



## **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 2010 Continuum of Care (CoC) Homeless Assistance competition. Project applicants preparing Exhibit 2(s) 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 DUNS Number or register/renew in CCR is also covered. Project applicants should also take note of and plan to adhere to deadlines and recommended timeframes.

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 Exhibit 2 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."

## EXHIBIT 2 APPLICANT – AUTHORIZED REPRESENTATIVE CHANGES

- Does your organization need access to its 2009 application? (for example, because the organization's Authorized Representative who was responsible for submitting the Exhibit 2 in 2009 left the organization or changed positions)

If you answered "yes" to the question above, you must formally request a change in authorized representative to gain access to your agency's *e-snaps* application. **This is mandatory.**

\*\* Note: A formal letter is only required when a new Authorized Representative cannot gain access to the profile containing the SF-424 and previous Exhibit 2(s). 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 applicant's profile in *e-snaps* (i.e., the SF-424) and, therefore, already has access to the 2009 Exhibit 2 and SF-424.
- A former Authorized Representative (or other registrant with access to the SF-424 and Exhibit 2) is able to add the new Authorized Representative as a registrant to the 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 Virtual Help Desk will notify you that you have been granted access your agency's applicant profile. Access to your agency's profile will allow you to update your SF-424 and complete your 2010 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 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 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 the 2009 Exhibit 2 application (for this transferred grant) so that you may prepare the 2010 Exhibit 2 application?

If you answered “yes” to the questions above, you must formally request a change in grantee organization to gain access to the former grantee’s *e-snaps* application. **This is mandatory.**

After your request is reviewed, approved, and processed by HUD Headquarters, the Help Desk will notify you. You will be able to access the former organization’s *e-snaps* application, view the 2009 Exhibit 2 Submission, and complete the 2010 Exhibit 2.

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  
Explain Washington DC, 20410

- (2) Explain the need for substitution and indicate that the letter serves as formal written notice.
- (3) Provide your Applicant Name, Applicant Number (usually the DUNS#), and CoC Number.
- (4) Provide the Project Name and Project Number for the project which needs to be transferred.
- (5) Provide the name of the **former** grantee organization.
- (6) Provide the name of the **former** Authorized Representative.
- (7) Provide the name of **new** grantee organization submitting the request.
- (8) Identify and provide the **new** Authorized Representative’s name and contact information (e-mail address, phone number, and mailing address).

- (9) Provide the **new** Authorized Representative's *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 in the authorization letter.
- (10) Obtain the signature of a ranking member within your organization.
- (11) Scan and submit the signed letter via 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 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 the authorization letter, the changes should be made in about 2 business days. However, you will be notified by the Help Desk when the process is complete.

## HELPFUL HINTS & COMMON ERRORS

### Helpful Application Documents & Resources

- Even though you will be able to import last year's data, it is helpful to have **last year's application** handy.
- Remember to sign-up for HUD's [Homeless Assistance Program Listserv](#). HUD disseminates important competition updates from this listserv.
- It is critical that you review available the [e-snaps Online Training Modules and Reference Room materials](#). These resources provide key information and detailed instructions that will assist you in completing your SF-424 and the 2010 Exhibit 2 application.
- Review the [Frequently Asked Questions](#) as they will be updated on an ongoing basis throughout the competition.

### General e-snaps

- Additional users needing access to Applicant Exhibit 2s are required to have e-snaps usernames and passwords. 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").

### SF-424

- All applicants (new and returning) must complete the SF-424 in e-snaps for every year an application is submitted. Returning applicants must *update* existing SF-424 information and new applicants must *create* and complete the SF-424.
- All applicants must *complete* the SF-424 in e-snaps **before registering for the FY2010 Exhibit 2 funding opportunity**. To ensure you have successfully "completed" the SF-424, navigate to the SF-424 "Submission Summary" page and verify all required components have been entered. Then, make sure to select the "Complete" button at the bottom of the page. (If this button is "grayed" out, you have not completed all required SF-424 sections.)

- You may **edit your SF-424** at any time. To edit your SF-424, navigate to the SF-424 “Submission Summary” screen and select the “Edit” button. Then, make any desired changes (including uploading documents). Make sure you return to the “Submission Summary” page and select the “Complete” button before returning to your Exhibit 2 application.
- If there is a discrepancy between what your SF-424 profile screen reflects and what is on the printed PDF profile, print out or capture a screen shot of the “Submission Summary” for your records, as this screen will reflect the correct information.
- Please review the SF-424 training modules (found at: <http://esnaps.hudhre.info/>) for detailed instructions.

## Exhibit 2

- If you are a renewal applicant (and you submitted the 2009 Exhibit 2 application – or are linked to the application in *e-snaps*), you will have the opportunity to import from the 2009 Exhibit 2 into the 2010 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.”