Setting Up Your CoC Builds Application in Esnaps

- Log in to esnaps: <u>https://esnaps.hud.gov/grantium/frontOffice.jsf</u> If you do not have an esnaps account, you can create your profile and account from the home page. Here is a step by step for setting up your account: <u>https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-</u><u>Profile.pdf</u>
- 2. Make sure your Applicant Profile is updated by clicking the Applicants link on the left hand side: <u>https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf</u>

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Front Office Portal	
Profile	You are accessing a U.S. Government information system. System usage may be monitored, recordec
My Account	indicates consent to monitoring and recording.
Change Password	
ô Workspace	
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3. Once your applicant profile is updated, click Funding Opportunity Registrations



4. Click the register icon next to the "CoCBuilds Project Application FY 2025" Funding opportunity. It will ask you if you are sure you wish to register, you should say yes

Applicant: Esse	x County Division	of Community Action (071758903a)			
		Fundir	ng Opportunity Registrations		
Register	View	Funding Opportunity Name 🕈	Applicants Registered	Start Date	End Date
5		CoCBuilds Project Application FY 2025	2	Apr 24, 2025	Dec 31, 2029
-		CoC Registration and Application FY 2025	1	Jan 17, 2025	Dec 31, 2026
5		YHDP New Project Application FY2022	0	Feb 6, 2024	Apr 30, 2026
5		YHDP New Project Application FY2023	0	Feb 6, 2025	Apr 30, 2027
5		YHDP Planning Project Application FY2021	0	Jan 11, 2021	Dec 31, 2025
5		YHDP Planning Project Application FY2022	0	Feb 6, 2024	Dec 31, 2026
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5. Once registered, click Projects on the left hand side

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Applicants Funding Opportunity Registrations Projects Submissions	

6. At the top, click the dropdown next to Funding Opportunity Name and select CoCBuilds Project Application FY 2025

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Front Office Portal	Applicant: Esse	x County Division of Community Action (071758903a)							
-	-			Proje	ects				
Profile				Project Status:	Open Projects 🔹				
My Account Change Password			Funding Opp	ortunity Name:	All Funding Opportunities				
Workspace	Edit	Project Name 🕇	Project Number	Funding Opp	CoCBuilds Project Application	n FY 2025		Applicant Number	Step Status
Applicants	Q	Almost Home III	084179	CoC Full Ann	CoC Full Annual Performance CoC Planning Project Applica	e Report ation FY2012	ision of Community Action	071758903a	In Progress
Funding Opportunity Registrations	Q	Almost Home III	NJ0258C2F041001	Exhibit 2 FY2	CoC Planning Project Applica	ation FY2013	ision of Community Action	071758903a	In Progress
Projects Submissions	Q	Almost Home III	NJ0258C2F041102	Exhibit 2 FY2	CoC Planning Project Applica	ation FY2014 ation FY2015	ision of Community Action	071758903a	In Progress
Contact Us	Q	Almost Home III	NJ0258L2F041203	Renewal Proj	CoC Planning Project Applica	ation FY2016	ision of Community Action	071758903a	In Progress
	Q	Almost Home III	NJ0258L2F041304	Renewal Proj	ect Application FY2013	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	Almost Home III	NJ0258L2F041405	Renewal Proj	ect Application FY2014	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	Almost Home III 2015	NJ0258L2F041506	Renewal Proj	ect Application FY2015	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	CoC Planning 2019	NJ0605L2F041900	CoC Planning	Project Application FY2019	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	CoC Planning Project	NJ0447L2F041400	CoC Planning	Project Application FY2014	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	CoC Planning Project 2013	093587	CoC Planning	Project Application FY2013	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	CoC Planning Project 2015	NJ0473L2F041500	CoC Planning	Project Application FY2015	Essex County Di	vision of Community Action	071758903a	In Progress
	Q	CoC Planning Project 2016	NJ0505L2F041600	CoC Planning	Project Application FY2016	Essex County Di	vision of Community Action	071758903a	In Progress
	⊙	CoC Planning Project Application FY 2021	NJ0651L2F042100	CoC Planning	Project Application FY2021	Essex County Di	vision of Community Action	071758903a	In Progress

7. When the page refreshes, click the icon at the top left to add your project application. Add your project name and hit save.

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👎 Profile					Project Status: Open	Projects -					
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Morkenace											
Workspace		Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Sta	atus		
Applicants		Q	Test CoC Builds	225622	CoCBuilds Project Application FY 2025	Essex County Division of Community Action	071758903a	In Progr	ess		
Funding Opportunity Registrations											
Projects Submissions											

8. Once your project has been created, you can access the application, by clicking Submissions on the left hand side

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9. Click on the orange folder next to your project name to open up and complete the application

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				Submission	s			
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pace				Project Status: All P	ojects 🔹			
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	Actions	Project Name 🕈 Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	8	Test CoC Builds 225622	CoCBuilds Project Application FY 2025 CoCBuilds Project Application FY 2025	Apr 24, 2025	Jun 30, 2025	Primary Applicant	1	
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