Project Transfers

This document provides instructions when projects are being transferred from one grantee to another. There are two sections—one for transfers among existing grantees and one for project transfers to new grantees.

Project Transfer between Two Existing Grantees

The process to transfer projects from one organization to another requires documentation that the HUD Field Office has approved the transfer request. You can meet this requirement by asking your Field Office representative to do one of two things:

1. The Field Office representative can provide a letter to you approving your request. You must then submit the letter to the HUD Exchange Ask A Question system, at: https://www.hudexchange.info/get-assistance/my-question/.

2. The Field Office representative can also submit a ticket directly to the Ask A Question system. The ticket could be submitted in lieu of the letter.

Whichever option you choose, the Field Office must provide each of the applicable Project Numbers as well as the Applicant Numbers for the organizations from which and to which the project is being transferred.

Project Transfer to a New Grantee

The process for transferring a project to a new grantee is the same as the process described above, with a couple exceptions, as follows:

- Each organization that is becoming a new grantee needs a staff person to create a user profile so he/she can access *e-snaps*. This can be done by going to https://esnaps.hud.gov/grantium/frontOffice.jsf and selecting the "Create Profile" link. Preferably, there would be 2 people with access to *e-snaps* – the Authorized Representative and one additional staff person. Staff must not share log in information.

- Each organization needs to have its own Applicant Profile. The organization will use the DUNS number as the Applicant Number.

- Each new grantee that does not have an Applicant Profile should contact the HUD Exchange Ask A Question system for instructions, at: https://www.hudexchange.info/get-assistance/my-question/.

- View the CoC Program Competition resources on the *e-snaps* page on the HUD Exchange website at: https://www.hudexchange.info/programs/e-snaps/.

- After an Applicant Profile is completed, the transfer request must be submitted to the AAQ Portal. See the instructions in the previous section.

Note to new grantees: Grantees are responsible for submitting Annual Performance Reports (APR). Please see this website for information: https://www.hudexchange.info/e-snaps/guides/apr/. You can submit your APR questions to the HUD Exchange Ask A Question system for instructions, at: https://www.hudexchange.info/get-assistance/my-question/.