

PROJECT APPLICANT PROFILE

The Applicant Profile MUST be completed before an agency can move forward in completing the Project Application.

1. Go to www.hud.gov/esnaps.
2. Enter username and password on left hand side.
3. On left hand side click on Applicant Profile. Go to “Submission Summary”.
4. At the bottom of the “Submission Summary” screen there is an “Edit” button. Click on the “Edit” button.
5. Go to left hand side menu and select “Profile Type”. Review profile to ensure “Project Applicant” is selected from the “Applicant Profile Type” dropdown menu. Select “Save and Next”.
6. Go to “Organization Information”. Review, make any necessary changes, click “Save and Next”.
7. Continue clicking on each section, review the section, make any necessary changes, click “Save and Next”.
8. Forms and Attachments:
 - HUD Form 2880 – Applicant/Recipient Disclosure/Update Form – This is a required form. However, there is now a HUD screen to complete. An uploaded form is no longer required. The form must contain the correct amount of funds being requested in the 2017 COC and must have a current date. Old and/or inaccurate forms will not be accepted.

- Code of Conduct – Must be listed on HUD website – If not needs to be attached.

- Nonprofit Documentation – Only need to attach if form states it is needed.

- Survey on Equal Employment Opportunity – (SF 424 Supplement) – Required – Must be current so if one is attached it needs to be deleted so a one with current information and date can be attached.

- Other Attachments – No other attachments are required. Select “next” to go to submission summary screen.

9. Submission Summary – The “Complete” button is located at the bottom of the screen. It will be active if all parts of the Applicant Profile are complete. Select the “Complete” button which will be replaced by an “Edit” button and the words “This e.Form has been marked as complete”.

10. Select “Export to PDF” and save the Applicant Profile info on your computer.

11. You can now begin to complete the Project Application.