Esnaps Explainer for 2018 NC 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. All tutorials can be found on [HUD's Esnaps Resources webpage](#).

Accessing Esnaps

- To log in to esnaps, go to https://esnaps.hud.gov/grantium/frontOffice.jsf.
- If you are applying for a new project and your agency does not already have an esnaps account, you will need to create one. See Step 1 below.
- If your agency has an esnaps account, but you are new or have taken over for another staff member and do not have access to it, NCCEH can help! Email us at bos@ncceh.org.
- Renewal applicants must still update their esnaps profiles, even if they already have access to esnaps. See Step 1 below.

Step 1: Create/Update Applicant Profile

View [HUD Tutorial](#)

- Follow the instructions in the HUD tutorial to add or update all necessary information.
- There are several attachments that must be uploaded into the applicant profile. You must attach a current version of each attachment, even if there is a version in the profile from last year.
    - ALL applicants: Agency's code of conduct (unless it is already on [this list](#)
    - Nonprofits only: Survey on Ensuring Equal Opportunities/SF-424 Supplement ([download](#))
    - Nonprofits only: Nonprofit documentation

Step 2: Access the Project Application

View summary of process in [HUD tutorial for Renewal Projects](#) (p. 9-13)
View summary of process in [HUD tutorial for New Projects](#) (p. 9-14)

- In this step, you will register for the 2018 funding opportunity, then create blank project application(s). You will need to create a separate application for each of your grants. (Please refer to the Grant Inventory Worksheet posted on our NC [BoS CoC application webpage](#) for a list of all renewal grants.)
- Follow the HUD tutorial for detailed instructions.
- Renewal projects: when creating your application(s), make sure you click the "Import Data From" button – this will import your 2017 answers and save you time!

Step 3: Complete the Project Application

View [HUD tutorial for Renewal Projects](#)
View [HUD tutorial for New Projects](#)

- 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: Renewal projects requesting rental assistance may only renew for the number of units on the Grant Inventory Worksheet (GIW). Use the numbers in the Unit Configuration section of the GIW (columns M-U) to complete Part 4B. The GIW is posted on our NC BoS CoC application webpage.
- Part 6, Budget: Renewal projects may only renew for the budget line items and amounts that are on the Grant Inventory Worksheet (GIW). Use the numbers in the Current Budget Line Item Amounts section of the GIW (columns F-K) to complete the application budget. The GIW is posted on our NC BoS CoC application webpage.