

Appendix H. Instructions for ESNAPS & Additional Document 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:** Katie Dwan 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 FY2023” or “New Project Application FY2023.” 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:
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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 check mark on the final page. **Do not hit the Submit button.**

Additional Documents Needed

In addition to the *esnaps* submission, applicants must submit the following documents to Katie Dwan at kdwan@communityaction.us or by mail at 393 Main Street, Greenfield MA 01301.

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For renewal projects:

- List of Board of Directors with identification of Officers and terms (if this was not submitted during the Site Monitoring process)
- Documentation of required match (Approved by the CoC and then uploaded to the project application)
- MOU for any formal Service Agreements, in-kind match plans

For new projects:

- Completed application
- Agency Articles of Incorporation
- List of Board of Directors with identification of Officers and terms
- Certified Organization Audit/Financial Statements of most recent year:
 - Copy of OMB A-133 Audit (**Required** if \$500,000 or more in aggregate Federal funds expended); or
 - Financial statements audited by a CPA (if not bound by the requirements of OMB A-133)
- Agency Financial Management Policies and Procedures
- Agency Procurement Policies and Procedures
- Documentation of required match/MOU for any formal Service Agreements, in-kind match plans
- **Formal written agreement with health care providers for incorporated health care access (CoC Bonus)**

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