




Notes:

Welcome to the Exhibit 1: Introduction and CoC Applicant Profile online training module. This module covers important information about accessing and completing Exhibit 1.


Starting with the FY2011 competition, prior to starting the Exhibit 1 application, CoCs must complete the CoC Applicant Profile in *e-snaps*. This module will assist CoCs in completing the Applicant Profile that will then allow access to the Exhibit 1 application. CoCs should also read this Exhibit 1: CoC Introduction and Applicant Profile training module, as well as review the *e-snaps* Features and Functions training module that was available when CoCs registered. These and other resources are available on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/> and will help CoCs navigate through *e-snaps* and complete Exhibit 1.

Be advised the general guidance provided in these modules is to help you navigate through the competitive process of the application. Carefully review the Exhibit 1 Detailed Instructions when completing the forms. The Exhibit 1 Detailed Instructions are located on the left hand menu of the CoC Exhibit 1 application. Please answer all questions as accurately and completely as possible.

Now that you have an overview of what will be covered in this module, let's review this module's learning objectives.



Module Objectives



By the end of this module, you should be able to:

- Determine when you can access Exhibit 1 in *e-snaps*
- Complete the CoC Applicant Profile
- Access your Exhibit 1 in *e-snaps*
- Review and revise imported data
- Determine which fields to complete


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Notes:



By the end of this module, you should be able to:

- Determine when you can access Exhibit 1 in *e-snaps*
- Complete the CoC Applicant Profile
- Access your Exhibit 1 in *e-snaps*
- Review and revise imported data
- Determine which fields to complete


Before we review how you access your Exhibit 1 in *e-snaps*, let's discuss when you can access your Exhibit 1 in *e-snaps*.



When You May Access Exhibit 1

- When the competition opens, before beginning Exhibit 1, HUD must have approved the CoC Registration.
 - If HUD approval has not been received, you will not have access to Exhibit 1.
- *e-snaps* is accessible prior to and following HUD approval.
 - Lead agency registrants can add and delete registrants.



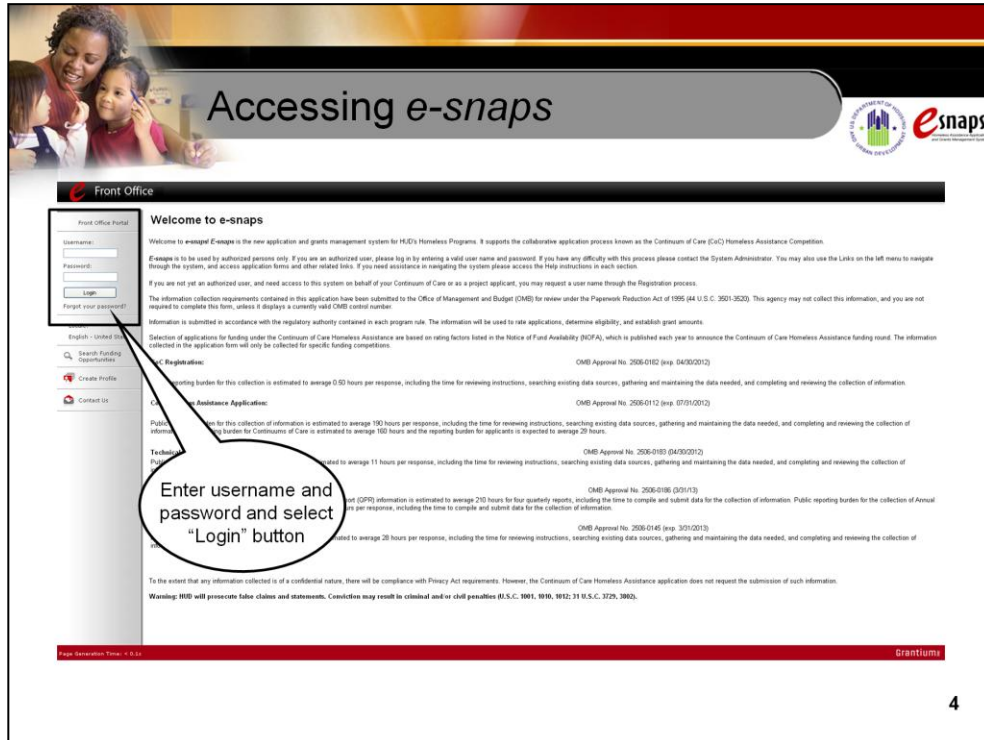
See the resource on how to upload a document in *e-snaps*, on the *e-snaps* training page at <http://esnaps.hudhre.info>

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Notes:

Once the NOFA is published and the competition opens, prior to beginning Exhibit 1, HUD must have already approved your CoC Registration in *e-snaps*.

- If you have not received HUD’s approval, you will not have access to the Exhibit 1 application.
- If you have received HUD’s approval, you can access Exhibit 1.
- At any time prior to or following approval from HUD, you are able to access *e-snaps*. The CoC lead agency registrant is able to add and delete additional users to assist in completing Exhibit 1. For information on how to do so, refer to the “Adding and Deleting Additional Registrants/Registered Users in *e-snaps*” resource on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>. Look at the Reference Room tab under the other/general tab.

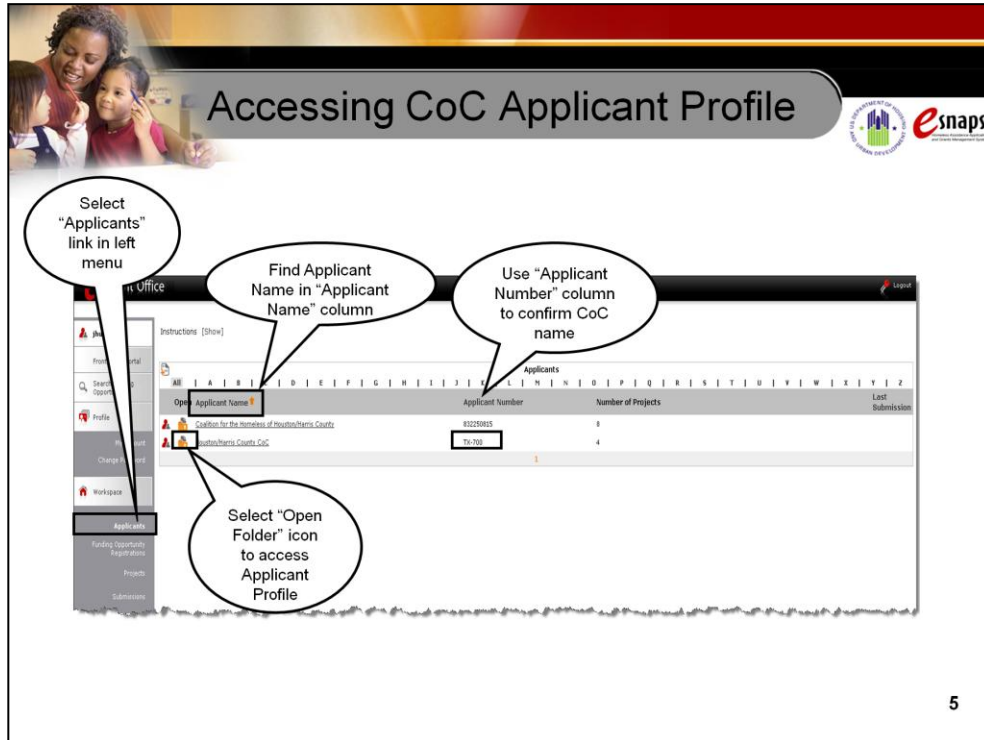


Notes:

CoC lead agencies will access the Exhibit 1 by:

- Directing your Internet browser to www.hud.gov/esnaps.
- In the left menu bar, enter the username and password created during the CoC registration on *e-snaps*. You will then enter the *e-snaps* system and arrive at the Welcome screen.
- If you forgot your password, select “Forgot your password?” under the “Login” button.

Image Description: Screen capture of the *e-snaps* “Welcome” screen with the “Username” field, “Password” field, “Login” button, and “Forgot Password” link highlighted.



Notes:

Reminder: Starting with the FY2011 competition, prior to accessing Exhibit 1, CoCs are required to complete an Applicant Profile.

To access the Applicant Profile:

- Select "Applicants" from the left menu.
- On the "Applicants" screen, locate the "Applicant Name" column.
 - Confirm the Applicant for which you should complete the Profile by reviewing the Applicant Number column. It should have a CoC number and not a number for a project applicant.
- Select the orange "Open Folder" icon next to the CoC Name.

Continue on the next page of this training module for instructions on completing the CoC Applicant Profile.

Note that on the Submission Summary screen, CoCs must select the "Complete" button for e-snaps to allow them access to the Exhibit 1.

Image Description: Screen capture of the "Applicant" screen with the "Applicants" link, "Applicant Name" column, CoC name, and orange "Open Folder" icon highlighted.

1. Profile Type

eForms

1. Profile Type

Applicant Profile Type: CoC

Select "CoC"

Save Save & Back Save & Next

Back Next

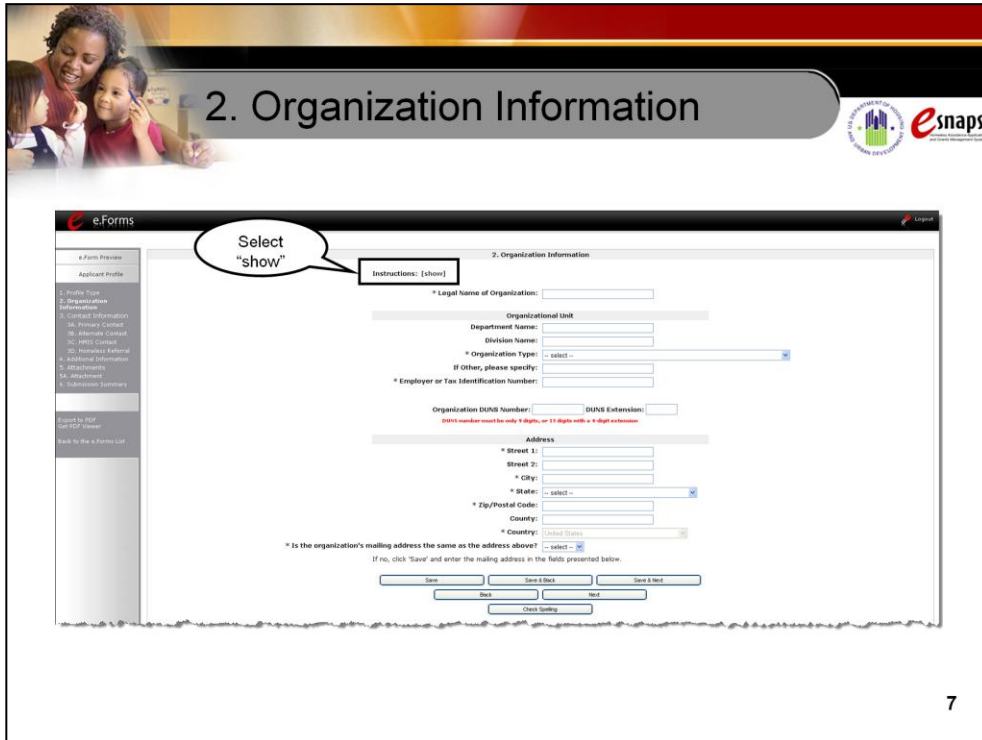
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Notes:

On the "Profile Type" screen:

- Select "CoC" from "Applicant Profile Type" dropdown menu.
- Then, select "Save and Next."

Image Description: Screen capture of the "Profile Type" screen with the "Applicant Profile Type" dropdown menu highlighted.



Notes:

On the “Organization Information” screen:

- Complete the required fields.
- Complete the optional fields, as appropriate.
- Then, select “Save and Next.”

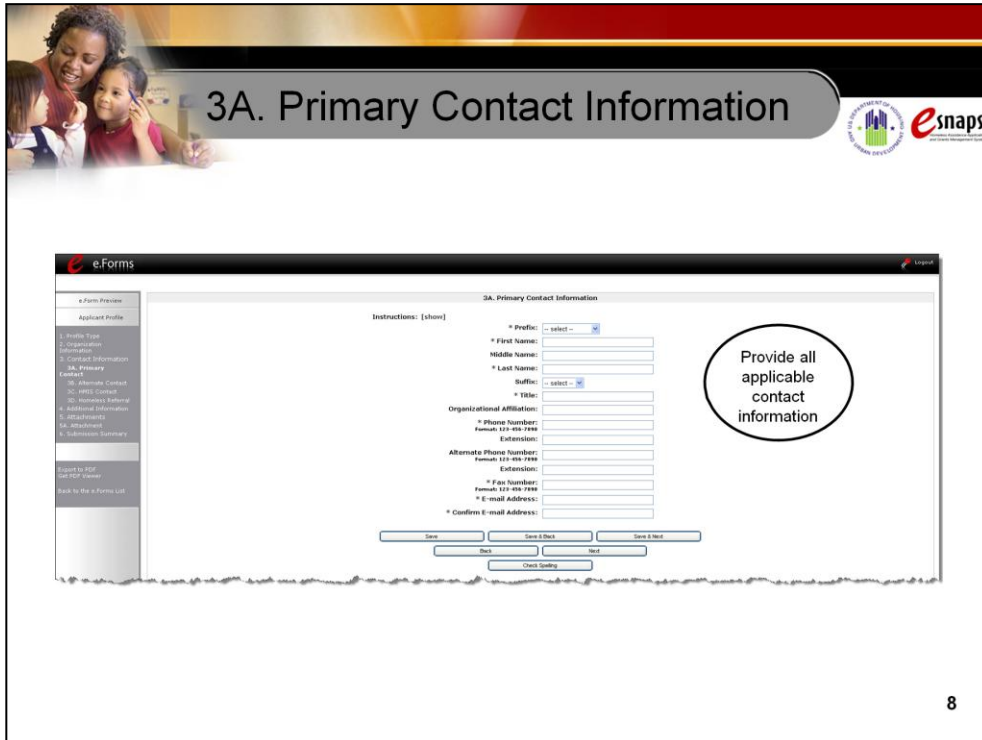
The required fields include the following:

- Legal Name of Organization
- Organization Type
 - Select from the dropdown menu.
 - Note: If a CoC is a private or public nonprofit, it is required to provide documentation of its status.
- Employer or Tax Identification Number
- Address – Street 1, City, State, Zip/Postal Code, and Country
- Identification as to whether the mailing address and organization address are the same. Select “yes” or “no” from the dropdown menu.

The optional fields include the following:

- Department name
- Division name
- Organization Type – Other field
- Organization DUNS Number (and DUNS Extension, if applicable)
 - CoC lead agencies typically have a DUNS Number. If the agency has one, it should be included.
- Street 2 address

Image Description: Screen capture of the “Organization Information” screen with the “show” link for the Instructions highlighted.



Notes:

On the “Primary Contact Information” screen:

- Complete the required fields.
- Complete the optional fields, as appropriate.
- Then, select “Save and Next.”

The required fields include the following:

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

The optional fields include the following:

- Middle Name
- Suffix
- Organizational Affiliation
 - Note: CoCs should complete this field if it is affiliated with an organization other than the applicant organization.
- Alternate Phone Number
- Extensions for phone numbers

Image Description: Screen capture of the “Primary Contact Information” screen.

3B. Alternate Contact Information

eForms

3B. Alternate Contact Information

Instructions: [show]

* Prefix: [select -]

* First Name: [text box]

Middle Name: [text box]

* Last Name: [text box]

Suffix: [select -]

* Title: [text box]

* Organizational Affiliation: [text box]

* Phone Number:
 Format: 111-111-1111
 Extension: [text box]

Alternate Phone Number:
 Format: 111-111-1111
 Extension: [text box]

* Fax Number:
 Format: 111-111-1111

* E-mail Address: [text box]

* Confirm E-mail Address: [text box]

Save Save & Back Save & Next
 Back Next
 Check Spelling

Provide all applicable contact information

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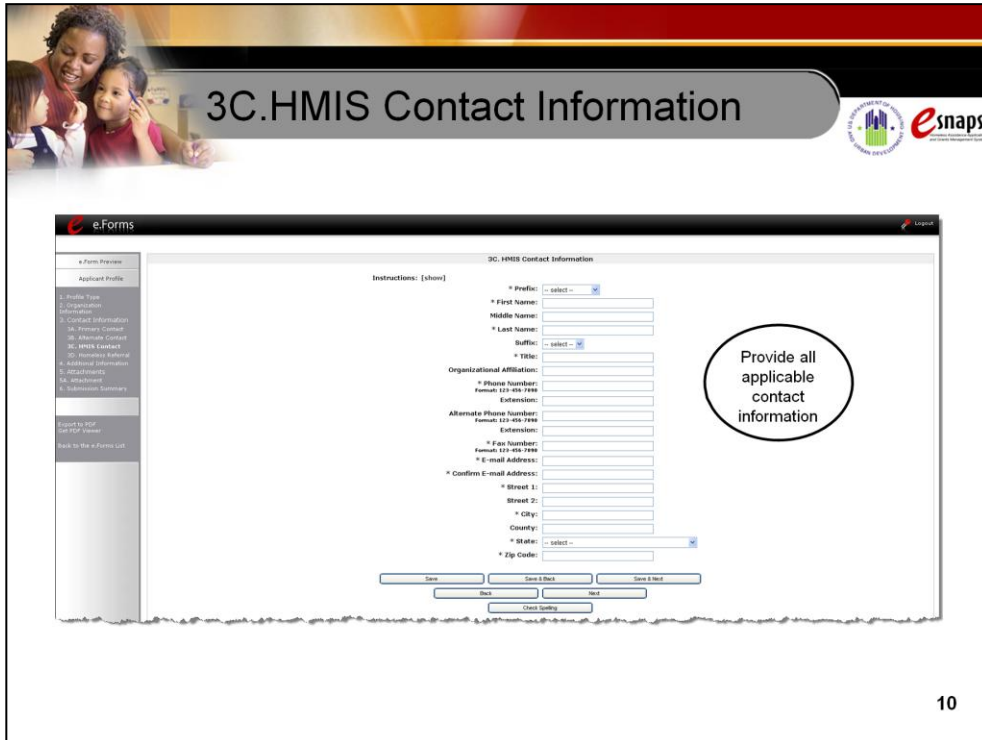
Notes:

On the “Alternate Contact Information” screen:

- Complete the required fields.
- Complete the optional fields, as appropriate.
- Then, select “Save and Next.”

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

Image Description: Screen capture of the “Alternate Contact Information” screen.



Notes:

On the “HMIS Contact Information” screen:

- Complete the required fields.
- Complete the optional fields, as appropriate.
- Then, select “Save and Next.”

Note: The required and optional fields for the HMIS Contact Information are the same as those for the Primary Contact Information.

Image Description: Screen capture of the “HMIS Contact Information” screen.

3D. Homeless Referral Contact Information

eForms

3D - Homeless Referral Contact Information

Instructions: [show]

* Prefix: [select]

* First Name: [text]

Middle Name: [text]

* Last Name: [text]

Suffix: [select]

* Title: [text]

Organizational Affiliation: [text]

* Phone Number: [text]
Format: (1) - (1) - (1) - (1) - (1) - (1)

Extension: [text]

Alternate Phone Number: [text]
Format: (1) - (1) - (1) - (1) - (1) - (1)

Extension: [text]

* Fax Number: [text]
Format: (1) - (1) - (1) - (1) - (1) - (1)

* E-mail Address: [text]

* Confirm E-mail Address: [text]

Save Save & Back Save & Next
Back Next
Check Spelling

Provide all applicable contact information

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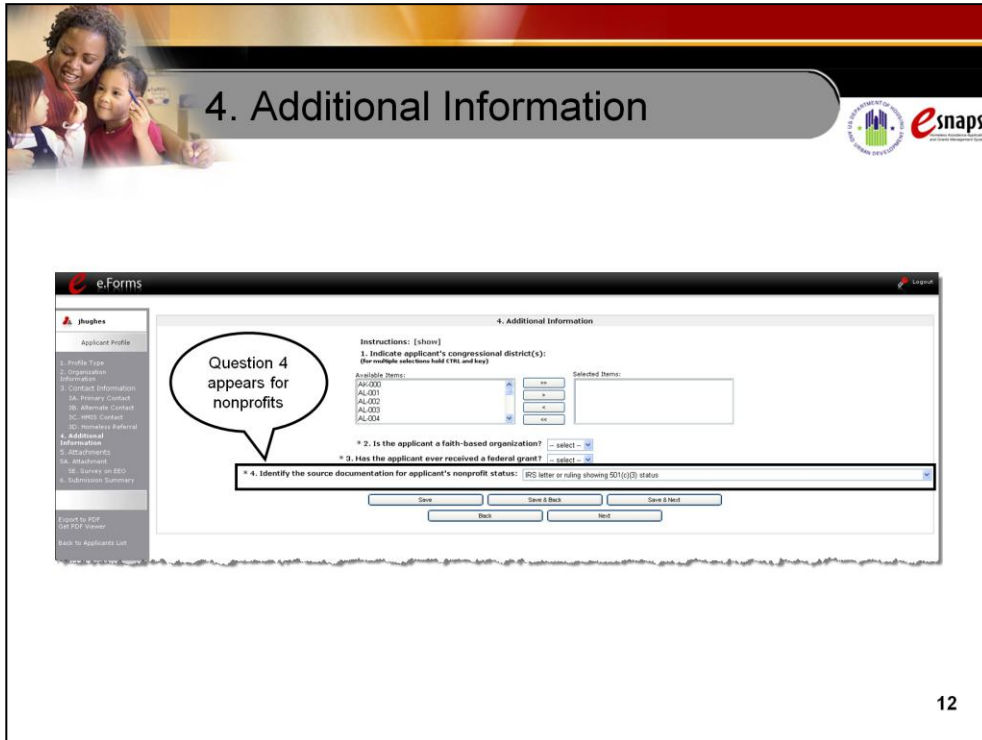
Notes:

On the “Homeless Referral Contact Information” screen:

- Complete the required fields.
- Complete the optional fields, as appropriate.
- Then, select “Save and Next.”

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

Image Description: Screen capture of the “Homeless Referral Contact Information” screen.

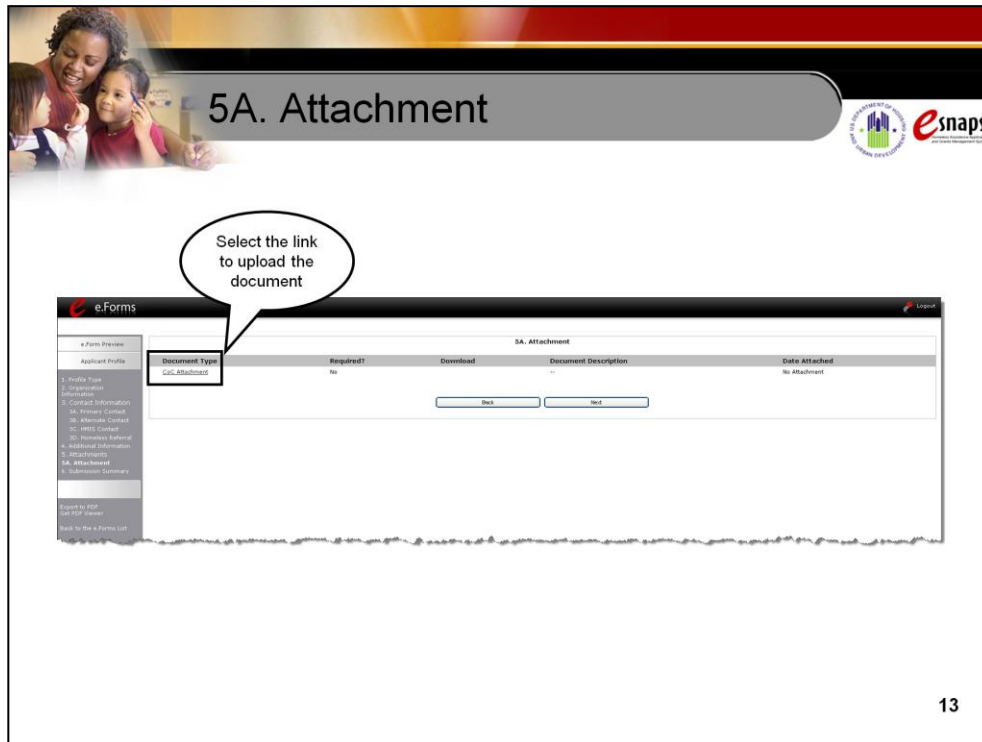


Notes:

On the “Additional Information” screen:

- Indicate the 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 items.
 - Note: This is optional for CoCs.
- Next, select “Yes” or “No” from the dropdown menu to indicate whether the applicant is a faith-based organization.
- Next, select “Yes” or “No” from the dropdown menu to indicate whether the applicant has ever received a federal grant.
- Next, if the CoC lead agency is a nonprofit, indicate the source documentation for the applicant’s nonprofit status by selecting from the dropdown menu.
 - On the “Organization Information” screen, CoCs will have selected either “M. Nonprofit with 501(c)(3) IRS Status” or “N. Nonprofit without 501(c)(3) IRS Status” using the “Organization Type” dropdown menu.
 - Select from the dropdown menu.
- Then, select “Save and Next.”

Image Description: Screen capture of the “Additional Information” screen with Question 4 identifying the source documentation dropdown menu highlighted.



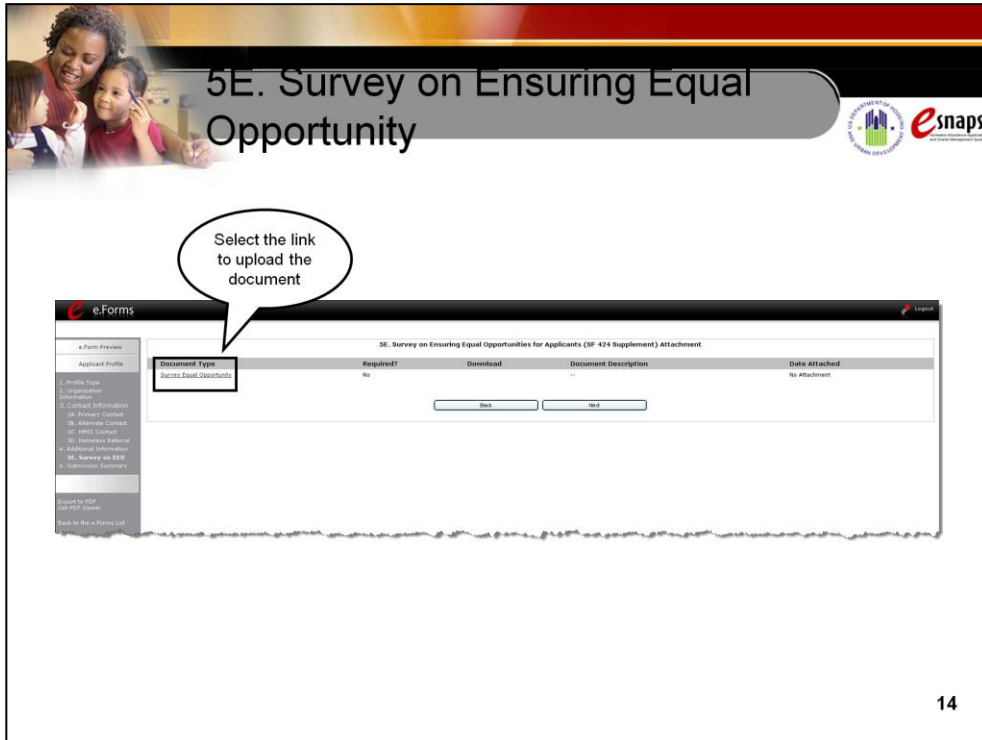
Notes:

There are several attachments in *e-snaps*. For the CoC Applicant Profile, only two forms are applicable—“5A. Attachment” and “5E. Survey on Ensuring Equal Opportunities for Applicants (SF-424 Supplement) Attachment.” Furthermore, they are not required of every CoC.

The “5A. Attachment” screen is applicable to CoCs that indicated the organization was a nonprofit. CoCs will upload the source documentation that they identified on the “Additional Information.”

- Select the “CoC Attachment” link to proceed to the Attachment Details screen where you will upload the file.
- On that screen, enter a brief description of the document in the “Document Description” field. (e.g., “Organization name – nonprofit doc”)
- Next, upload your attachment.
 - Select the “Browse” button to the right of the “File Name” field.
 - In the new window that opens, navigate to the folder where the document is located, select the file name, and then select the “Open” button.
 - The document you want to upload will then appear in the “File Name” field.
- Select the “Save & Back to List” button to return to the “Attachment” screen.

Image Description: Screen capture of the “5A. Attachment” screen with the “CoC Attachment” link highlighted.

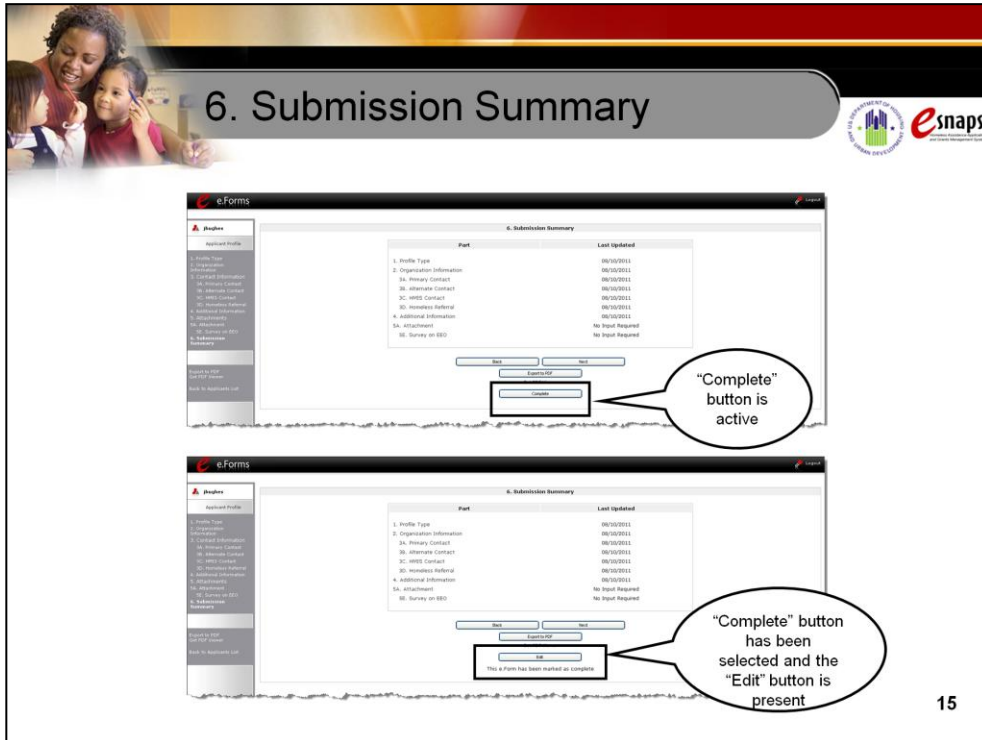


Notes:

The “5E. Survey on Ensuring Equal Opportunities for Applicants (SF-424 Supplement) Attachment” screen is applicable to CoCs that indicated the organization was a nonprofit. CoCs will upload the source documentation that they identified on the “Additional Information.”

- Select the “Survey Equal Opportunity” link to proceed to the Attachment Details screen where you will upload the file.
- On that screen, enter a brief description of the document in the “Document Description” field. (e.g., “Organization name – survey doc”)
- Next, upload your attachment.
 - Select the “Browse” button to the right of the “File Name” field.
 - In the new window that opens, navigate to the folder where the document is located, select the file name, and then select the “Open” button.
 - The document you want to upload will then appear in the “File Name” field.
- Select the “Save & Back to List” button to return to the “Survey Equal Opportunity” screen.

Image Description: Screen capture of the “5E. on Ensuring Equal Opportunities for Applicants (SF-424 Supplement) Attachment” screen with the “Survey Equal Opportunity” link highlighted.

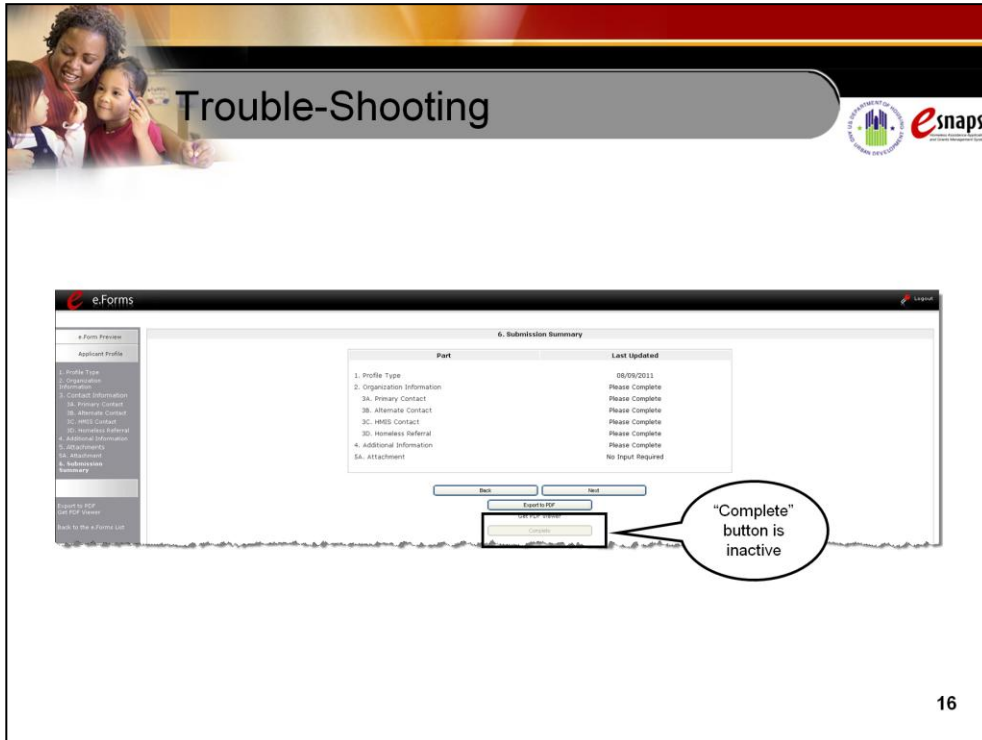


Notes:

Once the CoC has entered information in the required screens and uploaded the required attachments, select "Submission Summary" in the left menu bar.

- Finish the Applicant Profile for FY2011 by selecting the "Complete" button.
 - It is located at the bottom of the screen under the navigational buttons.
 - The "Complete" button will be active if all parts of the Applicant Profile are complete.
 - Once you select the "Complete" button, it will no longer appear.
 - The "Complete" button will be replaced by an "Edit" button.
- To create a hard copy of your Applicant Profile, select the "Export to PDF" button.
 - Selecting this button creates a PDF document that displays all of the information you have entered as part of the Applicant Profile.
 - Review this document and retain a copy in your files.

Image Description: Screen capture of two versions of the "Submission Summary" screen. One highlights an active "Complete" button. One highlights a completed Applicant Profile with an "Edit" button at the bottom of the "Submission Summary" screen.



Notes:

The following are informational tips when you cannot select the “Complete” button.

When you cannot select the “Complete” button:

- If the “Complete” button is gray-shaded, it is not active and you cannot select it. You will not be permitted to complete the Applicant Profile at this time.
- The “Complete” button will appear gray if you are missing any information.
- Review your Submission Summary screen to determine which screens need to be edited/completed.

What the “Last Updated” column tells you:

- A date identifies a screen with complete information for all required fields. It is the most recent date that the screen was saved.
- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” does not identify whether a screen is complete or not; it indicates that you may proceed to Exhibit 1 at this time. You may, however, need to return and complete the screen or HUD form prior to an award from HUD if the screen is applicable to your organization. For example, nonprofit organizations must submit the Survey on Ensuring Equal Opportunities form.

What the “Notes” section at the bottom of the screen tells you:

- Notes are not a standard section on the Submission Summary screen so you will not see them all the time.
- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on errors in the Applicant Profile.

Image Description: Screen capture of the Submission Summary screen showing the status of screens that have and have not been completed. The “Complete” button is highlighted.



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Notes:

After completing the Applicant Profile, the next step is to access the Exhibit 1 for FY2011:

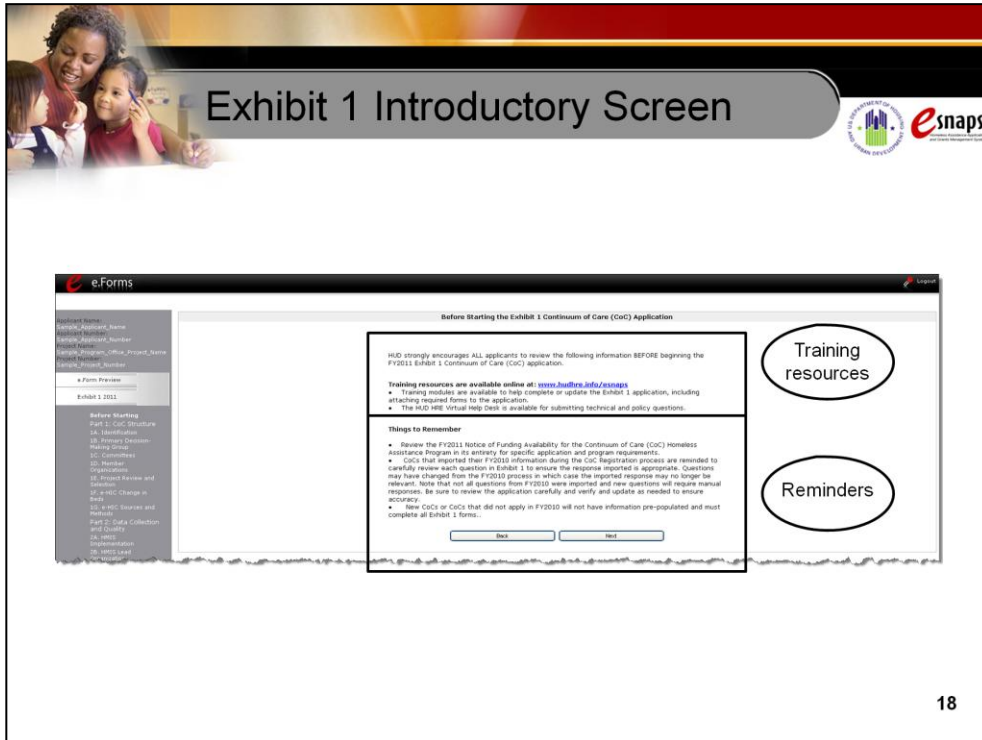
- Select “Submission” from the left menu.
 - You will not select the “Funding Opportunity Registration” or “Projects” links.
- On the “Submission” screen, locate the “Project Name” and “Step Name” columns.
- Identify the item that has your CoC Name for FY2011 under the “Project Name” and Exhibit 1 under the “Step Name.”
- Select the orange “Open Folder” icon to begin the FY2011 Exhibit 1. The screen will refresh and the left menu will populate with all of the Exhibit 1 forms.

If you submitted an application in previous years, you will see a number of items listed. To help you find the correct item, you can sort the “Project Name” column or you can use the “Filter” function to make sure you are using the Exhibit 1 for FY2011. To use the filter function:

- Locate the “Project Name” field and dropdown menu at the top center of the screen.
- Select the Exhibit 1 for FY2011 from the dropdown menu.
- Select the “Filter” button.

Note: On the Submission screen, you can view the general instructions for completing your Exhibit 1. Next to the word “Instructions,” select “Show.”

Image Description: Screen capture of the Submissions screen with the filter dropdown menus, the “Project Name” and “Step Name” columns, the orange “Open Folder” icon, and the Step Name “Exhibit 1” highlighted.




Notes:

On this screen, CoCs are reminded of the availability of training modules and resources on the HRE at www.hudhre.info/esnaps and are given some important reminders. It is recommended that you follow the steps listed on the screen to ensure that you successfully complete and submit your application, such as:


- Review the FY2011 Notice of Funding Availability (NOFA) in its entirety
- Review any information brought forward from the FY2010 application and make all necessary changes
- Complete and submit all Exhibit 1 forms
- Be mindful of character limits in the text fields. HUD recommends that you type your document in a Microsoft Word file and then copy and paste it into your Exhibit 1 form. Spaces count as characters.

After reviewing these items, select the “Next” button at the bottom of the screen. This will take you to the first Exhibit 1 form, which identifies your CoC.

Image Description: Screen capture of the “Before Starting the Exhibit 1 Continuum of Care (CoC) Application” screen, with the training resource link and paragraph, “Things to Remember” paragraph, and “Next” button highlighted.



Reviewing, Revising Exhibit 1 Forms



- CoCs that import information from the most recently submitted Exhibit 1 must still review the forms for accuracy and update all forms.
 - Questions can change each year, new questions can be added, and scoring factors can change.
 - Do not rely solely on imported data.
- Save the changes that you make on each form.
- Navigate to new forms using the navigational buttons at the bottom of the screen or using the left menu bar.


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Notes:


Importing Exhibit 1 information from the previous year does not ensure that the application is complete and accurate. In fact, there is data that does not import from the previous application.

If you last submitted an Exhibit 1 for your CoC in FY2009, you will not be able to import any of this information into your FY2011 application.

- CoCs that import information from the FY2010 Exhibit 1 must still review the forms for accuracy and update all forms.
 - Questions can change each year, new questions can be added, and scoring factors can change.
 - Do not rely solely on imported data.
- Save the changes that you make on each form.
- Navigate to new forms using the navigational buttons (e.g., the “Save & Next” button) at the bottom of the screen or using the left menu bar.



Knowing Which Fields to Complete



- Complete all fields on all of the forms unless they are not applicable. If fields are not applicable:
 - Select “not applicable” from the dropdown menu, if available, or
 - Type “not applicable” in the available text field
- Narrative fields have character limits
- There is a difference between *e-snaps* requirements to submit the application and NOFA requirements for completing the application.

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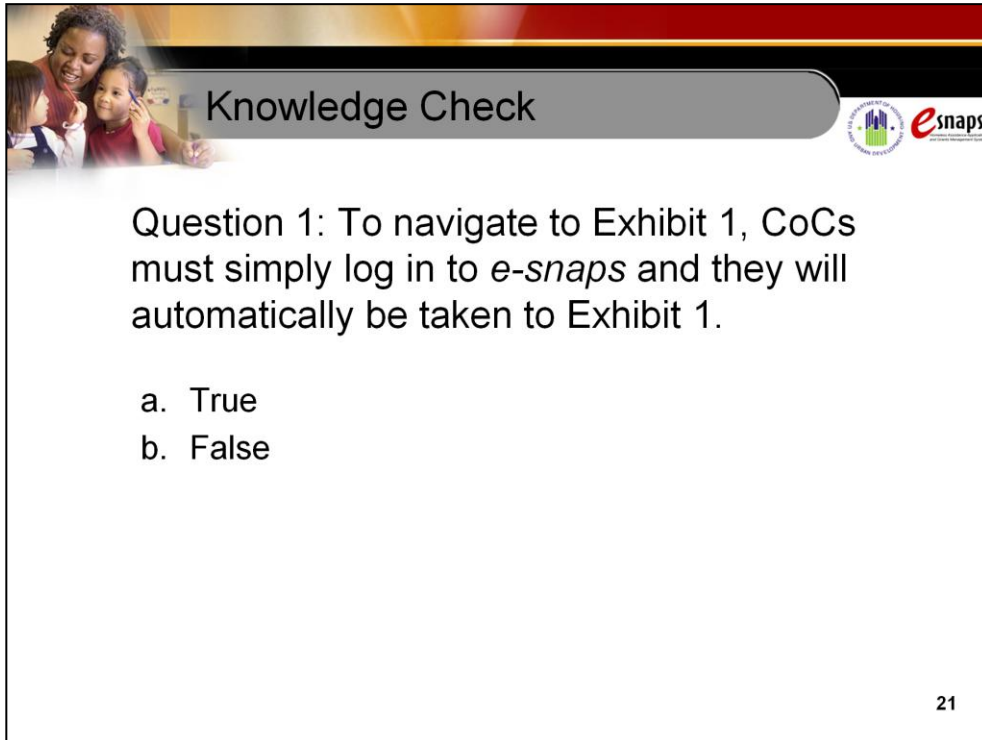
Notes:

All fields in Exhibit 1 must be completed, unless they are not applicable.

- If the selections are not applicable to your particular CoC, then do either of the following:
 - If there is a dropdown menu with a “not applicable” option, select that option; or
 - If there is a blank text field, type in the words “not applicable.”
- In particular, fields with an asterisk must be completed, or *e-snaps* will identify the missing data as an error and you will not be able to submit the Exhibit 1.

There are fields in which you will provide explanatory text. It is recommended that you type your response in a Word document to verify that you have not exceeded the character limit prior to entering the text in the form. Spaces count as characters.

There is a difference between the requirements for advancing through *e-snaps* and completing your Exhibit 1 correctly. Even though you may not be required in *e-snaps* to complete a particular field, this does not mean that the NOFA does not require you to answer the particular question. Please answer all of the questions and complete all of the fields as thoroughly as possible.



Knowledge Check

Question 1: To navigate to Exhibit 1, CoCs must simply log in to *e-snaps* and they will automatically be taken to Exhibit 1.


- a. True
- b. False

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Notes:

The following slides contain a couple of knowledge check questions. Review this question and determine your response. The next slide will present the correct answer and provide feedback. Let's get started.

Question 1. To navigate to Exhibit 1, CoCs must simply log in to *e-snaps* and they will automatically be taken to Exhibit 1. Is this statement a. True or b. False?



Knowledge Check – Feedback



Question 1: To navigate to Exhibit 1, CoCs must simply log in to *e-snaps* and they will automatically be taken to Exhibit 1.

- a. True
- ✓ b. False


FEEDBACK:

The CoC must have a HUD-approved registration and complete the Applicant Profile before e-snaps will grant the CoC access to the Exhibit 1.


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Notes:

The correct answer is b. False. To gain access to Exhibit 1, the CoC must have a HUD-approved registration and complete the CoC Applicant Profile.



Module Wrap-Up



Congratulations! You completed the Exhibit 1: Introduction module. You should now be able to:

- Determine when you can access Exhibit 1 in *e-snaps*
- Access your Exhibit 1 in *e-snaps*
- Review and revise imported data
- Determine which fields to complete


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Notes:


Congratulations! You have completed the Exhibit 1: Introduction online training module. You should now be able to:

- Determine when you can access Exhibit 1 in *e-snaps*
- Access your Exhibit 1 in *e-snaps*
- Review and revise imported data
- Determine which fields to complete

Continue to the next slide to complete the provided web form.



Module Completion Web Form



Now that you have completed the Exhibit 1: Introduction online training module, select the web link below so that you may fill out the web form.

[e-snaps Online Training Module Completion Web Form](#)

NOTE: To continue your learning experience, close this window and select another module from the training home page.

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Notes:

Now that you have completed the Exhibit 1: Introduction online training module, select the web link that is titled, “e-snaps Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M145>) so that you may fill it out.

After you complete the form, close this window and select another module from the training home page to continue your learning experience.