e snaps
*Homeless Assistance Application
and Grants Management System*

Continuum of Care Registration Broadcast

Tuesday, April 22, 2008
11:00 a.m. – 12:00 noon ET

Agenda

- Welcome
- *e-snaps* Overview and Benefits
- 2008 Estimated Timeline
- Continuum of Care (CoC) Registration Process
- Key Facts
- *e-snaps* Training Modules
- Where to Get Help

e-snaps Overview

- Online registration, application & grants management system for HUD's CoC programs

- Accessible via HUD website
  - HUD homepage at <u>www.hud.gov</u>
  - HUD's Homeless Resource Exchange (HRE) at <u>www.hudhre.info</u>

- Notification of online training & availability of application sent via Homeless & HMIS listservs

Overview (cont.)

- 2008 CoC applications *must* be submitted electronically via *e-snaps* except if:
  - CoC receives written waiver from HUD for electronic submission because:
    - No high-speed internet available anywhere in the CoC
    - No computer less than 5 years old anywhere in the CoC
- Follow directions in General Section of Super Notice of Funding Availability (SUPERNOFA) for written waiver requests

e-snaps Benefits

- Streamlined application process
  - Reduced paperwork
  - Auto-populated data
  - Data validation
  - Email notifications
- Increased efficiencies
  - Reduced costs (photocopying and mailing)
  - Quicker award announcement
  - Faster grant processing

Estimated Timeline

- ## May 2008:
  - Online training available (CoC Registration)
  - CoC Registration opens
    - CoCs are encouraged to submit registration in *e-snaps* as early as possible

- ## June 2008
  - Mid-June: HUD completes reviews
  - June 23:   Deadline for CoC to disagree with Hold Harmless Need (HHN)
  - June 27:   HHN resolution deadline
  - June 30:   CoC Registration closes (CoCs must confirm HHN by this date)

Est. Timeline (cont.)

- No earlier than July 1: CoC application opens in *e-snaps*

- CoCs encouraged to set interim local deadlines—for example:

  – On or around August 18: project applications due to CoCs

- December: Award announcement

CoC Registration Process

- CoC Lead
  - Requests *e-snaps* user name & password
  - May designate and add other users to *e-snaps*

  - Submits CoC Registration including:
    - CoC Lead Organization
    - Geographical area(s) in the CoC
    - Primary (CoC Lead) and Alternate contacts (if applicable) at the Lead Organization

Registration Process (cont.)

- *e-snaps* will calculate:
  - Preliminary Pro Rata Need (PPRN)
  - Maximum Samaritan Housing amount
  - Maximum Rapid Re-housing amount
- Field Office
  - Sends Grant Inventory worksheet to CoC
  - Enters HHN amount in *e-snaps*
  - Submits Grant Inventory worksheet to HQ

Reg. Process (cont.)

- HUD Headquarters
  - Reviews CoC Registrations
  - Resolves geography claim disputes for dually-claimed geos
  - Confirms HHN amounts
  - Approves or disapproves each CoC Registration
- CoC approves HHN amount in *e-snaps*
- CoC receives final registration confirmation via e-mail

Key Facts

- HHN is calculated using the annual renewal amounts for grants expiring in 2009

- The total funds requested in the CoC application should not exceed the higher of the PPRN or the HHN

Key Facts (cont.)

- Each approved CoC must confirm HHN amount no later than June 30, 2008

- CoCs failing to confirm the HHN will not be able to apply

Online Training

- CoC Registration module
  - Available at www.hudhre.info on or about April 30, 2008
  - Both audio and written versions available
  - Ability to review training while completing CoC Registration screens in *e-snaps*
  - Resource section
    - Searchable "Frequently Asked Questions"
    - Checklist
    - Link to HUD-Defined CoC Names and Numbers
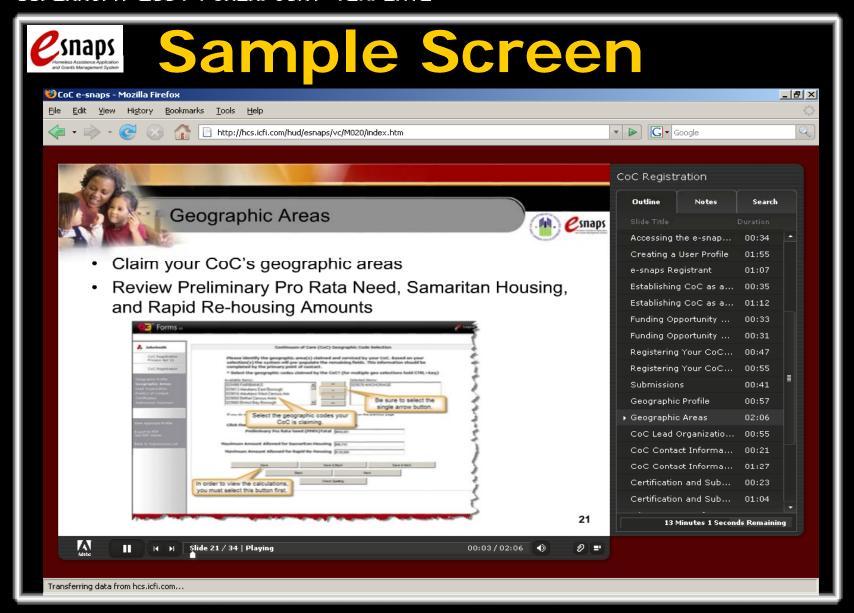   - Link to Geo codes and PPRN amounts

Online Training

- Modules for Standard Form for Federal Assistance (SF-424) and Exhibit 1 & 2
  - Available at the end of June 2008
  - Will contain various sub-modules
  - Available in audio and written formats

Training Homepage

Sample Screen

Where to Get Help

- Contact your HUD Field Office
  - Questions regarding geographical areas to be claimed
  - New CoCs needing HUD-defined Names and Numbers
- Questions regarding the online training or the CoC Registration process
  - Toll free helpline: 1-877-6esnaps
    (Monday-Friday, 9:00 a.m. to 5:00 p.m. ET)
  - Email: esnaps@hudhre.info