



# Continuum of Care Registration Broadcast

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

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# 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 [www.hud.gov](http://www.hud.gov)
  - HUD's Homeless Resource Exchange (HRE) at [www.hudhre.info](http://www.hudhre.info)
- 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](http://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

CoC e-snaps - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://hcs.icfi.com/hud/esnaps/vc/M020/index.htm

Google



## CoC Registration

### CoC Registration

**Outline** Notes Search

Slide Notes

Welcome to the Continuum of Care, commonly referred to as CoC, Registration training module for the 2008 e-snaps online application system. In this module, we will explain what e-snaps is, provide a general overview of the system, and take you through the steps of the initial CoC Registration process. CoC Registration involves registering your CoC and supplying CoC contact information. In addition, you will be setting up usernames and passwords for CoC lead agency colleagues that you anticipate will be completing Exhibit 1 in e-snaps; additional colleagues can be added at a later date.

Now that you have an understanding of what will be covered in this module, let's review this module's learning objectives.

35 Minutes 47 Seconds Remaining

Read hcs.icfi.com

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# Sample Screen

CoC e-snaps - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://hcs.icfi.com/hud/esnaps/vc/M020/index.htm

Google

## Geographic Areas

- Claim your CoC's geographic areas
- Review Preliminary Pro Rata Need, Samaritan Housing, and Rapid Re-housing Amounts

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CoC Registration

| Outline                  | Notes | Search   |
|--------------------------|-------|----------|
| Slide Title              |       | Duration |
| Accessing the e-snap...  |       | 00:34    |
| Creating a User Profile  |       | 01:55    |
| e-snaps Registrant       |       | 01:07    |
| Establishing CoC as a... |       | 00:35    |
| Establishing CoC as a... |       | 01:12    |
| Funding Opportunity ...  |       | 00:33    |
| Funding Opportunity ...  |       | 00:31    |
| Registering Your CoC...  |       | 00:47    |
| Registering Your CoC...  |       | 00:55    |
| Submissions              |       | 00:41    |
| Geographic Profile       |       | 00:57    |
| ▶ Geographic Areas       |       | 02:06    |
| CoC Lead Organizatio...  |       | 00:55    |
| CoC Contact Informa...   |       | 00:21    |
| CoC Contact Informa...   |       | 01:27    |
| Certification and Sub... |       | 00:23    |
| Certification and Sub... |       | 01:04    |

13 Minutes 1 Seconds Remaining

Slide 21 / 34 | Playing 00:03 / 02:06

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# 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](mailto:esnaps@hudhre.info)