

Determine What Type of Applicant You Are in *e-snaps*

Collaborative Applicant

If you are a Collaborative Applicant:

You are responsible for:

- CoC Registration and CoC Review
- CoC Application
- CoC Project Priority Listing

You need:

- An Applicant Profile as the CoC Collaborative Applicant;
This designation is identified in the Applicant Profile on screen 1: Project Type.

Your next steps are:

- Review the [Update Your Applicant Profile](#) and/or the [Collaborative Applicant Profile](#) resources for more information about completing the Applicant Profile.
- Review the [e-snaps 101Toolkit](#) to get your *e-snaps* account and access, particularly if you are a new staff person or a returning staff person who would like a refresher.
- Review the Collaborative Applicant resources such as [CoC Program Registration](#), [CoC Application](#), [CoC Priority Listing](#).

If you are an organization that is a new Collaborative Applicant:

- Follow the steps in the [Update the Collaborative Applicant Organization and/or Primary Contact](#) resource.

Project Applicant

If you are a Project Applicant:

You are responsible for:

- Submitting a Project Application for project funds. [Note: This requirement includes a Collaborative Applicant submitting a CoC Planning or Unified Funding Agency (UFA) Costs which must be submitted as a Project Applicant.]

Typically, project applications can be for a variety of projects: renewals, YHDP renewals, new projects, bonus and/or DV bonus project (if available), CoC Planning, and UFA costs. The annual CoC Program Competition NOFA and funding process determine what is eligible for funding.

You need:

- An Applicant Profile for your organization
This designation is identified in the Applicant Profile on screen 1: Project Type.

Your next steps are:

- Review the [Update Your Applicant Profile](#) and/or the [Project Applicant Profile](#) resources for more information about completing the Applicant Profile.
- Review the [e-snaps 101Toolkit](#) to get your *e-snaps* account and access, particularly if you are a new staff person or a returning staff person who would like a refresher.
- Review the [e-snaps 201 Toolkit](#).
- Review the [application resources](#), such as the HUD Detailed Instructions, the *e-snaps* Application Navigational Guides, and supporting application resources.

Locate the Correct Applicant Profile

Collaborative Applicant

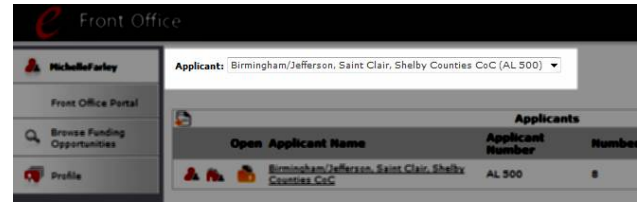
Most Collaborative Applicant staff will have access to two Applicant Profiles, one for CoC-level activities and one for project-level activities, but only need one individual username and password.

After logging in, you will see the Applicant dropdown menu in the upper left side of the screen, as shown in the screenshot.

To identify which Applicant Profile serves which role:

- Take note of the Applicant in the Applicant field
 - Select "Submissions" on the left menu bar
 - Select "All Projects" from the "Project Status" dropdown
 - Identify whether the projects are for the:
 - Collaborative Applicant (e.g., CoC Registration, CoC Consolidated Application)
- OR
- Project Applicant (Project Applications like the CoC Planning grant)

If you cannot find the Applicant Profile that you need, or if the projects for the Collaborative Applicant and Project Applicant are mixed together on the Submissions screen, contact the [HUD Exchange Ask-A-Question \(AAQ\) help desk](#). In the "My question is related to:" drop down, select "e-snaps" for anything related to e-snaps access, e-snaps technical issues, applications, and grants.



Project Applicant

Collaborative Applicant staff are not the only people who may need to access more than one organization's e-snaps account.

If you need access to more than one organization's Applicant Profile and associated applications, the process is the same as under the Locate Your Applicant Profile: Collaborative Applicant section.

- Take note of the Applicant in the Applicant field
- Select "Submissions" on the left menu bar
- Select "All Projects" from the "Project Status" dropdown
- Identify the Applicant by their projects

If you cannot find the Applicant Profile that you need, contact the [HUD Exchange Ask-A-Question \(AAQ\) help desk](#).