

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Timeline for New and Renewal Project Applicants

- 1) Deadlines for Exhibit 2 Draft in esnaps:

The deadline for RENEWAL project application drafts is Wednesday, October 6th.

The deadline for NEW project application drafts is Wednesday, October 13th.

If your complete application draft has not been received by this deadline, there is a chance that your project may not be submitted for funding this year. Please email your application to bos@ncceh.org. You must include:

- A PDF file of your Exhibit 2 application from eSNAPS (see instructions below)
 - Logic Model
 - If your community has a local Consolidated Plan, you must also include a signed Consolidated Plan certification, HUD-2991 ([download the form here](#)). If your community is part of the State Consolidated Plan, you do NOT have to submit this form.
 - Refer to p.3 of the Application Instructions for 2010 Balance of State CoC Applicants for more detailed information on what is included in the application and con plan certification
- 2) NCCEH will look over your application and let you know any revisions that need to be made by Wednesday, October 20th.
 - 3) The Project Review Committee will receive your draft application to begin scoring on Wednesday, October 20th.
 - 4) You will need to make revisions to your application in esnaps by Wednesday, October 27th.
 - 5) The Project Review Committee will meet to review your applications on Wednesday, October 27th.
 - 6) Project ranking will be presented at the BoS Steering Committee meeting on Tuesday, November 2nd.
 - 7) Additional funding is expected to be available. The BoS Steering Committee will decide on November 2nd which NEW Shelter Plus Care Projects will be asked to increase their grant amount. If your project is selected to receive additional funding, you will need to make all necessary changes by November 9th.
 - 8) DO NOT HIT SUBMIT IN ENSAPS UNTIL YOU ARE TOLD TO DO SO.

Instructions for using esnaps and creating a PDF of your Exhibit 2:

- Go to <http://hudhre.info/esnaps/index.cfm?do=viewEsnapsTraining> and **read the tutorials** so you understand how to use the system.
- Add NCCEH as a user to your agency. This will allow us to have access to the application and ensures your access in the event of any problems. Instructions for adding users can be found here: <http://esnaps.hudhre.info/files/AddingDeletingAdditionalUsers.pdf>
- The name that you choose for your project is important. Please include the type of project in the name so it is easily identifiable (S+C, SHP-PH, SHP-TH, SHP-SSO, SHP-HMIS).
- Complete the Exhibit 2 application online in esnaps. If you have a renewal this year and it was part of last year's application, you can import your 2009 data to save time - follow the instructions in the tutorial for Exhibit 2: Renewal Applications, under Objective 4. (http://esnaps.hudhre.info/files/M50_Exhibit%20%20-%20Renewal%20Applications%202010_Final.pdf)
- DO NOT HIT SUBMIT. Instead, click to create a PDF version of your application.
- Email the PDF along with the logic model (and con plan certification if applicable) to bos@ncceh.org.
 - Renewal applications are due by October 6th.
 - New applications are due by October 13th.