

Balance of State Continuum of Care

Esnaps Training Conference Call

Wednesday, September 7, 2011

11:00 AM

Welcome

Reminders:

- *6 to mute/unmute line
- *4 will increase/decrease volume
- If your phone plays music while on hold, please do not put us on hold during the conference call.

Esnaps

- Esnaps is HUD's online application system for Continuum of Care funding.
- Main page: <http://www.hudhre.info/esnaps/>
 - To log in to esnaps
 - To access tutorials

Using Esnaps

- **Read the tutorials**
- Agencies that are first-time applicants:
 - Create a user profile
 - Add NCCEH as a user on your account
- Complete the application:
 - Complete/update Applicant Profile
 - Register for Exhibit 2 Funding Opportunity
 - Complete Exhibit 2 and all needed attachments
- **DO NOT HIT SUBMIT.** Save pdf and submit to NCCEH for review.

New Applicants: Create a User Profile

- Tutorial: “Project Applicants: Completing the Applicant Profile and Accessing the Exhibit 2 Application” (p. 5-6)
- http://esnaps.hudhre.info/files/M220_App%20Profile_2011_Final.pdf
 - Create user profile with username and password
 - Log in to esnaps
 - Establish your organization as an applicant
 - Applicants who have used esnaps before skip this step.
- Add NCCEH as a user on your account (p. 11-13 of tutorial)
 - Username: nccehadmin
 - Email: bosadmin@ncceh.org

Complete/Update Applicant Profile

- This step must be completed before you can access the Exhibit 2
 - Includes basic information on agency and contact info
 - Also includes attachments:
 - Disclosure/Update Report (HUD-2880) (one for each project)
 - Disclosure of Lobbying Activities (only for nonprofit applicants that engage in lobbying activities)
 - Code of Conduct/Drug-Free Workplace Certification (HUD-50070)
 - Nonprofit Documentation (only for nonprofit applicants)
 - Survey on Ensuring Equal Opportunities (only for nonprofit applicants, optional)

Complete/Update Applicant Profile

- New agencies need to complete a new Applicant Profile
- Agencies that have previously completed an Applicant Profile need to update it
- Tutorial:http://esnaps.hudhre.info/files/M220_App%20Profile_2011_Final.pdf (p. 15-29)
 - Includes detailed instructions for each step
 - Links to download forms for attachments

Register for Exhibit 2 Funding Opportunity

- This step makes sure you get the right application in esnaps.
- Make sure to register for “Exhibit 2 FY2011” funding opportunity.
- Renewal projects that want to import data from 2010 MUST do so in this step – you can’t do it later!
- Instructions are included in the tutorial (p. 30-35):
- http://esnaps.hudhre.info/files/M220_App%20Profile_2011_Final.pdf

Complete the Exhibit 2

- New S+C Projects Tutorial:

http://esnaps.hudhre.info/files/M70_Exhibit2_S+CandSRONewProjects_2011_Final.pdf

- New SHP Projects Tutorial:

http://esnaps.hudhre.info/files/M80_Exhibit2_SHPNewProjects_2011.pdf

- Renewal Projects Tutorial:

http://esnaps.hudhre.info/files/M50_Exhibit2_%20RenewalApplications_2011_Final.pdf

- Additional Tutorials: <http://esnaps.hudhre.info/projectapps.cfm>

- Exhibit 2: Budget Application Forms
- Exhibit 2: Performance Measures

Complete the Exhibit 2

- Follow the tutorials to complete the Exhibit 2 application.
- Project name should include agency name, project type (S+C, SHP-PH, SHP-TH, SHP-SSO), and year.
 - Example: “PBH 2011 New S+C”
- No Logic Model this year!!!
- No Rural Housing Units Worksheet
- When you’ve completed your Exhibit 2, **DO NOT HIT SUBMIT.** Instead, click to save as a PDF.

Due Dates

- RENEWAL project application drafts are due Sept. 19 at 9 am.
- NEW project application drafts are due Sept. 28 at 5 pm.
- Email to bos@ncceh.org:
 - PDF of Exhibit 2
 - Match and leverage letters
 - Signed Consolidated Plan certification form IF your community has a local Con Plan
 - See Application Instructions for details (emailed with pre-app feedback)
- NCCEH will contact applicants with any needed revisions.
- All revisions must be made in esnaps by October 13.

Questions?

- Any technical difficulties with esnaps – submit via the HUD HRE Help Desk
 - <http://www.hudhre.info/index.cfm?do=viewHelpdesk>
 - AND notify NCCEH of problem
- Contact NCCEH
 - bos@ncceh.org
 - 919-755-4393