e-snaps Navigational Guide

Continuum of Care (CoC) Applicant Profile









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Introduction

Welcome to the CoC Applicant Profile navigational 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 editmode, updating and saving information, and selecting the "Complete" button on the Submission screen. This navigational guide provides the instructions for these steps.

Objectives

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

- Access e-snaps
- Complete the CoC Applicant Profile

Overview of this Navigational Guide

The navigational 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.



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.

Front Offi	ce Log in here
Front Office Portal	Welcome to e-snaps
Username:	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.
Login	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.
Forgot your password?	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.
Locale: English - United States	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.
Browse Funding Opportunities	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.
Create Profile	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.
\bigwedge	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 us	er
profile here	

Use your own login credentials 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.



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.		
Resource	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: <u>https://www.hudexchange.info/programs/e-snaps/</u> .		



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.
Each person needs a user profile	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.



Add a Registrant

Pront Offi	ce				Logout	🧕 Help
Å training	Applicant: Name of Co	C (ST-101) v				
Front Office Portal	Ad	d a gistrant	Applicant Deta Applicant Name: Name Applicant Number: ST-10	ils of CoC 1		
	Ø		Registrant	s		
Morkspace	Name	User Name	Email	Group		
	🔕 McGinn, Lena	Imcginn	lmcginn@icfi.com	Administrator 🝷		
Applicants	😣 training, traini	ng training	training@email.com	Administrator 🝷		
			1			
Registrations Registrations Projects Submissions			Back to List			

Step Description

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

Front Offi	ice	Logout	🖲 Help
🦺 training	Applicant: Name of CoC (ST-000)		
Front Office Portal Front Office Portal My Account Change Password Workspace Applicants Eunding Opportunity	Applicant Details Applicant Name of CoC Applicant Number: ST-000 Obtain and enter username and email address * User Name: * Group Administrator *		
Registrations	Add Registrant Back to List		
Submissions			



Step	Description		
1.	 Enter the user name and email address of the registrant. 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.		
Resource to Add and Delete other staff	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: <u>https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps</u> .		



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.

	Front C	Office				ngout 🔵 Help
2	training	Applicant: Name of CoC (ST-	101) 👻			
	Front Office Portal			Applicant Details		
	Profile			Applicant Name: Name of Applicant Number: ST-101	CoC	
		ht				
	Change Fasswor	<u> </u>		Registrants		
ñ	Workspace	Name	User Name	Email	Group	
	Applicant	 McGinn, Lena training, training 	Imcginn training	lmcginn@icfi.com training@email.com	Administrator -	
			-	1		
	Registratior Project Submissior	"Delete"	icon	Back to List		
	Step	Description				
	1.	Select the "Delet	e" icon 횥 ne	ext to the person's nar	ne.	
	2.	Select the "Back	to List" buttor	n to return to the "Appl	licants" 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

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.

All
Collaborative
Applicants
need two
Applicant
ProfilesIf 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/.



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.
 - 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.

The format of the CoC number is XX-###, where the XX is a two-letter state abbreviation and the ### is a three-digit number

4. Select the "Folder" icon 💼 next to the CoC name.



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.



This e.Form has been marked as complete

You need to put your Applicant Profile in edit-mode.

Step	Description		
1. Select "Submission Summary" on the left menu bar.			
	• 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 navigational 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 navigational guide to review the CoC Applicant Profile and select the "Complete" button.

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.

training			1. Profi	Іе Туре		
Applicant Profile	Instructio	ons: [show]				
Profile Type Organization ormation		* Applica	ant Profile Type:	Collaborative Applica	ant -	
Contact Information		Save	Save 8	Back	Save & Next	
Primary Contact			Back	Next		
Alternate Contact						
Homeless Referral						
Additional Information						
Attachments						
Code of Conduct						
Other Attachment						
Submission Summary	Select "	Back to				
	Applicar	nts List"				
port to PDF						



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.

•		1 Duefile True		
training		1. Profile Type		
Applicant Profile	Instructions: [show]			Select
. Profile Type . Organization nformation	* Applic	cant Profile Type: Collaborative	Applicant -	Collaborative Applicant
. Contact Information	Save	Save & Back	Save & Nex	t
Primary Contact		Back	Next	
Alternate Contact				
Homeless Referral				
. Additional Information				
. Attachments				
Code of Conduct				
Other Attachment				
. Submission Summary				
port to PDF at PDF Viewer				
ack to Applicants List				

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



2. Organization Information

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

🤌 e.Forms						Logout
🏄 training		2. 0	rganization Inform	nation		
Applicant Profile	Instructio	ns: [show]				
1. Profile Type 2. Organization Information	Note the asterisks	Legal Name of Org	anization:			
3. Contact Information Primary Contact	throughout.	/ Departme	Organizational Un ent Name:	it		
Alternate Contact	These indicate a	Divisi	on Name:			
HMIS Contact Homeless Referral	required field.	* Organization	Type: select			•
 Additional Information Attachments 		If Other, pleas lover or Tax Identification	e specify: Number:			
Code of Conduct Other Attachment 6. Submission Summary		Organization DUNS DUNS number must be	Number: only 9 digits, or 13 digits	DUNS Extension		
			Address			
Export to PDF Get PDF Viewer		*	Street 1:			
Back to Applicants List			Street 2: * City:			
			* State: select -	-	-	
		* Zip/Pos	stal Code:			
		*	County: Country: United St	ates	·	
	* Is the organization's maili	ng address the same as th	e address above?			
	If no, click	'Save' and enter the mailing	address in the fields	presented below.		
		Save	Save & Back	Save	e & Next	
		Back		Next		
			Check Spelling			

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



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.
 - o If "No," additional fields will appear into which the mailing address must be inserted.

The optional fields include the following:

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



3. Contact Information

There are four contact information screens in the Applicant Profile:

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



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.



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



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



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.

e.Forms		Log
Å training	Alternate Contact Information	
Applicant Profile 1. Profile Type 2. Organization Information 3. Contact Information Primary Contact Alternate Contact Homsless 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	Instructions: [show] * Prefix: - select • Note the asterisks throughout. These indicate a required field. * Organizational Affiliation: * Organizational Affiliation: * Phone Number: Format: 123-456-7890 Extension: * Fax Number: Format: 123-456-7890 * Extension: * Fax Number: Format: 123-456-7890 * Extension: * Fax Number: Format: 123-456-7890 * Extension: * Fax Number: Format: 123-456-7890 * Extension: * Fax Number: Format: 123-456-7890 * E-mail Address: * Confirm E-mail Address:	
	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".



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

e.Forms	Ş	Cogout 🖉
A surface	HNTE Contact Televantion	
🐴 training	HMLS CORLECT Information	
Applicant Profile	Instructions: [show]	
1. Profile Type 2. Organization Information 3. Contact Information	* Is the CoC lead agency also serving as the lead of the HMIS (or HMIS equivalent database)?	
Primary Contact Alternate Contact	* HMIS Lead:	
HMIS Contact Homeless Referral	This contact Middle Name:	
5. Attachments	information * Last Name:	
Code of Conduct Nonprofit Document	screen has 2	
Other Attachment	additional Organizational Affiliation:	
o. Submission Summary	required * Phone Number:	
5	questions Extension:	
Get PDF Viewer	specific to the Alternate Phone Number: Format: 123-456-7890	
	HMIS contact. Extension:	
_	Format: 123-456-7890	
	* Confirm E-mail Address:	
	* Street 1:	
	* City:	
	County:	
	* State: select	
	Save Save & Back Save & Next	
	Back Next	
	Check opening	
Step	Description	
1.	Complete the required fields, which are denoted with asterisks.	
2.	Complete the optional fields, as appropriate.	
3.	Select "Save & Next".	



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.



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



4. Additional Information

Complete the fields on the "Additional Information" screen.

e.Form	S Logout
• • • •	
Applicant Profile Applicant Profile Applicant Profile Applicant Profile Applicant Profile This Iacks Aternate HMIS Co Homets Code of Conduct Nonprofit Document Other Attachment Code of Conduct Nonprofit Document Other Attachment Code of Conduct Nonprofit Document Code of Conduct Nonprofit D	<pre>item an isk, but uired * 2. Is the applicant ever received a federal grant? - select - • * 4. Is the applicant's code of conduct already on file with HUD? - select - • * 4. Is the applicant's code of conduct already on file with HUD? - select - • * 5. Save Save & Back Save & Next</pre>
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. Use the arrow buttons to move the selected item(s). Note: This item lacks an asterisk, but is required.
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. See the NOTE below.
5.	Select "Save & Next."
Code of Conduct	An applicant whose name is listed at HUD website <u>https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants</u> 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.
<mark>e</mark> snaps 🛞	Collaborative Applicant Profile Page 21 of 33

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

Uploading	Attachments that were uploaded to the Applicant Profile prior to the opening of CoC
Attachments	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.

Document	Use the following naming convention: "CoC Number" and "Form Name"
Naming Convention	 For example, if you are saving the Code of Conduct for CoC AA-500, enter the following as both the Document Description and File Name: AA-500 Code of Conduct



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 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*, xlsm, 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.

e.Forms					Logou
🦺 training			Applicant Cod	le of Conduct	
Applicant Profile	Document Type	Required?	Download	Document Description	Date Attached
1. Profile Type 2. Organization Information 3. Contact Information Primary Contact	Applicant Code of Conduct	No	Back	 Next	No Attachment
	link				
5. Attachments Code of Conduct Nonprofit Document Other Attachment					
6. Submission Summary					
Export to PDF Get PDF Viewer					
Back to Applicants List					

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





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."					
Document Naming Convention	 Use the following naming convention for both the Description and File name: "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 					
Delete an Attachment	 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. 					



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.

e.Form	IS						¢
🦺 training			Nonprof	it Documentation Atta	achment		
Applicant Profile	Document Type	Required?	Download	Document Descri	ption	File Name	Date Attached
	Nonprofit Document	Yes					No Attachment
nformation 3. Contact Information		ך 🗆	Back		Next		
Alternate Contact	link						
)					
Nonprofit Document Other Attachment							
oport to PDF							
et PDF Viewer ick to Applicants List							
		o vojo pizotio v					
of		organizatior	n means an	organization:			
Nonprofit	(1) For which no founder, contribu	part of the n tor or indivic	et earning: lual;	s of which inui	e to the bei	nefit of ar	iy member,
	(2) That has a vo	luntary boar	d;				
	(3) That has a fur generally accepte maintain a functio generally accepte	nctioning ac ed accountin oning accoun ed accountin	counting sy ng principle nting syste ng principle	vstem that is o s, or has desi m for the orga s; and	perated in a gnated a fis nization in a	accordan cal agent accordan	ce with that will ce with
	(4) That practices	s nondiscrim	ination in t	he provision o	fassistance	э.	
	A private nonprof	it organizati	on does no	ot include gove	ernmental o	rganizatio	ons, such as

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



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

🥑 e.Forms				Cogout
着 training		Attachme	ent Details	
Applicant Profile	Include the CoC	* Document Description: * File Name:	ST-000 Nonprofit Documentation Browse No file selected.	
2. Organization Information 3. Contact Information Primary Contact Alternate Contact HMIS Contact HOMEless Referral 4. Additional Information 5. Attachments Code of Conduct Nonprofit Document	name in both Description and File Name	Document Type: Maximum Size: Allowable Formats: Instructions:	Nonprofit Document 10 MB jpg, zip, xls, xlsx, wpd, pdf, zipx Attach the appropriate documen following sources are eligible att 501(c)(3) status; Documentatio status; Certification from license Letter from authorized state offi good standing as a public nonpr	, doc, ZIP*, docx, rtf, txt t to support your non-profit status. The achments: IRS letter or ruling showing n showing certified United Way agency d CPA (see NOFA for conditions); or cial showing applicant as organized and in ofit organization.
Other Attachment 6. Submission Summary		Save	Save & Back to List	
		Back to List		
Export to PDF Get PDF Viewer		Check	Spelling	
Back to Applicants List				

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



Other Attachment

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

e.Forms					Log
\lambda training			Other /	Attachment	
Applicant Profile	Document Type	Required?	Download	Document Description	Date Attached
l. Profile Type 2. Organization	Other Attachment	No			No Attachment
nformation 5. Contact Information Primary Contact			Back	Next	
Alternate Contact HMIS Contact Homeless Referral					
. Additional Information . Attachments					
Code of Conduct Nonprofit Document Other Attachment					
. Submission Summary					
xport to PDF et PDF Viewer					
ack to Applicants List					



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."



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.





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.

raining	6. Subn	nission Summary
Applicant Profile	Page	Last Updated Review
ile Type anization ation any Contact mate Contact S Cont	 Profile Type Organization Information Contact Information Primary Contact Alternate Contact HMIS Contact Homeless Referral Additional Information Attachments Code of Conduct Nonprofit Document 	08/16/2013 08/16/2013 No Input Required 08/16/2013 08/16/2013 08/16/2013 08/16/2013 08/16/2013 No Input Required 08/16/2013 08/16/2013 08/16/2013
PDF /iewar ypplicants List	Other Attachment	No Input Required 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."



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."

training	6. S	ubmission Summary	
Applicant Profile Profile Type Organization Ormation Contact Information Primary Contact Alternate Contact Alternate Contact	Page 1. Profile Type 2. Organization Information 3. Contact Information Primary Contact Alternate Contact	Last Updated 08/16/2013 08/16/2013 No Input Required 08/16/2013 Column	riew st lated" ımn
iomeless Referral dditional Information titachments iade of Conduct Iomprofit Document Other Attachment Jumission immary	HMIS Contact HMIS Contact Homeless Referral 4. Additional Information 5. Attachments Code of Conduct Nonprofit Document Other Attachment	08/16/2013 08/16/2013 08/16/2013 08/16/2013 No Input Required 08/16/2013 08/16/2013 No Input Required	
prt to PDF PDF Viewer k to Applicants List	oplicant Profile is	Export to PDF Get PDF Viewer Edt has been marked as 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.



1. Select the "Export to PDF" button.



Step

Configure PDF Export

e.Forms	e Logout	
🏄 training	Configure PDF Export	
Applicant Profile	Select the formlets to be exported to PDF	
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	 I. 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 Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached documents to be exported to PDF Inonprofit Document Select the attached document Details Other Attachment Other Attachment> Attachment Details Select Export to 	
	Select All Formlets Unselect All Formlets PDF Export to PDF Back Get PDF Viewer	

StepDescription1.On the "Configure PDF Export" screen, select the screen you would like included.2.Select "Export to PDF."The
"Applicant"
FieldRemember, 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.



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: <u>https://www.hudexchange.info/programs/e-snaps/</u>. Additional navigational guides and resources are available to assist Collaborative Applicants successfully apply for funding.

