



## **Project Applicants: Getting Started**

***e-snaps* Homeless Assistance Application and Grants Management  
Project Applicants: Getting Started**

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## INTRODUCTION

This document provides helpful information that should be reviewed by project applicants in preparation for the FY2011 Continuum of Care (CoC) Homeless Assistance competition. A project applicant preparing one or more project funding applications (Exhibit 2) should review this guidance before beginning the application process because important *e-snaps* information is covered, including how to request a change in authorized representative or grantee organization, as well as helpful tips and common *e-snaps* errors. Other competition related information, including instructions on how to obtain a Data Universal Number System (DUNS) Number and complete/renew in Central Contractor Registration (CCR) are also covered. Project applicants should also take note of and plan to adhere to deadlines and recommended timeframes.

In the past, the Applicant Profile was combined with the SF-424, and project applicants were required to complete them **before registering for the FY funding opportunity**. Starting with the FY2011 competition, the SF-424 will no longer be combined with the Applicant Profile; rather it will be part of Exhibit 2.

Note: All of the resources referenced within this document are available on the Homelessness Resource Exchange (HRE) at: <http://hudhre.info/esnaps>.

## **DUNS NUMBERS AND CENTRAL CONTRACTOR REGISTRATION (CCR)**

All project applicants must have a Data Universal Numbering System (DUNS) Number and must be registered in the Central Contractor Registration (CCR) system. Questions about DUNS Numbers should not be submitted to the HRE Virtual Help Desk because obtaining a DUNS Number and registering and renewing in CCR are not *e-snaps* functions. This document provides information below on how to get started, but you will need to contact the individual organizations should you have questions about their policies and procedures.

### **Obtaining a DUNS Number**

A DUNS Number, assigned by the company Dun and Bradstreet, is required when submitting any application for Federal funds. The DUNS Number is a unique 9-digit identification number. It is randomly issued, never used twice, and site specific. If your organization does not already have a DUNS Number, please visit the [Dun & Bradstreet](#) website or call 1-866-705-5711. The process of obtaining a DUNS Number is free of charge and should take you less than 15 minutes. Your organization only needs to apply for a DUNS Number once; it is good for the life of the organization. For more information, you may find it helpful to review the [DUNS Number Guide](#).

### **Registering and Renewing in CCR**

The Central Contractor Registration (CCR), which is also known as the Central Contractor Registry, is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. To register in CCR, a firm must have a DUNS Number.

Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. To register (or renew) in CCR, please visit the [CCR](#) website, located at [www.ccr.gov](http://www.ccr.gov). Registering or renewing in CCR may take a few weeks, so plan to complete this process well before the competition opens!

**\*Note:** CCR will ask you for the North American Industry Classification System (NAICS) code that best describes your industry. Please enter NAICS code 624229, "Other Community Housing Services."

## PROJECT APPLICANT – AUTHORIZED REPRESENTATIVE CHANGES

The U.S. Department of Housing and Urban Development (HUD) requires project applicants to reflect in *e-snaps* any changes in the organization's authorized representative. The applicant profile must reflect, at all times, the correct authorized representative for the applicant organization. The authorized representative will need access to *e-snaps* for the purpose of submitting project applications during the FY2011 Competition. The authorized representative will likely need access to project applications submitted in previous competitions.

When your organization has a change in its Authorized Representative, your agency must formally request the change by submitting a letter through the HRE Virtual Help Desk, a copy of which should be submitted to your local HUD Field Office.

**\*\* Note:** A formal letter is only required when a new Authorized Representative cannot gain access to the previously submitted project applications (Exhibits 2). The following are two situations in which the new Authorized Representative does not need to submit a formal letter:

- The new Authorized Representative is already linked to the project applicant's profile in *e-snaps* and, therefore, already has access to the FY2010 Exhibit 2.
- A former Authorized Representative (or other registrant with access to the Applicant Profile and Exhibit 2) is able to add the new Authorized Representative as a registrant to the project applicant's profile in *e-snaps*.

In both cases, remember to update the contact information on the relevant screens.

After your request is reviewed, approved, and processed by HUD Headquarters, the HRE Virtual Help Desk will notify you that you have been granted access your agency's Applicant Profile. Access to your agency's Applicant Profile will allow you to update your Applicant Profile and complete your FY2011 Exhibit 2 application(s).

Your formal letter of request must be scanned and electronically submitted to the HRE Virtual Help Desk. Please refer to the following specific instructions:

(1) Address the letter to :

U.S. Department of Housing and Urban Development  
Office of Special Needs Assistance Programs  
451 7<sup>th</sup> Street, SW  
Washington DC, 20410

- (2) Explain the need for substitution and indicate the letter serves as formal written notice.
- (3) Provide your Applicant Name, Applicant Number (usually the DUNS#), and CoC Number.
- (4) Provide the **former** Authorized Representative's name.
- (5) Identify and provide the **new** Authorized Representative's name and contact information (e-mail address, phone number, and mailing address).
- (6) Provide the **new** Authorized Representative *e-snaps* user ID (**\*Note:** If you have not created an *e-snaps* user profile, you must do so at: <http://www.hud.gov/esnaps>). Do not provide the password with the authorization letter.
- (7) Obtain the signature of a ranking member within your organization.
- (8) Scan and submit the signed letter to the [HRE Virtual Help Desk](#). (On the Help Desk form, be sure to select “*e-snaps*” as the “Program/System”; “General/Technical” as the question topic; and “Getting Started” as the subtopic.) If you don't have scanning capabilities, contact the HRE Virtual Help Desk and further instructions will be provided.

**Note:** It is recommended that individuals requiring access to previous years' applications through new *e-snaps* user profiles **complete these steps well before the CoC competition begins**. After the Help Desk receives your authorization letter, requested changes will be made in approximately 2 business days. You will be notified by the HRE Virtual Help Desk when the process is complete.

## **EXHIBIT 2 APPLICANT – GRANTEE ORGANIZATION CHANGE**

- Is your organization taking over a grant from another organization?
- Are you the new Authorized Representative who needs to gain access to one or more of the FY2010 project applications so that you may prepare the FY2011 Exhibit 2 application?

If you answered “yes” to the questions above, you must formally request a change in grantee organization to your local HUD Field Office. **This is mandatory.**

Once you receive the signed letter from your local HUD Field Office stating that the grantee change has been approved, and in order to gain access to the former grantee’s *e-snaps* application, you must formally request a change of Authorized Representative through the HRE Virtual Help Desk. You must attach the signed letter from the HUD Field Office stating that the change has been approved to your Virtual Help Desk request and provide your formal request to change your authorized agency representative.

For information on how to request a change in your Authorized Representative, please refer to the instructions on pages three and four of this training guide.

## HELPFUL HINTS & COMMON ERRORS

### Helpful Application Documents & Resources

- If there were changes made to your project's Technical Submission or Grant Agreement, before you get started on your Applicant Profile and project application (Exhibit 2), it might be helpful to retrieve all of the paperwork that you might need to assist you in completing the application.
- Remember to sign-up for HUD's [Homeless Assistance Program Listserv](http://www.hudhre.info/index.cfm?do=viewJoin) at <http://www.hudhre.info/index.cfm?do=viewJoin>. HUD disseminates important competition updates from this listserv.
- It is critical that you review the [e-snaps Online Training Modules and Reference Room materials](http://www.hudhre.info/esnaps) available online at <http://www.hudhre.info/esnaps>. These resources provide key information and detailed instructions that will assist you in completing your Applicant Profile and the FY2011 project application (Exhibit 2).
- Review [Frequently Asked Questions](http://www.hudhre.info/index.cfm?do=viewFaq) online at <http://www.hudhre.info/index.cfm?do=viewFaq>. The list of questions is updated on an ongoing basis throughout the competition.

### General *e-snaps*

- An *e-snaps* username and password is required for each person to access the project applications (Exhibits 2). For instructions on how to add registrants in *e-snaps*, please refer to the [Adding and Deleting Users in e-snaps](#) document on the *e-snaps* training page.
- If an *e-snaps* field has an “\*” but the question/field is not applicable, you must still put text in the field (e.g., “not applicable”).

### Exhibit 2

- If you are a project applicant who has submitted a FY2010 project application (or are linked to the application in *e-snaps*), you will have the opportunity to import from the FY2010 Exhibit 2 into the FY2011 renewal application. For detailed instructions, please refer to the [Exhibit 2: Renewal Application](#) training module.
- On each budget form in Exhibit 2, there are white fields for entering information and gray cells that reflect calculated amounts based on your input. Please enter a value in every white field - even a value of zero – because null entries may

result in erroneous calculations. For more information, refer to the [Exhibit 2: Budget Forms](#) training module.

- Only enter information of the leasing budget or the leased structures budget, but not both because this may cause your leasing figures to double. Please follow the instructions in the [Exhibit 2: Budget Forms](#) training module.
- When you submit your Exhibit 2 application in *e-snaps*, you will not receive an email confirmation. You can verify that you successfully submitted your application by navigating to your Exhibit 2 “Submission Summary” screen. If you have successfully submitted, the bottom of this screen should read, “this e.form has been submitted.”