

Appendix H. Instructions for ESNAPS Submissions

ESNAPS

Link: <https://esnaps.hud.gov/grantium/frontOffice.jsf>

Initial steps

- The applicant must designate a staff person to access *esnaps*.
- The designated individual must visit the *esnaps* site, click the “Create Profile” button, and provide the required information.
- Following this step, the individual must send an email to mlafleur@communityaction.us, and request that the individual be linked to the Three County CoC’s account. Michele Lafleur will then confirm when they have been added to the account.
- **For new projects:** Michele LaFleur will communicate information regarding the new project application for the proposed project, and the opportunity to access it in *esnaps*.

Accessing the application in *esnaps*

- The applicant’s staff person should log in to *esnaps* and click the “Submissions” button in the left-hand column. At the top middle of the page that opens is a section named “Submissions Filters” and the top line is “Applicant Project Name.” Use the drop-down menu to find your project. Once your agency and program name are in the box from the drop-down menu, click the “Filter” button.
- Once the system filters to only your program, look in the second column for “Renewal Project Application FY2024” or “New Project Application FY2024.” To open the application, click on the orange and grey icon to the left of the program name.

Completing the *esnaps* application

- Note that Part 1 of the application will be completed by the Collaborative Applicant, Community Action Pioneer Valley. Since HUD grants are directly awarded to Community Action, CAPV is also considered the recipient. Each program grantee is a subrecipient. Subrecipient information begins in Part 2.
- Detailed instructions for completing the application are available at the following site: [CoC Program Competition | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

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Esnaps attachment

- All new applications must contain documentation of the agency’s 501(3)(c) status, which must be uploaded at screen 7A.

Application Submission

- Once the application is complete, all sections should demonstrate completion with a checkmark on the final page. **Do not hit the Submit button.**

Please note that the *esnaps* submission will open after the application submission.