

CoC Program Project Transfers

This document provides instructions when CoC Program projects are being transferred from one grant recipient to another. There are two sections—one for project transfers between existing grant recipients and one for project transfers to new grant recipients.

Project Transfer between Two Existing Recipients

The process to transfer projects from one organization to another requires documentation that the HUD Field Office has approved the transfer request. You can meet this requirement by asking your Field Office representative to do one of two things:

1. The Field Office representative can provide a letter to you approving your request. You must then submit the letter to the HUD Exchange [Ask A Question](#) help desk.
2. The Field Office representative can also submit a ticket directly to the [Ask A Question](#) help desk. The ticket could be submitted in lieu of the letter.

Whichever option you choose, the Field Office must provide each applicable Project Number as well as the Applicant Numbers for the organizations from which and to which the project is being transferred.

Project Transfer to a New Recipient

The process for transferring a project to a new recipient is the same as the process described above, with a couple exceptions, as follows:

- Each organization that is becoming a new recipient needs staff to create a user profile to access *e-snaps*. This task can be done by going to the [e-snaps login page](#) and selecting the “Create Profile” link. Preferably, there will be 2 people with access to *e-snaps*—the Authorized Representative and one additional staff person. Staff must not share login information.
- Each organization needs to have its own Applicant Profile. The organization will use the DUNS number as the Applicant Number. See the [Project Applicant Profile Navigational Guide](#).
- Additional resources are available on the [e-snaps Resources page](#).
- After the Applicant Profile is completed, the transfer request must be submitted to the [Ask A Question](#) help desk. See the instructions in the previous section.

Note: Submit the project transfer request and inquiries about *e-snaps* technical issues, grants, applications, and the CoC Program Competition to the *e-snaps* portal of the AAQ. Select “*e-snaps*” from the “My question is related to” drop down list on Step 2 of the question submission process.

When submitting policy-related questions related to the CoC Program Interim Rule, select “CoC Program” from the “My question is related to” drop down list on Step 2 of the question submission process.