North Carolina
Balance of State Continuum of Care
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Esnaps Explainer for 2014 BoS CoC Applicants

This is a step-by-step guide to completing the CoC project application in esnaps (HUD's online application system). Please follow instructions carefully AND follow the HUD tutorials while working in esnaps.

Accessing Esnaps
- To log into esnaps, go to https://esnaps.hud.gov/grantium/frontOffice.jsf.
- If you are new or have taken over for another staff member and do not have access to your agency's esnaps account, NCCEH can help! Email us at bos@ncceh.org.

Step 1: Update Applicant Profile

View HUD tutorial
- Follow the instructions in the HUD tutorial to update all necessary information.
- There are several attachments that must be uploaded into the applicant profile. You <u>must attach a current version</u> of each one, even if there is a version in the profile from last year.
    - ALL applicants: HUD Form 2880 (download)
    - ALL applicants: Agency's code of conduct (unless it is already on this list)
    - ALL applicants: Drug-Free Workplace Certification (download)
    - Nonprofits only: Disclosure of Lobbying Activities/SF-LLL (download)
    - Nonprofits only: Survey on Ensuring Equal Opportunities/SF-424 (download)
    - Nonprofits only: Nonprofit documentation

Step 2: Access the Project Application

View HUD tutorial
- In this step, you will register for the 2014 funding opportunity, then create blank project application(s). You will need to create a separate application for each of your renewal grants. Please refer to the Grant Inventory Worksheet posted on our BoS CoC application webpage for a list of all renewal grants.
- Follow the HUD tutorial for detailed instructions. When creating your application(s), make sure you click the "Import Data From" button – this will import your 2013 answers and save you time!

Step 3: Complete the Project Application

View HUD tutorial
- Follow the HUD tutorial to fill out/update your answers. When you are done, **DO NOT HIT SUBMIT**. Hit "Export to PDF" so you can turn in your application to NCCEH for review and revisions.
- Part 1E, question 19: The answer is B (Program is subject to EO 12372 but has not been selected for review).
- Part 4B, Housing Type: If you are requesting rental assistance, <u>you may only renew for the number of units on the Grant Inventory Worksheet (GIW)</u>. Use the numbers in Section 3.1 of the GIW (columns AC-AU) to complete Part 4B. The GIW is posted on our BoS CoC application webpage.

- Part 7, Budget: Remember <u>you may only renew for the budget line items that are on the Grant Inventory Worksheet (GIW)</u>. Use the numbers in Section 3.1 of the GIW (columns AC-AU) to complete the application budget. The GIW is posted on our [BoS CoC application webpage](#).