

# Balance of State Continuum of Care

Esnaps Training Conference Call  
Thursday, September 23, 2010  
10:30 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
- Start now!

# 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:
  - SF-424
  - Register for application
  - Exhibit 2
  - Logic Model
- **DO NOT HIT SUBMIT.** Save pdf and submit to NCCEH for review

# New Applicants: Create a Profile

- Tutorial: <http://esnaps.hudhre.info/files/M225.pdf>  
(New Applicants – Completing the SF-424)
  - Create profile
  - 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 of tutorial
  - Username: nccehadmin
  - Email: [bosadmin@ncceh.org](mailto:bosadmin@ncceh.org)

# SF-424

- Standardized form for federal grant applications
  - Includes info about applicant, survey on ensuring equal opportunities, disclosure of lobbying activities
- New agencies need to complete a new SF-424
- Tutorial: <http://esnaps.hudhre.info/files/M225.pdf>
- Agencies that have previously completed an SF-424 need to update it
- Tutorial: <http://esnaps.hudhre.info/files/M220.pdf>

# Exhibit 2

- New S+C Projects Tutorial:  
<http://esnaps.hudhre.info/files/M70.pdf>
- New SHP Projects Tutorial:  
<http://esnaps.hudhre.info/files/M80.pdf>
- Renewal Projects Tutorial:  
<http://esnaps.hudhre.info/files/M50.pdf>

# Exhibit 2

- First step: Register for the Exhibit 2 FY2010 funding opportunity
  - This step makes sure you get the right application in esnaps.
  - Instructions are included in the Exhibit 2 tutorials.
- Follow the tutorials to complete the Exhibit 2 application.
- Include the project type in your project's name.  
(S+C, SHP-PH, SHP-TH, SHP-SSO, SHP-HMIS)
- **DO NOT HIT SUBMIT.** Instead, click to save as a PDF.

# Exhibit 2 - Attachments

- Logic Model
  - Excel spreadsheet, describes services and outcomes
  - Download from the Reference Room at <http://esnaps.hudhre.info/referenceroom.cfm>
- Rural Housing Units Worksheet
  - New this year, identifies location of units/structures within rural counties
  - Download from the Reference Room at <http://esnaps.hudhre.info/referenceroom.cfm>

# Due Dates

- RENEWAL Project application drafts are due October 6.
- NEW Project application drafts are due October 13.
- Email to [bos@ncceh.org](mailto:bos@ncceh.org):
  - PDF of Exhibit 2
  - Logic Model spreadsheet
  - Signed Consolidated Plan certification form IF your community has a local Con Plan (see Application Instructions for details)
- **ALL REVISIONS & UPLOADS MUST BE COMPLETE  
10/27!**

# Questions?

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