Balance of State Continuum of Care

Esnaps Training Conference Call

Monday, November 19

3:00 p.m.

Welcome

Reminders:

- 4* to mute/unmute line
- 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 about how to fill out your Applicant Profile and the Project Application

- Change in esnaps terminology:
  "Exhibit 2" is now called "Project Application"

Overview of Esnaps Application Steps

- **Read the tutorials!**
- Applicants that have never used esnaps before:
  - Create a user profile
  - Add NCCEH as a user on your account
- All applicants:
  - Complete/update Applicant Profile
  - Register for appropriate Funding Opportunity (New or Renewal)
  - Create Project for each application
  - Complete Project Application and all needed attachments
- DO NOT HIT SUBMIT. Export to pdf and submit to NCCEH for review.

New Esnaps Users: Create a User Profile

- ONLY for agencies that have not used esnaps before.

- Tutorial: "Project Applicant Profile"
- https://esnaps.hudhre.info/files/ProjectApplicantProfile_M220.pdf
  - Create user profile with username and password (p.3-4)
  - Log in to esnaps
  - Establish your organization as an applicant (p. 10-12)

- Add NCCEH as a registrant on your account (p. 5-6)
  - Username: nccehadmin
  - Email: bosadmin@ncceh.org

Step 1: Complete/Update Applicant Profile

- This step must be completed before you can access the project application

- New esnaps users need to complete a new Applicant Profile
- Agencies that have previously completed an Applicant Profile need to update it

- Tutorial: "Project Applicant Profile" (p. 13-37)
- https://esnaps.hudhre.info/files/ProjectApplicantProfile_M220.pdf
  - Includes detailed instructions for each step
  - Required vs. optional information

Step 1: Complete/Update Applicant Profile

- Applicant profile = 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)**
  - 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 but encouraged)**
- ** Must upload a current form even if there's one in esnaps from last year – otherwise you can't proceed to Project Application

Step 2: Register for Funding Opportunity

- This step makes sure you get the right application in esnaps.
- Make sure to register for the appropriate funding opportunity:
    - "New Project Application" or "Renewal Project Application"
    - DO NOT pick "CoC Planning Project Application"

- Renewal projects can't import data from last year ☹
- But you can copy and paste answers from your 2011 Ex. 2

- Tutorial: "How to Access the Application in Esnaps" (p. 4-5)
    - https://esnaps.hudhre.info/files/HowtoAccesstheApplication.pdf

Step 3: Create Project(s)

- This step creates the blank project application for you to fill out.

- Create a project for each grant you're applying for.

- Make sure you have the right Funding Opportunity selected (either New or Renewal)

- Project Name should include agency name, program type, new/renewal, and year
  - Ex. "ECBH PH Renewal 2012"

- Tutorial: "How to Access the Application in Esnaps" (p. 6-7)
  - https://esnaps.hudhre.info/files/HowtoAccesstheApplication.pdf

Step 4: Complete the Project Application

- New Projects Tutorial:

  https://esnaps.hudhre.info/files/NewProjectApplication_M055.pdf

- Renewal Projects Tutorial:

  https://esnaps.hudhre.info/files/RenewalProjects_M050.pdf

- Additional Tutorials: http://esnaps.hudhre.info/projectapps.cfm
  - Project Application Part 6: Performance Measures
  - Project Application Part 7: Budget Information

Step 4: Complete the Project Application

- Follow the tutorials to complete the Project Application.
    - Step-by-step instructions for each project type

- Part 3A: CoC Number and Name:
    - NC-503, North Carolina Balance of State
    - This ensures your project application is linked to the BoS application

- When you've completed your Project Application, DO NOT HIT SUBMIT. Instead, export as a PDF.

Due Dates

- NEW Project Applications:
  - App. first draft: due **Friday, Nov. 30 at 5 p.m.** (as much as you have in esnaps – for NCCEH to check for outstanding issues)
  - App. draft & supporting documents: due **Friday, Dec. 14 at 5 p.m.**
- RENEWAL Project Applications:
  - App. Draft & supporting documents: due **Friday, Dec. 7 at 5 p.m.**

- Email to bos@ncceh.org:
  - PDF of Project Application
  - Match and leverage letters
  - Consolidated Plan certification (IF community has local Con Plan)
  - Other supporting documents (NCCEH will send out a list with instructions)

Application Review

- Timeliness and correctness are important!
- The Project Review Committee will score applications the week of December 17
  - Points taken off for lateness and missing pieces

- NCCEH will review application drafts & contact applicants with any needed revisions.

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