Review and Update Agency Profile in E-Snaps

Agency Profile is located under Applicants

Click on Applicants

The screen on opens to:

Registrants are the individuals who can log in for UCAN to manage the grants

Parent is the Collaborative Applicant – currently none listed

Open is the file that contains UCAN information. When you click on this file, a navigation bar opens in the left column with a heading of Applicant Profile, then lists all the tabs contained therein. You can either use the next button to see what is in item on the left or you can go to Export to PDF to review outside to E-Snaps.

Click Back to Applicants List to return to the above screen.

To locate the HUD tool / guide to updating the Applicant Profile

https://www.hudexchange.info/programs/e-snaps/

Documents that may need updating include:

UCAN Ethics Policy (Rarely)

UCAN Non-Profit Status (Rarely)

2880 (Periodically – especially if authorized signer changes)

HUD 50070 (Periodically – especially of a primary location changes)

Survey on Ensuring Equal Opportunity for Applicants (Rarely)