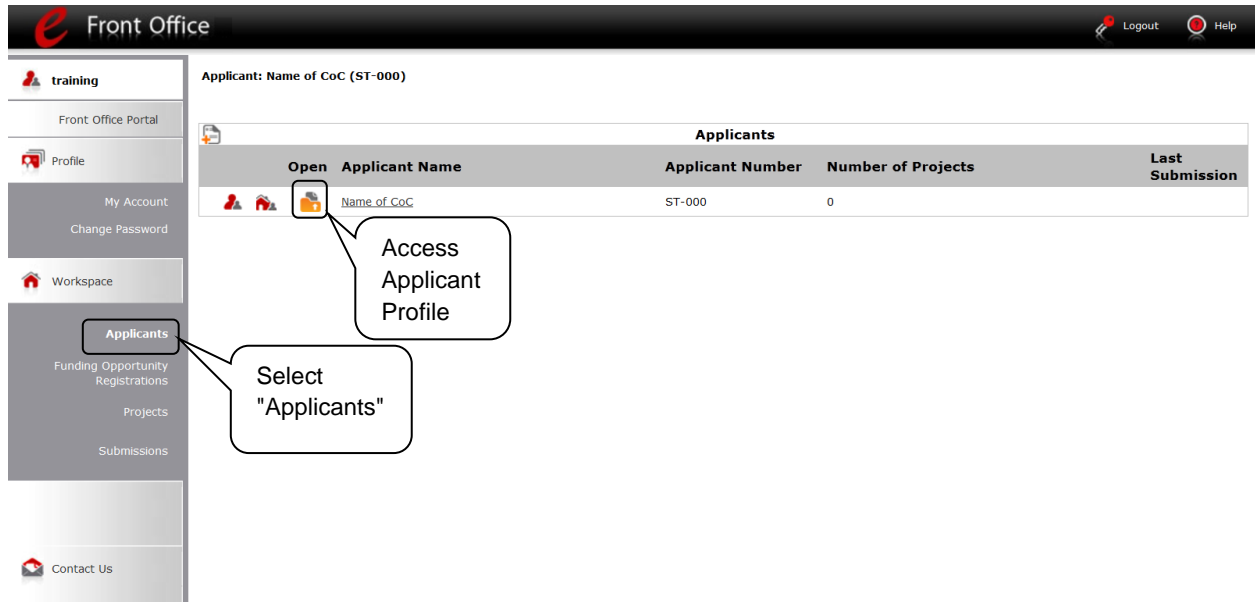
If the organization designated as the Collaborative Applicant is also a direct recipient of funds, (e.g., CoC planning funds) the organization MUST have a second Applicant Profile as the Project Applicant.

There is a separate resource for completing the Project Applicant Profile as a Project Applicant. It is posted on the CoC Program Competition Resources webpage at: <https://www.hudexchange.info/resource/2958/instructions-for-updating-the-project-applicant-profile/>.

CoC Applicant Profile

Accessing and Completing the Applicant Profile

Collaborative Applicant *e-snaps* users will access the CoC Applicant Profile on the "Applicants" screen.



- | Step | Description |
|------|--|
| 1. | After logging in, select the CoC Applicant name from the "Applicant" dropdown at the top of the screen. |
| 2. | Select "Applicants" on the left menu bar. |
| 3. | On the "Applicants" screen, locate the "Applicant Name" column. <ul style="list-style-type: none">Confirm the Applicant for which you should complete the Applicant Profile by reviewing the "Applicant Number" column. It should have a CoC number and not a number for a Project Applicant. <p>The format of the CoC number is XX-###, where the XX is a two-letter state abbreviation and the ### is a three-digit number</p> |
| 4. | Select the "Folder" icon next to the CoC name. |

CoC Applicant Profile

Understanding "edit-mode"

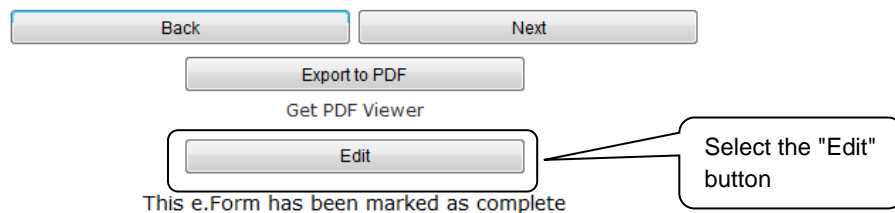


The CoC Applicant Profile can be updated at any time. The e.Form must be placed in "edit-mode" in order to update the Applicant Profile. The CoC Applicant Profile must be marked as "Complete" in order for the updates to register.

One of the requirements for the CoC Registration is the completion of the CoC Applicant Profile. In order to meet this requirement, the "Complete" button must be selected within the timeframe of the registration period.

Therefore, when you login the first time after the CoC Registration 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.

When users access the CoC Applicant Profile, the CoC Applicant Profile may be marked as complete, in which case 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.

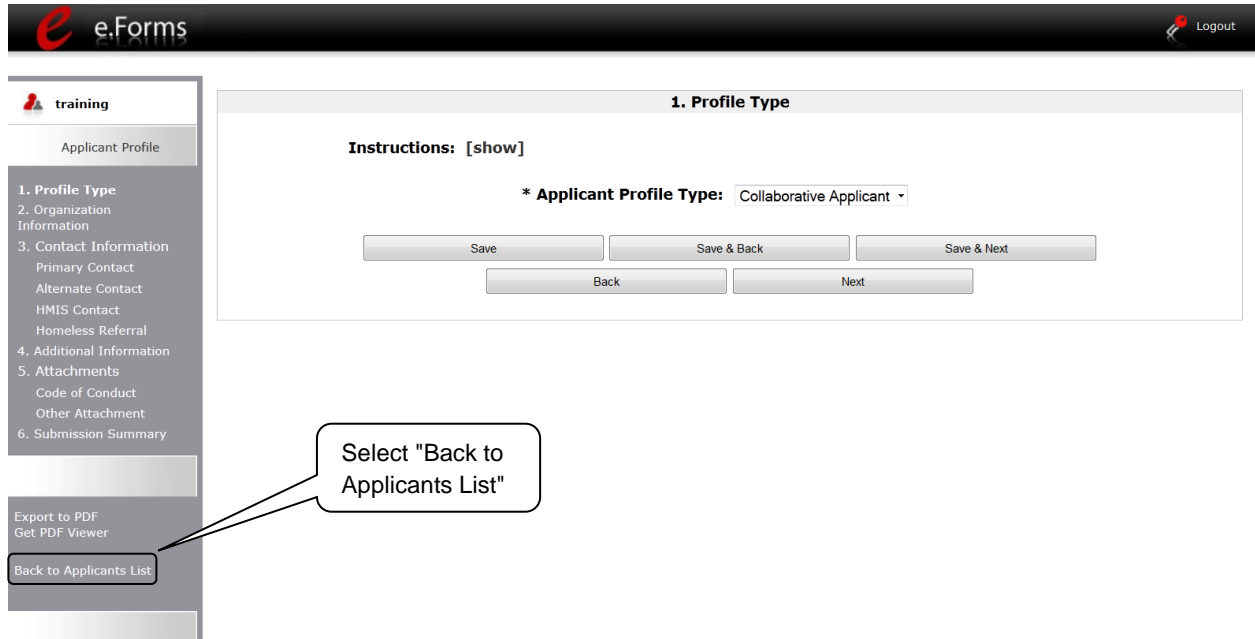
Step	Description
1.	Select "Submission Summary" on the left menu bar. <ul style="list-style-type: none">At the bottom of the "Submission Summary" screen, there is an "Edit" button with text below the button stating, "This e.Form has been marked as complete."
2.	Select the "Edit" button. <ul style="list-style-type: none">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 CoC 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 the instructional guide to review the CoC Applicant Profile and select the "Complete" button.

CoC Applicant Profile

Exiting the Applicant Profile

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



CoC Applicant Profile

1. Profile Type

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

The screenshot displays the '1. Profile Type' screen in the e.Forms application. The page title is '1. Profile Type'. The main content area shows 'Instructions: [show]' and a required field '* Applicant Profile Type:' with a dropdown menu currently set to 'Collaborative Applicant'. A callout box points to the dropdown with the text 'Select Collaborative Applicant'. Below the dropdown are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'. The left sidebar contains a navigation menu with '1. Profile Type' selected, and other options like '2. Organization Information', '3. Contact Information', etc. The top header shows 'e.Forms' and 'Logout'.

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

CoC Applicant Profile

2. Organization Information

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

2. Organization Information

Instructions: [show]

* Legal Name of Organization:

Organizational Unit

Department Name:

Division Name:

* Organization Type: -- select --

If Other, please specify:

Employer or Tax Identification Number:

Organization DUNS Number: DUNS Extension:

DUNS number must be only 9 digits, or 13 digits with a 4-digit extension

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.

Save Save & Back Save & Next

Back Next

Check Spelling

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

CoC Applicant Profile

The **required fields** include the following:

- Legal Name of Organization
- Organization Type
 - Select from the dropdown menu.
 - Note: If a Collaborative Applicant is a private or public nonprofit, it is required to provide documentation of its status. This documentation will be uploaded in the "Attachments" sections later in the CoC Applicant Profile.
- Employer or Tax Identification Number
- Address – Street 1 (and 2, if necessary), City, State, Zip/Postal Code, and County
- Notification regarding whether the mailing address and organization address are the same.
 - Select "Yes" or "No" from the dropdown menu.
 - If "No," additional fields will appear into which the mailing address must be inserted.

The **optional fields** include the following:

- Department Name
- Division Name
- Organization Type – If Other field
- Organization DUNS Number (and DUNS Extension, if applicable)
 - Collaborative Applicants must have a DUNS Number. The agency should include it.
- Address – Street 2, and County

CoC Applicant Profile

3. Contact Information

There are four contact information screens in the Applicant Profile:

- Primary Contact
- Alternate Contact
- HMIS Contact
- Homeless Referral Contact

CoC Applicant Profile

Primary Contact Information

The Primary Contact is the contact for the Collaborative Applicant. This person has the primary responsibility for ensuring that the CoC Applicant Profile, CoC Registration, and CoC Consolidated Application are submitted to HUD. **The Department will communicate with this person regarding the CoC Registration and the CoC Consolidated Application; therefore, this information must be current to prevent delays in communication.**

The screenshot shows the 'Primary Contact Information' form in the e.Forms system. A callout box highlights that asterisks (*) indicate required fields. The form includes the following fields:

- Prefix: -- select --
- * First Name: [text input]
- Middle Name: [text input]
- * Last Name: [text input]
- Suffix: -- select --
- * Title: [text input]
- Organizational Affiliation: [text input]
- * Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- Alternate Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- * Fax Number: [text input] (Format: 123-456-7890)
- * E-mail Address: [text input]
- * Confirm E-mail Address: [text input]

Buttons at the bottom include: Save, Save & Back, Save & Next, Back, Next, and Check Spelling.

Step	Description
1.	Complete the required fields, which are denoted with asterisks.
2.	Complete the optional fields, as appropriate.
3.	Select "Save & Next"

CoC Applicant Profile

The **required fields** include the following:

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

The **optional fields** include the following:

- Middle Name
- Suffix
- Organizational Affiliation
 - Note: This field should be completed if the Primary Contact is affiliated with an organization other than the applicant organization.
- Alternate Phone Number
- Extensions for Phone Numbers

CoC Applicant Profile

Alternate Contact Information

The Alternate Contact is the backup person to the Primary Contact. This person is responsible for ensuring that the CoC Applicant Profile, the CoC Registration, and the CoC Consolidated Application are submitted to HUD in the event that the Primary Contact is unable to perform the function. **In the event the Department is unable to establish communication with the Primary Contact, the Alternate Contact person listed will receive the communication; therefore, this information must be current to prevent delays in communication.**

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

Alternate Contact Information

Instructions: [show]

Note the asterisks throughout. These indicate a required field.

* 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:

Save Save & Back Save & Next

Back Next

Check Spelling

Step	Description
1.	Complete the required fields, which are denoted with asterisks.
2.	Complete the optional fields, as appropriate.
3.	Select "Save & Next".

CoC Applicant Profile

HMIS Contact Information

On the "HMIS Contact Information" screen, enter the CoC's designated HMIS Lead Organization and person who is responsible for the HMIS that covers the CoC's geographic area. **The organization listed on this form MUST be the same organization that submits the HMIS-dedicated Project Application.**

The required and optional fields on the HMIS Contact Information screen are the same as those on the Primary Contact Information screen, with these additional required fields:

- Notation regarding whether the Collaborative Applicant also serves as the HMIS Lead
- HMIS Lead Organization

Instructions: [show]

* Is the CoC lead agency also serving as the lead of the HMIS (or HMIS equivalent database)? -- select --

* HMIS Lead:

* 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:

* Street 1:

Street 2:

* City:

County:

* State: -- select --

* Zip Code:

Save Save & Back Save & Next

Back Next

Check Spelling

Step	Description
1.	Complete the required fields, which are denoted with asterisks.
2.	Complete the optional fields, as appropriate.
3.	Select "Save & Next".

CoC Applicant Profile

Homeless Referral Contact Information

On the "Homeless Referral Contact Information" screen, enter the person in the CoC who is responsible for homeless referrals. This is the person that will receive inquiries from homeless persons and/or interested parties seeking referrals to projects in the CoC.

The required and optional fields for the Homeless Referral Contact Information are the same as those for the Primary Contact Information.

The screenshot shows the "Homeless Referral Contact Information" form within the e.Forms application. The form is titled "Homeless Referral Contact Information" and includes a "Instructions: [show]" link. A callout box points to the asterisks on the "Prefix", "First Name", "Last Name", "Phone Number", "Fax Number", and "Confirm E-mail Address" fields, stating: "Note the asterisks throughout. These indicate a required field." The form fields are as follows:

- * Prefix: -- select --
- * First Name: [text input]
- Middle Name: [text input]
- * Last Name: [text input]
- Suffix: -- select --
- * Title: [text input]
- Organizational Affiliation: [text input]
- * Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- Alternate Phone Number: [text input] (Format: 123-456-7890)
- Extension: [text input]
- * Fax Number: [text input] (Format: 123-456-7890)
- * E-mail Address: [text input]
- * Confirm E-mail Address: [text input]

At the bottom of the form, there are buttons for "Save", "Save & Back", "Save & Next", "Back", "Next", and "Check Spelling".

Step	Description
1.	Complete the required fields, which are denoted with asterisks.
2.	Complete the optional fields, as appropriate.
3.	Select "Save & Next".

CoC Applicant Profile

4. Additional Information

Complete the fields on the "Additional Information" screen.

Instructions: [show]

1 Indicate applicant's congressional district(s):
(for multiple selections hold CTRL and key)

Available Items:
AK-000
AL-001
AL-002
AL-003
AL-004
AL-005

Selected Items:

* 2. Is the applicant a faith-based organization? -- select --

* 3. Has the applicant ever received a federal grant? -- select --

* 4. Is the applicant's code of conduct already on file with HUD? -- select --

Save Save & Back Save & Next
Back Next

training
Applicant Profile

1. Profile Type
2. Organizational Information
3. Contact
Primary Contact
Alternate Contact
HMIS Contact
Homeless Contact
4. Additional Information
5. Attachments
Code of Conduct
Nonprofit Document
Other Attachment
6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Logout

Step	Description
1.	Indicate the Collaborative 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. <ul style="list-style-type: none">Use the arrow buttons to move the selected item(s).
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. <ul style="list-style-type: none">See the NOTE below.
5.	Select "Save & Next."

NOTE:
Code of Conduct

An applicant whose name is listed at HUD website <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm> is not required to submit another copy, unless the information has been revised. If you are uncertain about whether you need to upload the Code of Conduct document, HUD encourages you to upload it anyway.

CoC Applicant Profile

5. Attachments

There are three attachment screens in the Applicant Profile:

- Applicant Code of Conduct
- Nonprofit Documentation (*This screen appears only for those who selected a Nonprofit Organization Type on the "Organization Information" screen*)
- Other Attachment

NOTE: *Attachments that were uploaded to the Applicant Profile prior to the opening of CoC Registration may not be available. All required attachments must be uploaded by the Collaborative Applicant.*

The instructions for uploading and deleting an attachment are the same for all screens. The steps are provided for the Applicant 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: ***Document naming convention***
Use the following naming convention: "CoC Number" and "Form Name"

- *For example, if you are saving the Code of Contact for CoC AA-500, enter the following as both the Document Description and File Name:
AA-500 Code of Conduct*

CoC Applicant Profile

Applicant 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 CoC Applicant Profile in order for the applicant to complete the CoC Applicant Profile.

- An applicant that has a name listed at HUD's website <http://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.

If you are uncertain about whether you need to upload the Code of Conduct document, you are encouraged to upload it anyway.

- The file format for the Code of Conduct must be one of the following: docx, ZIP*, xlsx, rtf, txt, doc, zipx, pdf, wpd, zip, xls, jpg, xlsx.
- The maximum file size for the Code of Conduct is 10 MB.
- Attach the first five (5) pages of the Code of Conduct.

The screenshot displays the 'Applicant Code of Conduct' interface. On the left is a sidebar with a 'training' logo and a navigation menu. The main content area features a table with the following data:

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

Below the table are 'Back' and 'Next' buttons. A callout box highlights the 'Applicant Code of Conduct' link with the instruction 'Select the link'.

Step	Description
1.	Select the document name under "Document Type."
2.	The "Attachment Details" screen appears.

CoC Applicant Profile

training

Applicant Profile

1. Profile Type
2. Organization Information
3. Contact Information
Primary Contact
Alternate Contact
HMIS Contact
Homeless Referral
4. Additional Information
5. Attachments
Code of Conduct
Nonprofit Document
Other Attachment
6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Applicant's Code of Conduct Attachment Detail

* **Document Description:** ST-000 Code of Conduct

* **File Name:** No file selected

Document Type: Applicant Code of Conduct
Maximum Size: 10 MB
Allowable Formats: zip, xls, xlsx, wpd, pdf, rtf, txt, jpg, xlsx, zipx, doc, docx, ZIP*
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>.

Step	Description
------	-------------


- | | |
|----|--|
| 1. | Enter the name of the document in the "Document Description" field. |
| 2. | Select "Browse" to the right of the "File Name" field to upload the file from your computer. |
| 3. | Select "Save & Back to List" to return to the "Attachment" screen. |
| 4. | On the "Attachment" screen, select "Next." |

NOTE: **Document naming convention**

Use the following naming convention: "CoC Number" and "Form Name"

- For example, if you are saving the Code of Contact for CoC AA-500, enter the following as both the Document Description and File Name:
AA-500 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.

CoC Applicant Profile

Nonprofit Documentation

The Nonprofit Documentation is a required form for nonprofit organizations. This screen will appear only for those who selected Nonprofit as the Organization Type on the Organization Information screen. The Nonprofit Documentation must be the IRS letter or ruling attesting to the organizations 501 (c) (3) status. The file format for Nonprofit Documentation must be one of the following: txt, doc, zipx, docx, ZIP*, pdf, wpd, zip, xls, jpg, xlsx, rft.

- The maximum file size for Nonprofit Documentation is 10 MB.

The screenshot shows the 'Nonprofit Documentation Attachment' screen in the eForms application. On the left is a navigation menu with options like 'Applicant Profile', '1. Profile Type', '2. Organization Information', '3. Contact Information', '4. Additional Information', '5. Attachments', and '6. Submission Summary'. The 'Nonprofit Document' option under '5. Attachments' is highlighted. The main content area features a table with the following data:

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

Below the table are 'Back' and 'Next' buttons. A callout box with the text 'Select the link' points to the 'Nonprofit Document' link in the table.

NOTE:

Private nonprofit organization means an organization:

Definition of Nonprofit

(1) For which 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.

The Collaborative Application must attach their IRS letter or ruling attesting to the organization's 501(c)(3) status.

CoC Applicant Profile

training

Applicant Profile

1. Profile Type
2. Organization Information
3. Contact Information
Primary Contact
Alternate Contact
HMIS Contact
Homeless Referral
4. Additional Information
5. Attachments
Code of Conduct
Nonprofit Document
Other Attachment
6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Attachment Details

* **Document Description:** ST-000 Nonprofit Documentation |

* **File Name:** No file selected.

Document Type: Nonprofit Document
Maximum Size: 10 MB
Allowable Formats: jpg, zip, xls, xlsx, wpd, pdf, zipx, doc, ZIP*, docx, rtf, txt
Instructions: Attach the appropriate document to support your non-profit 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.

Include the CoC Number and Form name in both Description and File Name

Step	Description
1.	Enter the name of the document in the "Document Description" field.
2.	Select "Browse" to the right of the "File Name" field to upload the file from your computer.
3.	Select "Save & Back to List" to return to the "Attachment" screen.
4.	On the "Attachment" screen, select "Next."

CoC Applicant Profile

Other Attachment

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

e.Forms Logout

training

Applicant Profile

- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
 - Primary Contact
 - Alternate Contact
 - HMIS Contact
 - Homeless Referral
- 4. Additional Information
- 5. Attachments
 - Code of Conduct
 - Nonprofit Document
 - Other Attachment**
- 6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Other Attachment				
Document Type	Required?	Download	Document Description	Date Attached
Other Attachment	No		--	No Attachment

CoC Applicant Profile

6. Submission Summary

After the required information has been entered and the required attachments have been uploaded, the Collaborative Applicant must select the "Complete" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the CoC 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

The Collaborative Applicant *e-snaps* user can go back to any screen by selecting the screen name in the left menu bar. Remember to select "Save" after any changes.

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. HUD, however, may require the item prior to the awarding of program funds.*

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."

CoC Applicant Profile

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

e.Forms Logout

RBjr

Applicant Profile

- 1. Profile Type
- 2. Organization Information
- 3. Contact Information
 - Primary Contact
 - Alternate Contact
 - HMIS Contact
 - Homeless Referral
- 4. Additional Information
- 5. Forms & Attachments
 - Code of Conduct
 - Nonprofit Document
 - Other Attachment
- 6. Submission Summary**

Export to PDF
Get PDF Viewer
Back to Applicants List

6. Submission Summary

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	05/15/2017	Yes
✓	2. Organization Information	05/15/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Primary Contact	05/15/2017	Please Complete
✓	Alternate Contact	05/15/2017	Yes
✓	HMIS Contact	05/15/2017	Please Complete
✓	Homeless Referral	05/15/2017	Yes
✓	4. Additional Information	05/15/2017	Yes
--	5. Forms & Attachments	No Input Required	No
--	Code of Conduct	No Input Required	No
--	Nonprofit Document	No Input Required	No
--	Other Attachment	No Input Required	No

Back Next

Export to PDF
Get PDF Viewer
Complete

Review "Last Updated" column

Inactive "Complete" button

CoC 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	05/15/2017	Yes
✓	2. Organization Information	05/15/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Primary Contact	05/15/2017	Yes
✓	Alternate Contact	05/15/2017	Yes
✓	HMIS Contact	05/15/2017	Yes
✓	Homeless Referral	05/15/2017	Yes
✓	4. Additional Information	05/15/2017	Yes
--	5. Forms & Attachments	No Input Required	No
--	Code of Conduct	No Input Required	No
--	Nonprofit Document	No Input Required	No
--	Other Attachment	No Input Required	No

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

Callouts: Review "Last Updated" column, Active "Complete" button

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."

CoC Applicant Profile

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

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	05/15/2017	Yes
✓	2. Organization Information	05/15/2017	Yes
--	3. Contact Information	No Input Required	No
✓	Primary Contact	05/15/2017	Yes
✓	Alternate Contact	05/15/2017	Yes
✓	HMIS Contact	05/15/2017	Yes
✓	Homeless Referral	05/15/2017	Yes
✓	4. Additional Information	05/15/2017	Yes
--	5. Forms & Attachments	No Input Required	No
--	Code of Conduct	No Input Required	No
--	Nonprofit Document	No Input Required	No
--	Other Attachment	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Edit

Message: This e.Form has been marked as complete

Callouts: "Review 'Last Updated' column", "'Edit' button appears", "Applicant Profile is complete"

Exporting to PDF

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

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Edit

Message: This e.Form has been marked as complete

Callout: Select button to obtain a copy of the Applicant Profile

Step	Description
1.	Select the "Export to PDF" button.

CoC Applicant Profile

Configure PDF Export

The screenshot shows the 'Configure PDF Export' interface. On the left is a navigation menu with sections for 'training', 'Applicant Profile', and 'Export to PDF'. The main area is titled 'Configure PDF Export' and contains a list of formlets with checkboxes. A callout box points to the 'Export to PDF' button.

training

Applicant Profile

- 1. Profile Type
- 2. Organization Information
 - Primary Contact
 - Alternate Contact
 - HMIS Contact
 - Homeless Referral
- 4. Additional Information
 - Code of Conduct
 - Select the attached documents to be exported to PDF
 - Applicant Code of Conduct
 - Code of Conduct --> Applicant's Code of Conduct Attachment Detail
 - Nonprofit Document
 - Select the attached documents to be exported to PDF
 - Nonprofit Document
 - Nonprofit Document --> Attachment Details
 - Other Attachment
 - Other Attachment --> Attachment Details
- 6. Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Select Export to PDF

Select All Formlets Unselect All Formlets

Export to PDF Back

Get PDF Viewer

Step	Description
------	-------------

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



Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.

Please be sure you are working on the CoC Applicant Profile.

CoC Applicant Profile

Next Steps

When updating the Collaborative Applicant Profile during the year, after the Collaborative Applicant has selected the "Complete" button on the "Submission Summary" screen, the Applicant Profile has been successfully updated.

When the CoC Registration is open, after selecting the "Complete" button on the Collaborative Applicant Profile, please return to the CoC Competition Resources webpage on the HUD Exchange at: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. Additional instructional guides and resources are available to assist Collaborative Applicants successfully apply for funding.