

## *e-snaps* Glossary

This glossary defines and explains terms that have very specific meanings in *e-snaps* and the CoC Program Competition. These terms often have different meanings outside of *e-snaps*, which is confusing to new system users.

<b>Term</b>	<b>Definition</b>
Applicant	<p>The term "Applicant" refers to two types of organizations that submit applications during the annual CoC Program competition:</p> <ul style="list-style-type: none"><li>• Project Applicants submit project applications, are awarded funds, enter into grant agreement with HUD, and operate the CoC Program-funded projects with renewal (existing), new, bonus (if applicable), CoC planning, and UFA Costs (if designated as a UFA by HUD) funds. (see Project Applicant)</li><li>• Collaborative Applicants, designated by the CoC, submits the CoC Consolidated Application (CoC Application and CoC Priority Listing with all project applications approved and ranked or rejected) and performs the associated duties (e.g., manages the local competition process based on local priorities determined by the CoC), along with other responsibilities as assigned by the CoC. Organizations that are Collaborative Applicants are typically also Project Applicants because they apply for CoC planning funds and if designated as a UFA, UFA Costs funds. (see Collaborative Applicant)</li></ul>
Applicant Profile	<p>The term "Applicant Profile" refers to two types of profiles--one that represents an organization applying for funds (Project Applicant Profile) and one that represents a Continuum of Care submitting the application package on behalf of the CoC (Collaborative Applicant Profile).</p> <ul style="list-style-type: none"><li>• An organization that is a Collaborative Applicant must have two separate Applicant Profiles--one for its role as an organization applying for funds and one for its role as the Collaborative Applicant.</li><li>• An organization that is NOT a Collaborative Applicant needs only one Applicant Profile, which is identified as a Project Applicant Profile.</li></ul> <p>All organizations must keep their Applicant Profiles up-to-date and may enter the Applicant Profile and edit their information at any time during the year. In particular, the Applicant Profile must be reviewed and updated as needed before the CoC Program Competition opens each year. The information from the Applicant Profiles is used by HUD to contact Collaborative Applicants and Project Applicants, most often with time-sensitive information that requires a response.</p>
Collaborative Applicant	<p>The Collaborative Applicant is the organization that submits the CoC's Consolidated Application for the annual CoC Program Competition on behalf of the CoC. It also oversees the CoC Registration and Grant Inventory Worksheet (GIW) review processes.</p> <p>The Collaborative Applicant is identified in the CoC's Collaborative Applicant Profile, but that Applicant Profile is separate from one the organization's Project Applicant Profile through which it applies and enters into a grant agreement for CoC Planning funds with HUD.</p>

Term	Definition
Completed Applicant Profile	A completed Applicant Profile means that someone has filled out all the required information in the Applicant Profile AND selected the "Complete" button on the "Submission Summary" screen. At the bottom of the "Submission Summary" screen, the form states "This e.Form has been marked as complete." The "Complete" button will have disappeared, and an "Edit" button will be present.
CoC Consolidated Application	This term refers to the entire package of materials that must be submitted in response to the annual Notice of Funding Availability (NOFA) for the CoC Program Competition. It includes the CoC Application and the CoC Priority Listings that include all project applications accepted and ranked or rejected in the CoC local competition.  Note: Beginning with the FY 2021 CoC Program Competition, the NOFA will be referred to as the Notice of Funding Opportunity (NOFO).
Edit-mode	To update or edit your Applicant Profile, it must be in "edit-mode." To put the Applicant Profile in edit-mode, you will log in to <i>e-snaps</i> , access your completed Applicant Profile, navigate to the "Submission Summary" screen, and select the "Edit" button. Refer to the <a href="#">Updating the Applicant Profile</a> resource for instructions on how to put your Profile in "edit-mode."  Note: If the "Edit" button and the "Complete" button cannot be selected the Applicant Profile is already in "edit-mode."
<i>e-snaps</i> user	An <i>e-snaps</i> user is an individual with an <i>e-snaps</i> user profile, a username, and password.
<i>e-snaps</i> account	An individual <i>e-snaps</i> user has an <i>e-snaps</i> account, which is established through the user profile. An organization has an <i>e-snaps</i> account, which is established through the Applicant Profile. The Applicant Profile is created by an individual <i>e-snaps</i> user <b>one time only</b> for each organization that applies for funding.
Form	The term "form" in <i>e-snaps</i> refers to an official HUD form. Most HUD required forms for Project Applicants are embedded as a screen in <i>e-snaps</i> (e.g., HUD-2880). Other forms are required to be submitted as attachments with the Project Applicant Profile and applications. The forms are commonly available online to download, complete, and print. The CoC Applicant Profile does not have a form requirement; however, the CoC Priority Listing does require attaching the HUD-2991.
Formlet	"Formlet" is a term used interchangeably with "screen" in <i>e-snaps</i> . These terms refer to the HTML screen in <i>e-snaps</i> where users enter the data related to the project. It contains text boxes, drop downs, and other ways to enter or select values.

Term	Definition
Funding Opportunity Registration	<p>This term is the name of a screen in <i>e-snaps</i>.</p> <p>On the Funding Opportunity Registration screen, all applicants must register the organization for the applicable funding opportunity based on the type of funds for which they want to apply. Registering for the funding opportunity enables applicants to apply for funds during the associated CoC Program Competition.</p> <ul style="list-style-type: none"> <li>• "Registering" in this context means "indicating your intent to apply."</li> <li>• "Funding Opportunity" refers to "the type of grant." For example: "Renewal Project Application FY 2020."</li> </ul>
Left menu bar	<p>You will navigate through <i>e-snaps</i> screens using the left menu bar. As you work through an <i>e-snaps</i> screen, the screen title appears in bold on the left menu bar. Each form can be selected from the left menu bar, allowing users to "jump" to the screen that needs to be completed. The upper portion of the left menu bar displays the applicant name, applicant number, project name, and project number.</p> <p>Note: Individuals may also navigate through the system using the buttons on the bottom of each screen.</p>
Notice of Funding Announcement/ Notice of Funding Opportunity	<p>The Notice of Funding Availability (NOFA) is a notice published each year to announce the CoC Program Competition, along with the criteria recipients must meet to qualify for the funds.</p> <p>Beginning with the FY 2021 CoC Program Competition, the NOFA will be referred to as the Notice of Funding Opportunity (NOFO).</p>
Project	<p>A "project" in <i>e-snaps</i> appears on the Projects screen and the Submissions screen.</p> <ul style="list-style-type: none"> <li>• For a project applicant, the term "project" refers to a project application for which the organization is applying for funding. You will create a project on the Projects screen and give it a "project name," which aligns with the name of the project that it operates and will appear on the grant agreement. Once the project is created on the Projects screen, it appears on the Submissions screen you will access the actual project application formlets.</li> <li>• For a CoC Collaborative Applicant, the term "project" refers to the specific CoC Application or the CoC Project Priority Listing both of which appear on the Submissions screen. HUD populates these projects on the Submission screen under the CoC Collaborative Applicant <i>e-snaps</i> account.</li> <li>• During the CoC Registration process, the term "project" refers to the CoC Registration project and CoC Review project. See Registration in this Glossary.</li> </ul>
Project Applicant	<p>Project applicants complete and submit the project applications to HUD for funding consideration. They complete a Project Applicant Profile through which they submit a project application to the CoC. (see Applicant)</p>

Term	Definition
Project Number	<p>The project number is used in one of two ways:</p> <ul style="list-style-type: none"> <li>• When you create and enter information into <i>e-snaps</i> for submission in the annual CoC Program Competition the <i>e-snaps</i> system automatically assigned a six-digit number which is referred to as the project number and you will see this number on the left-menu under Project Name.</li> <li>• When a project application is selected for conditional award in a CoC Program Competition, the Project Number will change to reflect the 15-digit grant number assigned by HUD. If your project application is not selected for conditional award, the Project Number will retain its initial six-digit number.</li> </ul> <p>Note: CoC Application and CoC Priority Listing Project Numbers do not change and permanently retain the six-digit number.</p>
Recipient	A recipient is a project applicant that signs a grant agreement with HUD for CoC Program funds.
Registrant	An <i>e-snaps</i> registrant is an individual who has access to an organization's <i>e-snaps</i> account. Throughout this document, any reference to an <i>e-snaps</i> registrant means anyone who can see and edit the organization's Applicant Profile and associated applications. Having an <i>e-snaps</i> username and password does not automatically give you access to your organization's <i>e-snaps</i> account. To gain access, you must be added as a registrant.
Registration	<p>"CoC Program Registration" pertains specifically to Collaborative Applicants. This term refers to the process by which CoCs indicate to HUD their intention to submit a CoC Consolidated Application in response to the anticipated annual CoC Program Competition NOFA.</p> <p>Each year, the CoC Program Registration period opens on the second Tuesday of January by 1:00 p.m. Eastern time. The registration deadline is at 5:00 p.m. Eastern time on the first Thursday of March, per the <a href="#">CoC Program Registration Notice</a>.</p>
Screen	"Screen" is a term used interchangeably with "formlet" in <i>e-snaps</i> . These terms refer to the HTML screens in <i>e-snaps</i> where users enter data related to the project. Screens contain text boxes, drop downs, and other ways to enter or select values.
Subrecipient	<p>A subrecipient receives a subgrant from the recipient to carry out a project. A subrecipient does not enter directly into a grant agreement with HUD.</p> <p>Since subrecipients have contract with the recipient, not HUD, they do not have Project Applicant Profiles in <i>e-snaps</i> for their organizations. Subrecipient staff can have individual user profiles with usernames and passwords for <i>e-snaps</i> if the recipient gives them access to the recipient's Applicant Profile and project application to allow subrecipients to assist with entering information in the project application. This may be more commonly used when the Collaborative Applicant is designated by HUD as a UFA.</p>
Unified Funding Agency (UFA)	<p>A Unified Funding Agency is a Collaborative Applicant that has applied for and received UFA designation from HUD. Collaborative Applicants apply for this designation as part of the CoC Registration process that begins the second Tuesday of January each year.</p> <p>A UFA assumes responsibility for all the CoC-funded projects in its geography and is the recipient of all CoC funds.</p>

<b>Term</b>	<b>Definition</b>
User Profile	<i>e-snaps</i> users need usernames and passwords to log in to the online <i>e-snaps</i> system and gain access to the organization's <i>e-snaps</i> account. Each person needs to create a user profile with a username and profile.