



North Carolina Coalition

securing resources ■ encouraging public dialogue ■ advocating for public policy change

to End Homelessness

P.O. Box 27692 Raleigh, NC 27611

info@ncceh.org

www.ncceh.org

919.755.4393

Esnaps Explainer for 2016 CoC Applicants

This is a step-by-step guide to completing the CoC project application in esnaps (HUD's online application system).

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.

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: HUD Form 2880 ([download](#))
 - ALL applicants: Agency's code of conduct (unless it is already on [this list](#))
 - ALL applicants: Drug-Free Workplace Certification/Form 50070 ([download](#))
 - Nonprofits only: Disclosure of Lobbying Activities/SF-LLL ([download](#))
 - 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. 9-12)

View summary of process in [HUD tutorial for New Projects](#) (p. 10-13)

View full [HUD Tutorial](#) (waiting for HUD to post this as of 7.25.16)

- In this step, you will register for the 2016 funding opportunity, then create blank project application(s). You will need to create a separate application for each of your 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 2015 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.
- 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 Section 3.1 of the GIW (columns AC-AU) to complete Part 4B.
- 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 Section 3.1 of the GIW (columns AC-AU) to complete the application budget.

