

## How to Prepare for the HUD Exhibit 2 Application



Sometime in the next few weeks, we expect the process to apply for renewal HUD McKinney –Vento funds will get underway. This process will contain the following steps to be completed by someone at your agency for each project:

1. Submission/Confirmation of Renewal Budget Amounts in Grant Inventory Worksheet
2. Participation in Exhibit 2 trainings provided by Alliance staff and HUD
3. Review of Exhibit 2 instructions provided by Alliance staff and HUD
4. Submission of Exhibit 2 in e-snaps

**HUD and the Chicago Continuum of Care will adhere to strict deadlines throughout the process, therefore we encourage all agencies to prepare for the application by completing the steps below.** Note that at this time, you do NOT need to begin working on the application in e-snaps!

- **Check to see if the Authorized Representative has changed from 2011** (the authorized representative is the person authorized to submit the e-snaps application on behalf of the agency, usually an Executive Director or Program Director): If the authorized representative has changed, please refer to the “[Getting Started](#)” document, page 3 for further instructions.
- Know **who submitted your Exhibit 2 last year**. You will need to log in using that username and password to begin the application. Once it is begun, you can make changes to the primary person.
- Know your **e-snaps username and password**: You will need to have your username and password in order to complete the 2012 process. The e-snaps website can be accessed at <https://esnaps.hud.gov/grantium/frontOffice.jsf>. If you have any questions about this, please read the “[Getting Started](#)” document on HUD’s [e-snaps training website](#). If you are unable to locate your username and password, Alliance staff may have it on file from last year, and can email it upon request.
- Create **new usernames and passwords** if necessary, and **link users to project application**: Note that anyone who will be working on the application in e-snaps must have a username and password, and must be linked to the project application in e-snaps. For instructions on completing this step, please review the “[Adding and Deleting Users in E-snaps](#)” document.
- Get your **DUNS number**: If you’ve applied for grants before, you should already have a DUNS number. If you do not have access to your DUNS number, you can search for it [here](#). For questions concerning your agency’s DUNS numbers, review the “[Getting Started](#)” document, or call 1-866-705-5711.
- Ensure your **CCR (Central Contractor Registration)** is up-to-date: CCR’s must be renewed annually. To register, or check the status of registration, please visit the [CCR website](#). For questions regarding the CCR, refer to the “[Getting Started](#)” document, or contact CCR Assistance - Federal Service Desk at 1-866-606-8220.
- **Review your e-snaps Application from 2011** so you know what to expect: The application generally changes very little from year to year. Therefore, it is important to look at last year’s application to see where it might need updating for this year. If you do not have a copy, the Alliance can email you a copy upon request.
- **Sign up for HUD’s List Serve**: If you did not get the email (see below) announcing the beginning of the CoC Competition, you should sign up to receive these notices from HUD. HUD uses this list to communicate important information regarding e-snaps changes and outages throughout the Competition. To sign up, visit <http://icfi.us5.list-manage.com/subscribe?u=87d7c8afc03ba69ee70d865b9&id=f32b935a5f>.