



**FY 2022**

**Youth Homelessness**

**Demonstration Program**

**(YHDP)**

**Renewal Project**

**Application**

*e-snaps Navigational Guide*

**Version 1**

# YHDP Renewal Project Application

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# YHDP Renewal Project Application

## Introduction

Welcome to the Renewal Project Application Navigational Guide for the Youth Homelessness Demonstration Program (YHDP). This guide covers important information about accessing and completing the YHDP Renewal Project Application.

### Who should use this navigation guide?

This guide pertains **ONLY** to YHDP grant recipients who received awards for projects that are now eligible for renewal. To be eligible for renewal in FY 2022, a project must have an executed grant agreement by December 31, 2022, and have an expiration date in Calendar Year (CY) 2023 (between January 1, 2023, and December 31, 2024).

- If you are a YHDP grant recipient who has used *e-snaps* before to submit CoC Program Project Applicants, the process is the same; however, instead of using the Renewal Project Application FY 2022 funding opportunity, you will need to select the YHDP Project Application FY 2022 funding opportunity.
- If you are a YHDP grant recipient who has **never** used *e-snaps* before to submit any CoC Program Project Applications, there are steps you need to take before you can use this navigational guide to complete the Project Application forms. Keep reading and the guide will notify you when you need to take those preparatory steps.

### How is a YHDP grant recipient referred to in the context of the CoC Program Competition?

The organization submitting the Project Application for YHDP renewal funding is the Project Applicant. The Project Applicant submits Project Applications to the Continuum of Care (CoC) Collaborative Applicant, which submits the entire funding application to the U.S. Department of Housing and Urban Development (HUD) on or before the CoC Program Competition deadline.

All Project Applicants are strongly encouraged to read the FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

## Objectives

By the end of this navigational guide, you will be able to do the following:

- Access *e-snaps*
- Register for the FY 2022 YHDP Project Application funding opportunity
- Create the Project Application under the funding opportunity
- Enter the Project Application from the “Submissions” screen
- Complete and submit the YHDP Project Application to the Collaborative Applicant

# YHDP Renewal Project Application

## ***Posted Resources***

HUD has determined that some CoC- and *e-snaps*-related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2022 NOFO information (e.g., detailed instructions), including the FY 2022 *e-snaps* Navigational Guides, will be published and updated on HUD.gov. Many of the other CoC- and *e-snaps*-related technical resources will remain on the HUD Exchange.

## ***HUD e-snaps and CoC NOFO Help Desks***

The *e-snaps* Ask-A-Question (AAQ) on HUD Exchange is no longer active. If the information in this document is not correct, or if you have questions, contact the *e-snaps* HUD Help Desk at:

- [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov) for questions about the NOFO, competition, and applications.
- [e-snaps@hud.gov](mailto:e-snaps@hud.gov) for questions about *e-snaps* technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a CoC's or project applicant's *e-snaps* account, navigating *e-snaps*, updating the Applicant Profile, identifying the funding opportunity, creating a project, and accessing the application on the Submissions screen.

# YHDP Renewal Project Application

## ***Overview of the Project Application Process***

FY 2022 Project Applicants must complete the Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at <https://esnaps.hud.gov/>.

Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) to the applicable CoC in *e-snaps* by the local submission deadline established by the CoC.

The CoCs will do the following:

1. Review and either approve and rank or reject properly submitted Project Applications. In this case, YHDP Renewal Projects are not ranked; they are either approved or rejected.
2. Submit the CoC Application and CoC Priority Listing with all approved and ranked or rejected Project Applications as part of the CoC Consolidated Application to HUD.

# YHDP Renewal Project Application

## Overview of this Navigational Guide

The organization of material in this navigational guide corresponds with the different parts of the Project Application process, and the instructional steps follow the progression of screens in *e-snaps*.

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to the *e-snaps* system. In order to see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button in order to continue with the Project Application process.
  - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants who are getting ready to complete their Project Applications.
  - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps in order to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the YHDP Project Application FY 2022 funding opportunity, creating a FY 2022 project, and accessing the Project Application screens from the Project Applicant's Submissions screen.
- **Project Application.** After accessing the YHDP Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are requesting renewal funding. This section provides instructions for each screen. After providing all of the required information, the Project Applicant will submit the YHDP Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section provides instructions on submitting the YHDP Project Application and includes troubleshooting tips and instructions for updating the Project Applicant Profile if information pre-populating in the YHDP Project Application is incorrect. In addition, this section discusses what occurs after the Project Applicant submits the YHDP Project Application in *e-snaps* to the Collaborative Applicant. The Collaborative Applicant will review and either approve and rank or reject Project Applications.
- **Amending the Project Application.** The section on Submitting the Project Application includes instructions for amending the Project Application. If changes need to be made to the Project Application, the Collaborative Applicant will send the project back to the Project Applicant. Notification for sending a project back to the Project Applicant occurs outside of *e-snaps*. This process is similar to the process Project Applicants encountered during previous years' competitions. Once the Collaborative Applicant has finalized the CoC Priority Listing, it will submit the CoC Consolidated Application to HUD.

# YHDP Renewal Project Application

## **Amending an Application**

*If the CoC amends the Project Application back to the Project Applicant for revision or correction, both of them must ensure the Project Application is resubmitted in e-snaps to the CoC and either approved and ranked (or re-ranked) or rejected before the CoC Priority Listing is submitted to HUD.*

*If a Project Application does not appear on the CoC Priority Listing, it will not be reviewed or considered for conditional award.*

See [Project Application Changes](#) in this document.

# YHDP Renewal Project Application

## ***Highlights in e-snaps for the FY 2022 CoC Program Competition for YHDP Renewals***

This section highlights items that are helpful for Project Applicants to know.

- **Importing Data is Not an Option for YHDP projects.** The importing of data from the previous year's Project Application only applies to returning renewal projects.
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** HUD Form 2880 is located in both the Project Applicant Profile and the Project Applications. HUD Form 2880 in the Applicant Profile pulls in information for all of the FY 2022 Project Applications, including the YHDP Project Applications. Instructions on completing the HUD Form 2880 are in:
  - <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>
- **Removal of Budget Detail Screens for Renewal Project Applications.** Project Applicants submitting a YHDP Renewal Project Application will not be required to submit detailed information for supportive services, operating, or Homeless Management Information System (HMIS) budgets. There are no separate screens for these budgets. The requested funding amount for each of these budget activities is located on the Summary Budget screen.
- **Prepopulating of Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **The "Project Application" and "CoC Priority Listing."**
  - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
  - The CoC Priority Listing includes the New Project Listing, Renewal Project Listing, YHDP Project Listing, CoC Planning Project Listing, and if designated by HUD as a Unified Funding Agency (UFA), a UFA Project Listing.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

Users with *e-snaps* access to more than one organization's account will see a dropdown menu listing two or more organizations. This group of *e-snaps* users includes staff who work on multiple applications (e.g., staff at an agency that serves as the Collaborative Applicant as well as a Project Applicant submitting one or more Project Applications).

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.
- **Collaborative Applicant.** During the CoC Program Competition, Project Applicants will see references to the "Collaborative Applicant." The Collaborative Applicant is the entity designated by the CoC to submit the CoC Program Registration and CoC Consolidated Application in the CoC Program Competition on behalf of the CoC.

# YHDP Renewal Project Application

## Accessing e-snaps

The Project Application is submitted electronically in *e-snaps* during the annual competition under the FY 2022 CoC Program Competition.

The screenshot shows the 'Front Office Portal' for e-snaps. On the left is a sidebar with links: 'Front Office Portal', 'Forgot your password?', 'Create Profile', and 'Contact Us'. The main area is titled 'Welcome to e-snaps' and contains a welcome message, login fields (Username, Password, Login button), and a 'Create Profile' button. Two callout boxes are present: one pointing to the login fields with the text 'Existing e-snaps users log in here' and another pointing to the 'Create Profile' button with the text 'If new to e-snaps, create a user profile'. Below the welcome message, there is information about the information collection requirements, including OMB Approval No. 2506-0182 (exp. 11/30/2024) for CoC Program Registration and OMB Approval No. 2506-0112 (exp. 12/31/2024) for CoC Program Application.

**NOTE:**  
Use your  
own login

*Each e-snaps user must have his or her unique login credentials.*

*Preferably, each organization will have at least two people with access to e-snaps—the Authorized Representative and one or more additional staff.*

## Existing Users

1. Go to <https://esnaps.hud.gov/>.
2. On the left menu bar, enter your username and password. You will then enter the *e-snaps* system and arrive at the "Welcome" screen.
3. If you forgot your password, select the "Forgot your password?" under the "Login" button.

## New e-snaps Users

1. Create an *e-snaps* username and password by selecting the "Create Profile" link.
2. Log in as instructed under Existing Users above.

# YHDP Renewal Project Application

## ***Give Staff Access to Your Organization's e-snaps Account***

Having a user profile enables a person to access *e-snaps*; however, only individuals who have been associated with the organization as a registrant (also referred to as registered users) can enter information in the Project Applicant Profile and Project Applications associated with the organization.



*For information on how to add and delete users, refer to the “Give Staff Access to Your Organization's e-snaps Account” resource at:*

- <https://www.hudexchange.info/programs/e-snaps/>.



*For a refresher on how to navigate through the e-snaps system, please visit:*

- <https://www.hudexchange.info/programs/e-snaps/>.



# YHDP Renewal Project Application

## Project Applicant Profile

Project Applicants must complete the Project Applicant Profile before moving forward in the Project Application process. To complete the Project Applicant Profile, the Project Applicant needs to ensure the data entered in the profile screens are accurate and must select the “Complete” button on the “Submission Summary” screen.

- Note: YHDP project applicants who have never submitted any type of application in *e-snaps* must first establish the organization as a Project Applicant in *e-snaps*. An organization will establish itself as a Project Applicant **one time only**.

This section in the Renewal Project Application navigational guide highlights key information needed to successfully complete this step. It does NOT provide step-by-step instructions.

### Resource

*For step-by-step instructions on establishing a new Project Applicant Profile or updating an existing one, see the Project Applicant Profile Navigational Guide at:*

- <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>.

- **Access the Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Applicant name on the screen.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.

The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access.

If you have issues with finding the correct Project Applicant, or other *e-snaps* technical issues, please contact the HUD *e-snaps* Help Desk at [e-snaps@hud.gov](mailto:e-snaps@hud.gov).

For questions about the NOFO, competition, and applications, contact [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).

### Resource

*If you are a Collaborative Applicant and a Project Applicant applying for renewal project funds, you must have **two separate Applicant Profiles**—a Collaborative Applicant Profile and a Project Applicant Profile.*

*If you need assistance, contact the e-snaps HUD Help Desk at:*

- [e-snaps@hud.gov](mailto:e-snaps@hud.gov).

# YHDP Renewal Project Application

## Establish the Project Application

After the Project Applicant Profile is completed, Project Applicants can move to the next steps required to establish and access the Project Application screens. This section covers the following:

- Funding Opportunity Registration
- Projects
- Submissions

# YHDP Renewal Project Application

## Funding Opportunity Registration

All YHDP Project Applicants must register the organization for the YHDP Project Application FY 2022 funding opportunity. Registering for the funding opportunity enables YHDP Project Applicants to apply for YHDP renewal funds during the FY 2022 CoC Program Competition.

### Terminology

*"Registering" in this context means "indicating your intent to apply."*

*"Funding Opportunity" refers to "the type of grant." There are options when you select this screen, including CoC Planning, New, Renewal, UFA Costs, and YHDP.*

*On this screen, you are indicating your intent to apply for a specific type of grant.*

**Front Office** Phampton Logout Help


Front Office Portal

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

**Funding Opportunity Registrations**

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
		YHDP Replacement Project Application FY2022	1		
		YHDP Renewal Project Application FY2022	1		
		Application FY2021	1	Mar 6, 2021	Dec 31, 2026
		Application FY2020 - NOT USED,	1	Feb 1, 2022	Dec 31, 2025
		YHDP New Project Application FY2020	2	Feb 1, 2022	Apr 30, 2023
		Unsheltered Homelessness Set Aside Project Application FY2022	3	Sep 16, 2020	Dec 31, 2026

### Steps

1. Select "Funding Opportunity Registrations" on the left menu bar. The "Funding Opportunity Registrations" screen will appear.
2. Confirm the correct Applicant is listed in the Applicant field.
3. Note the Funding Opportunity name. Ensure you are choosing the correct Funding Opportunity for this project application: "YHDP Replacement Project Application FY2022."
4. Select the "Register" icon  next to the funding opportunity. **You must choose the correct Funding Opportunity. If you do not, you must abandon this project application and begin again by registering for the correct Funding Opportunity you are choosing for this project application.**
5. The "Funding Opportunity Details" screen appears.

# YHDP Renewal Project Application

**Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant) ▼

**Funding Opportunity Details**

**Funding Opportunity Name:** YHDP Replacement Project Application FY2022  
**Start Date:** 2022-06-09 00:00:00.0  
**End Date:** 2027-12-31 23:59:00.0

**Funding Opportunity Registration**

Are you sure you wish to register Saint Louis County CoC (MO-500)?

**Back**

## Steps

1. When the question appears asking if you want to register the applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2. The screen will then indicate that the Project Applicant has been registered.

**Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant) ▼

**Funding Opportunity Details**

**Funding Opportunity Name:** YHDP Renewal Project Application FY2022  
**Start Date:** 2021-03-08 00:00:00.0  
**End Date:** 2026-12-31 23:59:00.0

**Funding Opportunity Registration**

Saint Louis County Project Applicant (MO-500 Project Applicant) has been registered.

**Back**

Select "Back" button to return

Successful registration

3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile in which you are working.*

*Please ensure you are working under the correct Applicant.*

# YHDP Renewal Project Application

## Creating the Project Application Project

Project Applicants must create a project for the YHDP Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step; organizations do NOT enter the Application from the "Projects" screen to complete the Application screens (that step will occur on the "Submissions" screen).

Once the Applicant "creates" the project, it will appear on this screen and the term "YHDP Project Application" will appear under the "Funding Opportunity Name" column.

### Terminology

*"Creating a Project" means "giving the project application a name."*

Front Office

Applicant: Sarasota/Bradenton/Sarasota, Manatee Counties CoC (FL-500 CoC)

Project Status: Open Projects



Funding Opportunity Name: YHDP

3. "Add" icon appears after selection in dropdown menu.

1. Select "Projects."

2. Select the funding opportunity

### Steps

1. Select "Projects" on the left menu bar. The "Projects" screen will appear.
2. Select "YHDP Project Application FY2022" from the "Funding Opportunity Name" dropdown.
3. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
4. Select the "Add" icon .
5. The "Create a Project" screen will appear.



*Remember, the "Applicant" field with the dropdown menu located at the top of the screen identifies the Applicant Profile under which you are working.*

*Please ensure you are working under the correct Project Applicant.*

# YHDP Renewal Project Application

**Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant)

**Create a Project**

**Funding Opportunity Name:** YHDP Renewal Project Application FY2022

**\* Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant)

**\* Applicant Project Name:** Hester House YHDP

**Import Data From:** None

**Buttons:** Save, Save & Add Another, Save & Back, Cancel

**Callouts:**

- Confirm the correct Project Applicant
- Enter the Project Name that you want to appear in the grant award letter.
- Select "Save & Back"

## Steps

1. On the "Create a Project" screen, the "Funding Opportunity" and "Applicant" fields will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
  - Enter the project name that is being renewed that will appear in the grant award letter.
3. Select "Save & Back" to return to the "Projects" screen.

**Applicant:** Saint Louis County Project Applicant (MO-500 Project Applicant)

**Projects**

**Project Status:** Open Projects

**Funding Opportunity Name:** YHDP Renewal Project Application FY2022

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	2022 Hester House YHDP	137828	YHDP Renewal Project Application FY2022	Saint Louis County Project Applicant	MO-500 Project Applicant	In Progress

**Callouts:**

- "View" icon
- Project appears

4. The project name is listed in the menu.
  - Select the "View" icon to view project details; however, it is not necessary to enter any notes on that page.

# YHDP Renewal Project Application

## Submissions

After completing the Project Applicant Profile, registering for the Funding Opportunity, and creating the YHDP Project Application project, Project Applicants may now enter the Project Application and complete the screens. You must access the YHDP Project Application screens through the "Submissions" screen.

### Terminology

*"Submissions" refers to both submitted project applications and project applications that are in progress to be submitted.*

*This screen also includes applications that are created by mistake and are not intended to be submitted.*

*Once you have created a project on the Projects screen and it appears here, you cannot delete it. You can only rename it.*

The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area is titled 'Submissions' and includes a filter box with the following fields: 'Applicant Project Name' (set to 'Hester House YHDP'), 'Date Submitted' (set to 'On'), 'Project Status' (set to 'Open Projects'), 'Submission Version' (set to 'Latest Version'), and 'Associate Type' (set to 'All'). A 'Filter' button is below these fields. Below the filter box is a table with the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Hester House YHDP 137828	YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022	Mar 8, 2021	Dec 31, 2022	Primary Applicant	1	

Callouts on the screenshot:

- 1. Select "Submissions"
- 2. Confirm the correct Project Applicant
- 3. Use the filters to locate the project

### Steps

1. Select "Submissions" on the left menu bar. The "Submissions" screen will appear.
2. Confirm the correct Project Applicant.
3. Locate the Project Application project you established.
  - Option: Use the "Submissions Filters." Select the project name in the Project Name field. Then select the "Filter" button to single out your project(s).
  - Option: Select "Clear Filters" on the top left of the "Submissions Filters" box. Then, review the "Funding Opportunity Name / Step Name" column for "Renewal Project Application."
4. Continue with the instructions in the next section for completing the YHDP Project Application.

# YHDP Renewal Project Application

## FY 2022 Project Application

This section identifies the steps for completing the YHDP Renewal Project Application screens in e-snaps.

### General Guidelines for Navigating Through the Upcoming Screens

*Some data may pre-populate from the Project Applicant Profile (i.e., e-snaps will bring it forward). Review the pre-populated data. If any information is incorrect, you must go back and correct it in the Project Applicant Profile.*

*If you are in the Project Application and you need to update the Project Applicant Profile, do not use the "View Applicant Profile" link on the left menu bar. Instead:*

- *Select "Back to Submissions List."*
- *Select "Applicants" on the left menu bar, and select the orange folder next to the Applicant name.*
- *Ensure that the Applicant Profile is in "edit" mode.*
- *Make the appropriate corrections as needed, and select "Save" at the bottom of the screen after you make each revision.*
- *Once you have made all of the necessary corrections to your Project Applicant Profile, continue to the "Submission Summary" screen and select "Complete."*
- *When you return to the Project Application, the screen will show the corrected information.*

*If the corrected information does not populate the Project Application, do the following:*

- *Log out of e-snaps.*
- *Log back in and navigate to the screen in the Applicant Profile where information needs to be corrected. If the information is incorrect, correct it and save. If the information is correct, then edit it to something that is incorrect, save it, then change it back and save it.*
- *Navigate to the "Submission Summary" and select "Complete."*
- *Log out of e-snaps.*
- *Log in again. Navigate to your Project Application. The information should be updated.*

*Saving: Select "Save" at the bottom of the screen after you make each revision. Once you have made all of the necessary corrections to your Project Applicant Profile, proceed to the "Submission Summary" screen and select "Complete." When you return to the Project Application, the screen will show the corrected information.*

*Review the instructions in the [Updating the Applicant Profile](#) section in this guide.*



# YHDP Renewal Project Application

## Accessing the Renewal Project Application

Access the YHDP (Renewal) Project Application through the "Submissions" screen.

Front Office Portal

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity  
Registrations  
Projects  
**Submissions**

Contact Us

Applicant: Saint Louis County Project Applicant (MO-500 Project Applicant)

**Submissions**

[Hide Filters] [Clear Filters]

Applicant Project Name: Hester House YHDP

Date Submitted: On [ ]

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Hester House YHDP 137828	YHDP Renewal Project Application FY2022 YHDP Renewal Project Application FY2022	Mar 8, 2021	Dec 31, 2022	Primary Applicant	1	

### Steps

1. Select "Submissions" on the left menu bar.
2. The "Submissions" screen will appear.
3. Select the "Folder" icon to the left of the Project Application Name you established with the Funding Opportunity Name "YHDP Project Application FY 2022."
4. The "Before Starting" screen will appear.

# YHDP Renewal Project Application

## Before Starting the Renewal Project Application

Before you begin the FY 2022 YHDP Renewal Project Application, review the following information on this "Before Starting the Project Application" screen.

The screenshot shows the 'Before Starting the Project Application' screen. On the left is a sidebar menu with the following items: 'YHDP Renewal Project Application FY2022', 'Applicant Name: Saint Louis Co Applicant', 'Applicant Number: MO-500 Project', 'Project Name: 2022 Hester House YHDP', 'Project Number: 137828', 'YHDP Renewal Project Application FY2022', 'FY2021 YHDP Renewal Detailed Instructions', 'Before Starting', 'Part 1 - Forms', '1A. SF-424 Application Type', '1B. SF-424 Legal Applicant', '1C. SF-424 Application Details', '1D. SF-424 Congressional District(s)', '1E. SF-424 Compliance', '1F. SF-424 Declaration', '1G. HUD 2880', '1H. HUD 50070', '1I. Cert. Lobbying', '1J. SF-LLL', '1K. SF-424B', 'Recipient Performance', 'YHDP Renewal Grant Consolidation', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Before Starting the Project Application' and contains the following text: 'To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.' Below this is a section titled 'Things to Remember:' with a list of bullet points. At the bottom of the main content area are two buttons: 'Back' and 'Next'. Callouts point to various elements: 'Review this screen' points to the top of the main content area; 'Select "Next" to continue' points to the 'Next' button; and 'Back to Submissions List, if necessary' points to the 'Back to Submissions List' link in the sidebar.

**YHDP Renewal Project Application FY2022**

Applicant Name: Saint Louis Co Applicant  
Applicant Number: MO-500 Project  
Project Name: 2022 Hester House YHDP  
Project Number: 137828

**YHDP Renewal Project Application FY2022**

**FY2021 YHDP Renewal Detailed Instructions**

**Before Starting**

Part 1 - Forms

1A. SF-424 Application Type

1B. SF-424 Legal Applicant

1C. SF-424 Application Details

1D. SF-424 Congressional District(s)

1E. SF-424 Compliance

1F. SF-424 Declaration

1G. HUD 2880

1H. HUD 50070

1I. Cert. Lobbying

1J. SF-LLL

1K. SF-424B

Recipient Performance

YHDP Renewal Grant Consolidation

[View Applicant Profile](#)

Export to PDF

Get PDF Viewer

[Back to Submissions List](#)

**Before Starting the Project Application**

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition. For more information see FY 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 CoC Program NOFO.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2022 CoC Program Competition NOFO.
- YHDP projects must state they were awarded under the YHDP program on screen and answer the YHDP specific page that follows.

[Back](#) [Next](#)

[Back to Submissions List, if necessary](#)

Select "Next" to continue

### Steps

1. Review this screen, then select "Next" to continue.

### Back to Submissions List

When working in the Project Application, e-snaps users can return to the main screen by selecting "Back to Submissions List" at the bottom of the left menu bar. From this screen, users may access Applicant, Funding Opportunity Registration, Projects, and Submissions on the left menu bar.

# YHDP Renewal Project Application

## 1A. Application Type



**Applicants must complete Part 1: SF-424 in its entirety before the rest of the application screens appear on the left menu bar.**

The following steps provide instructions on reviewing the fields on the "Application Type" screen for **Part 1: SF-424** of the FY 2022 Project Application. Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

### Steps

1. Verify the pre-populated information. Fields 1, 2, and 3 are pre-populated and cannot be changed on this screen.
  - In field 2, "Type of Application," confirm that you have registered for the correct funding opportunity, "YHDP Project Application."
2. Leave fields 4, 5a, 6, and 7 blank.
3. In field 5b, "Federal Award Identifier," enter the first six digits of the expiring grant number:
  - Review the final Grant Inventory Worksheet (GIW):  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition/giws](https://www.hud.gov/program_offices/comm_planning/coc/competition/giws).
  - Select the checkbox to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number. If this box is not checked, the application cannot be submitted.
4. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## 1B. Legal Applicant

The following steps provide instructions on reviewing the fields on the "Legal Applicant" screen for **Part 1: SF-424** of the FY 2022 Project Application. Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1B. SF-424 Legal Applicant**

Verify the data is correct

8. Applicant

a. Legal Name: Anytown Homeless Services

b. Employer/Taxpayer Identification Number (EIN/TIN): 00-0000004

c. UEI: 000000000000

d. Address

Street 1: 1234 Main St

Street 2:

City: Anytown

County:

State: Missouri

Country: United States

Zip / Postal Code: 12345

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Jane

Middle Name:

Last Name: Smith

Suffix: -- select --

Title: Grants Manager

Organizational Affiliation: Anytown Homeless Services

Telephone Number: (555) 555-5550

Extension: 261

Fax Number: (555) 555-5000

Email: jsmith@anytown.org

Select "Next" to continue

Back Next

### Step

1. Verify that all the information on this screen is complete and accurate.
2. Select "Next" at the bottom of the screen to move to the next screen.

### NOTE:

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.*

*To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

# YHDP Renewal Project Application

## 1C. Application Details

The following steps provide instructions on reviewing all fields on the "Application Details" screen for **Part 1: SF-424** of the FY 2022 Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1C. SF-424 Application Details**

Verify the data is correct

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6600-N-25

Title: Continuum of Care Homeless Assistance Competi

13. Competition Identification Number:

Title:

Select "Next" to continue

Back Next

### Steps

1. Verify that the information populated in fields 9, 10, 11, and 12 is correct.
  - Field 9 pre-populates from the Project Applicant Profile.
  - Fields 10, 11, and 12 pre-populate and cannot be edited.
2. Leave field 13 blank.
3. Select "Next" to continue to the next screen.

#### NOTE:

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile. To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

# YHDP Renewal Project Application

## 1D. Congressional Districts

The following steps provide instruction on completing all mandatory fields marked with an asterisk (\*) on the "Congressional Districts" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1D. SF-424 Congressional District(s)**

**\* 14. Area(s) affected by the project (state(s) only):**  
(for multiple selections hold CTRL key)

**Available Items:**

- Alabama
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida

**Selected Items:**

- Alaska

**15. Descriptive Title of Applicant's Project:** 2022 Hester House YHDP

### Steps

1. In field 14, select the state(s) in which the proposed project will operate and serve homeless persons.
  - Highlight one state or hold the CTRL key to make more than one selection. Using the single arrow key, move your selection from the left box to the right box.
2. Field 15 is pre-populated with the name entered on the "Projects" screen when the Project Application was initiated.

### Editing the Project Name in Field 15

To make changes to field 15, return to the "Projects" screen to edit the name:

- From the left menu bar, select "Back to Submissions List."
- From the left menu bar, select "Projects."
- On the "Projects" screen, locate the name of the project you want to rename and select the magnifying glass icon to the left of the project name.
- On the "Project Details" screen, change the name you entered in the "Applicant Project Name" field and select "Save" at the bottom of the screen.

When you re-enter the YHDP Renewal Project Application and continue back to the "Congressional Districts" screen, the correct project name should now be displayed in the "Descriptive Title of Applicant's Project" field.

# YHDP Renewal Project Application

## 1D. Congressional Districts (continued)

**16. Congressional District(s):**  
**16a. Applicant:**

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006
- AL-007
- AR-001
- AR-002

Selected Items:

- MO-001
- MO-002

Populates from Applicant Profile

**\* 16b. Project:**  
(for multiple selections hold CTRL key)

Available Items:

- MN-007
- MN-008
- MO-001
- MO-003
- MO-004
- MO-005
- MO-006
- MO-007
- MO-008

Selected Items:

- MO-002

Move correct congressional district(s) for the project

### Steps

1. Field 16a "Congressional Districts" is pre-populated from the Applicant Profile.
  - If the pre-populated information is incorrect, you must correct it in the Project Applicant Profile. Review the instructions in the [Submitting the Project Application](#) section in this guide.
2. In field 16b, select the Congressional district(s) in which the project operates in the "Projects" field.
  - Highlight one district, or hold the CTRL key to make more than one selection.
  - Using the single arrow key, move your selection from the left box to the right box.

# YHDP Renewal Project Application

**17. Proposed Project**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$)**

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

Save & Back      Save      Save & Next

Back      Next

## Steps (continued)

3. In field 17, under "Proposed Project," enter the project's proposed operating start and end dates in the appropriate fields.
  - These dates should align with the dates from the existing grant that is being renewed as indicated on the CoC's final HUD-approved GIW.
  - For projects that are renewing for the first time and have yet to begin operating, the date should correspond as closely as possible to the date operations are expected to begin and end for the current grant term.
4. Field 18, "Estimated Funding," cannot be edited.
5. Select "Save & Next" to continue.



# YHDP Renewal Project Application

## 1E. Compliance

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Compliance" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile."

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1E. SF-424 Compliance**

\* 19. Is the Application Subject to Review By State Executive Order 12372 Process? -- select --

If "YES", enter the date this application was made available to the State for review: [Date Field]

\* 20. Is the Applicant delinquent on any Federal debt? -- select --

If "YES," provide an explanation: [Text Field]

Buttons: Save & Back, Save, Save & Next, Back, Next

### Steps

1. In field 19, "Is the Application Subject to Review By State Executive Order 12372 Process?" select the correct option from the dropdown menu.
  - If the State or U.S. Territory requires a review of the application, select "Yes."
  - Click on the empty field to open the calendar, then enter the date on which the application was made available to the State.
  - If the State or U.S. Territory does not require a review of the Project Application, select "Program is subject to E.O. 12372 but has not been selected by the State for review."
  - If "Program is not covered by E.O. 12372" is selected, you will not be able to access the Project Application.
2. In field 20, select "Yes" or "No" to indicate whether the Applicant is delinquent on any federal debt.
  - If "Yes," an explanation must be entered in the field provided.
3. Select "Save & Next" to continue to the next screen.



To access the lists of those states that have chosen to participate in the intergovernmental review process, please visit <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

# YHDP Renewal Project Application

## 1F. Declaration

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "Declaration" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" and "Projects" screen.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1F. SF-424 Declaration**

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\* I AGREE: ☒ Select "I AGREE"

**21. Authorized Representative**

The Authorized Representative fields are populated from the Applicant Profile

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: -- select --

Title: Housing Manager

Telephone Number: (555) 555-5500   
(Format: 123-456-7890)

Fax Number: (555) 555-5000   
(Format: 123-456-7890)

Email: jdoe@anytown.org

Signature of Authorized Representative: Considered signed upon submission

Date Signed: 08/04/2022

Select "Save and Next" to continue

Save & Back Save Save & Next

Back Next

### Steps

1. In field 21, verify that the Authorized Representative information is complete and accurate.
2. Select the box stating that you agree with the statement about certifying information in the SF-424 section of the FY 2022 YHDP Renewal Project Application.

**Note:** The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the renewal Project Application is selected for conditional award.

3. Select "Save & Next" to continue to the next screen.

# YHDP Renewal Project Application

**NOTE:**

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.*

*To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

# YHDP Renewal Project Application

## **1G. HUD 2880**

HUD Form 2880 (Applicant/Recipient Disclosure/Initial Report) is incorporated both into the Project Applicant Profile and the individual Project Applications (New, Renewal, YHDP, CoC Planning, and UFA Costs). It is no longer uploaded as an attachment.

Due to the complexity of the form, a separate resource provides instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (New, Renewal, CoC Planning, and UFA Costs).

The “How to Complete the HUD Form 2880 in *e-snaps*” resource is available at:

- <https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>.

Form 2880 is divided into three parts; therefore, the referenced resource is organized as follows:

- Form 2880 in the Project Applicant Profile
  - Part I
  - Part II
  - Part III
- Form 2880 in the Project Applications
  - Part I
  - Part II
  - Part III

# YHDP Renewal Project Application

**Certification**  
**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.  
  
I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

\* I AGREE: ☐

Select "I AGREE"

**Name / Title of Authorized Official:**

**Signature of Authorized Official:**

**Date Signed:**

Select "Save and Next" to continue

Save & Back

Save

Save & Next

Back

Next

## Steps

1. Review the "How to Complete the HUD Form 2880 in *e-snaps*" resource.
2. Complete the HUD Form 2880.
3. Select the check box to certify.
4. Select "Next" to continue.

# YHDP Renewal Project Application

## 1H. HUD 50070

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "HUD 50070—Drug-Free Workplace Certification" screen for Part 1: SF-424 of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

The screenshot shows the "HUD 50070—Drug-Free Workplace Certification" screen. At the top, there is a checkbox labeled "I certify that the information provided on this form and in any supporting documentation is true and accurate. Making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment." A callout bubble points to this checkbox with the text "Select to certify". Below this is a warning: "WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)".

Below the warning is the "Authorized Representative" section. A callout bubble points to the "First Name" field with the text "Authorized Representative information populates from the Project Applicant Profile". The fields are: Prefix (Mr.), First Name (John), Middle Name (empty), Last Name (Doe), Suffix (dropdown menu), Title (Housing Manager), Telephone Number ((555) 555-5500), Fax Number ((555) 555-5000), Email (jdoe@anytown.org), Signature of Authorized Representative (Considered signed upon submission), and Date Signed (08/04/2022). A callout bubble points to the "Save & Next" button with the text "Select 'Save and Next' to continue".

At the bottom, there are four buttons: "Save & Back", "Save", "Save & Next", and "Back".

### Steps

1. Verify that the pre-populated information is complete and accurate.
2. Review certifications a through g.
3. Select the box stating that you certify that the information on the HUD 50070 in the SF-424 section of the FY 2022 YHDP Renewal Project Application is correct.

Note: The Authorized Representative information must be for the person who is legally able to enter into a contract for the organization. This is the person who can legally sign the grant agreement if the new Project Application is selected for conditional award.

4. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## 1I. Certification Regarding Lobbying

The following steps provide instructions on completing the "Certification Regarding Lobbying" screen for **Part 1: SF-424** of the FY 2022 Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☒ I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization:

Name / Title of Authorized Official:

Signature of Authorized Official:

Date Signed:

Save & Back

Save

Save & Next

Back

Next

Select to certify

Select "Save and Next" to continue

### Steps

1. Review the information on this screen.
2. Select the box stating that you certify that the information is true and accurate. The other fields on this screen are not editable.
3. Select "Save & Next" to continue.

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# YHDP Renewal Project Application

## 1J. SF-LLL

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "SF-LLL—Disclosure of Lobbying" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**1J. SF-LLL**  
**DISCLOSURE OF LOBBYING ACTIVITIES**  
**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.**  
**Approved by OMB0348-0046**  
  
HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.  
  
Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."  
  
Answer "No" if your organization is NOT engaged in lobbying.  
  
\* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?   

Select "Yes" or "No" to reveal additional questions

  
**Authorized Representative**  
**Prefix:**   
**First Name:**   
**Middle Name:**   
**Last Name:**   
**Suffix:**   
**Title:**   
**Telephone Number:**   
(Format: 123-456-7890)  
**Fax Number:**   
(Format: 123-456-7890)  
**Email:**

### Steps

1. Verify that the Authorized Representative information is complete and accurate.
2. Select "Yes" or "No" to indicate if your organization participates in federal lobbying activities.
3. Additional questions will appear (see next pages).



# YHDP Renewal Project Application

**NOTE:**

*If any pre-populated information is incorrect, you must correct it in the Project Applicant Profile.*

*To revise the Project Applicant Profile, see the instructions under the [Updating the Applicant Profile](#) section of this guide.*

# YHDP Renewal Project Application

## If "No" Lobbying Activities

**1J. SF-LLL**

**DISCLOSURE OF LOBBYING ACTIVITIES**  
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.  
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

\* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?

\* Legal Name:

\* Street 1:

Street 2:

\* City:

\* County:

\* State:

\* Country:

\* Zip / Postal Code:

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

\* I certify that this information is true and complete. ☒

**Authorized Representative**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:   
(Format: 123-456-7890)

Fax Number:   
(Format: 123-456-7890)

Email:

Signature of Authorized Official:

Date Signed:

### Steps

1. If "No" lobbying activities, review the pre-populated data.
2. Under field 11, select the box stating that you certify that the information on the SF-LLL in the SF-424 section of the Renewal Project Application is correct.
3. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## If "Yes" Lobbying Activities

**13. SF-LLL**

**DISCLOSURE OF LOBBYING ACTIVITIES**  
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.  
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions that appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions. This form is required for each payment or agreement to make payment to any lobbying entity for influence or influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or a Member of Congress in connection with a covered Federal action.

Answer "No" if your organization is NOT engaged in lobbying.

**\* Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress in connection with the CoC Program)?**

Yes

Select "Yes" and review questions

**1. Type of Federal Action:** Grant

**2. Status of Federal Action:** Application

**3. Report Type:** Initial Filing

**\* 4. Name and Address of Reporting Entity:**

Choose one option that applies from the following list:

Prime

Subrecipient

Select "Prime"

**Congressional District, if known:**

Available Items:

AK-000  
AL-001  
AL-002  
AL-003  
AL-004  
AL-005  
AL-006  
AL-007  
AR-001  
AR-002

Selected Items:

MO-001

**6. Federal Department/Agency:** Department of Housing and Urban Development

**7. Federal Program Name/Description and (CFDA Number):** Continuum of Care (CoC) Program (14.267)

**8. Federal Action Number:** FR-6500-N-256

**9. Award Amount:** \$100,000.00

**\* 10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):**

500 characters remaining

**\* 10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):**

500 characters remaining

500 characters remaining

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**\* I certify that this information is true and complete.**

Select to certify

**Authorized Representative**

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix: -- select --

Title: Housing Manager

Telephone Number: (555) 555-5500  
(Format: 123-456-7890)

Fax Number: (555) 555-5000  
(Format: 123-456-7890)

Email: jdoe@anytown.org

**Signature of Authorized Official:** Considered signed upon submission in

**Date Signed:** 08/04/2022

Select "Save & Next" to continue.

Save & Back Save Save & Next

Back Next

# YHDP Renewal Project Application

## Steps

1. If the answer to the question about lobbying activities is "Yes," review the pre-populated data in fields 1, 2, and 3.
2. In field 4, indicate that the reporting entity is the Prime.  
  
Note: The options include "Prime" and "Subrecipient," but the Project Applicant should always be the Prime.
3. Confirm the Congressional districts and edit as needed.
4. Review fields 6, 7, 8, and 9.
5. In field 10a, identify the lobbying registrant's name and address.
6. In field 10b, identify individuals performing services. It is a required field and text must be entered.
7. After completing the questions, select the box in field 11 stating that you certify that the information on the SF-LLL in the SF-424 section of the CoC Planning Project Application is correct.
8. Select "Save & Next" to continue.

### Prime is the Required Selection:

*The Prime is the organization that receives the award; when the organization receives an award, it is called the recipient.*

*The recipient is required to submit the Project Application and is referred to as the Project Applicant in the navigational guides.*

*The subrecipient NEVER submits the Project Application.*

# YHDP Renewal Project Application

## 1K. SF-424B

The following steps provide instructions on completing all the mandatory fields marked with an asterisk (\*) on the "SF-424B—Assurances Non-Construction Programs" screen for **Part 1: SF-424** of the FY 2022 Project Application, as well as reviewing information populated from the "Applicant Profile" screens.

**IK. SF-424B**

Review the assurances

**(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS**

**OMB Number: 4040-0007**  
**Expiration Date: 02/28/2022**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

\* As the duly authorized representative of the applicant, I certify: ☒ Select to certify

Authorized Representative for: Anytown Homeless Services

Prefix: Mr.

First Name: John

Middle Name:

Last Name: Doe

Suffix:

Title: Housing Manager

Signature of Authorized Certifying Official: Considered signed upon submission

Date Signed: 08/26/2022

Select "Save & Next" to continue.

Save & Back Save Save & Next

Back Next

### Steps

1. Review the information on this screen, including assurances 1 through 19.
2. Verify that the Authorized Representative information is complete and accurate.
3. Select the box stating that you certify these assurances.
4. Select "Save & Next" to continue to the next screen.

# YHDP Renewal Project Application

## Recipient Performance

The CoC Program requires that existing renewal projects adhere to certain standards such as submitting a timely Annual Performance Report (APR), being in compliance with the 24 CFR part 578, and drawing funds quarterly from eLOCCS, etc.

The following steps provide instructions on completing all of the mandatory fields marked with an asterisk (\*) on the “Recipient Performance” screen of the FY 2022 Project Application.

The screen asks the Project Applicant questions about capacity and performance as a HUD grant recipient, in terms of timely submission of required reports, quarterly eLOCCS drawdowns, addressing HUD monitoring and/or OIG audit findings, and the recapture of any funds from the most recently expired grant term of the project.

The information provided on this screen will be verified by HUD.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot displays the "Recipient Performance" screen with the following content:

- 1. Did you submit your previous year's Annual Performance Report (APR) on time?** -- select --
- 2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request?** -- select --
- 3. Do you draw funds quarterly for your current renewal project?** -- select --
- 4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request?** -- select --

At the bottom, there are five buttons: "Save & Back", "Save", "Save & Next", "Back", and "Next".

### Steps

1. Select "Yes," "No," or "Not Applicable" from the dropdown menu for each field on the screen.

Depending on the selection, additional fields will appear, as identified in the screen capture on the next page.

# YHDP Renewal Project Application

## Recipient Performance (continued)

Recipient Performance

1. Did you submit your previous year's Annual Performance Report (APR) on time?

No

1a. If you did not submit your APR on time to the SAGE website, provide an explanation

If "No," field 3a will appear.

3500 characters remaining.

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request?

Yes

2a. If yes was selected, provide the date HUD or OIG issued the oldest unresolved finding(s):

2b. Explain why the finding(s) remains unresolved.

If "Yes," fields 2a and 2b will appear.

3500 characters remaining.

3. Do you draw funds quarterly for your current renewal project?

No

3a. If no was selected, explain why CoC Program funds are not drawn quarterly

If "No," field 3a will appear.

3500 characters remaining.

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request?

Yes

4a. If HUD recaptured funds provide an explanation

Select "Save & Next" to continue

If "Yes," field 4a will appear.

3500 characters remaining.

Save & Back

Save

Save & Next

Back

Next

## Steps (continued)

- In field 1, select "Yes," "No," or "Not Applicable" from the dropdown menu to indicate whether you have successfully submitted the APR on time for *the most recently expired grant term* related to this renewal project request.
  - If you select "No," field 1a will appear.  
In field 1a, describe why you did not submit your APR on time.
  - If you select "Not Applicable," field 1a will appear. Describe why submitting your APR on time is not applicable.

# YHDP Renewal Project Application

3. In field 2, select "Yes" or "No" from the dropdown menu to indicate whether your organization has any unresolved HUD Monitoring and/or OIG Audit findings concerning *any previous grant term* related to this renewal project request.
  - If you select "Yes," fields 2a and 2b will appear.

In field 2a, click the empty field to open the calendar, then enter the date HUD or OIG issued the oldest unresolved finding(s).

In field 2b, explain why the finding(s) remain unresolved.
4. In field 3, select "Yes" or "No" from the dropdown menu to indicate whether your organization maintained consistent Quarterly Drawdowns for *the most recent grant terms* related to this renewal project.
  - If you select "No," field 3a will appear.

In field 3a, explain why CoC Program funds are not drawn quarterly.
5. In field 4, select "Yes" or "No" from the dropdown menu to indicate whether any funds have been recaptured by HUD for *the most recently expired grant term* related to this renewal project request.
  - If you select "Yes," field 4a will appear.

In field 4a, explain the circumstances that led HUD to recapture funds.
6. Select "Save & Next" to continue.



# YHDP Renewal Project Application

## **YHDP Renewal Grant Consolidation Screen**

The FY 2022 CoC Competition will continue offering opportunities to consolidate CoC projects. A few changes have occurred that differentiate the process from prior years.

1. YHDP Consolidations will submit individual applications.
  - YHDP Consolidations will ONLY submit individual YHDP renewal project applications, identifying the YHDP renewal application that will survive and the YHDP renewal applications that will terminate. Up to 10 grants may be included in a YHDP consolidation.
2. HUD HQ will combine the data (e.g., units, budgets) for YHDP Consolidation requests from the YHDP individual project applications selected for conditional award and provide a data report with further instructions for the field office and conditional recipient.

As a reminder, YHDP projects are only eligible to consolidate with other YHDP projects.

All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2023 as confirmed on the FY 2022 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE, or HMIS).

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

For more information about the consolidation process, refer to the FY 2022 CoC Program NOFO as well as the “Consolidating Projects” section of the HUD Exchange *e-snaps* page at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)
- <https://www.hudexchange.info/programs/e-snaps/>

# YHDP Renewal Project Application

**YHDP Renewal Grant Consolidation Screen**

The FY2022 CoC Competition will continue offering opportunities to consolidate CoC projects. A few changes have occurred that differentiate the process from FY2021.

1. Consolidations will no longer be required to submit a combined version of the application.  
a. Consolidations will be required to **ONLY** submit a Survivor grant and a terminating grant. Up to 4 grants may be involved in a consolidation (Survivor + 3 Terminating grants)

2. Since no combined version will be submitted for the Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaining project data at C1.9a (recipient step). HUD HQ will provide a data report with the data all combined. All that will be required is to copy and paste.

We hope this consolidation process will reduce any confusion with the previous process. If you have any questions, please contact the A...

\* 1. Is this project part of a renewal grant consolidation in the FY 2022 CoC Program Competition?

-- select --  
-- select --  
No  
Yes - Individual Application in a Renewal Grant Consolidation

If "Yes," field 2 will appear

If "No," then select "Save & Next" to continue

"If "No" click on "Next" or "Save & Next" below to move to the next screen."

Save & Back   Save   Save & Next

Back   Next

Note: This formlet contains mandatory fields for which no value has been saved.

## Steps

1. In field 1, select "Yes—Individual Application in a Renewal Grant Consolidation" or "No" from the dropdown menu to indicate whether the project is part of a renewal grant consolidation in the FY 2022 CoC Program Competition.
  - If "No," select "Save & Next" to continue.
  - If "Yes," field 2 will appear.

# YHDP Renewal Project Application

## The Project Application is an Individual Application in a Renewal Grant Consolidation

The Consolidation is the Surviving Grant

\* 2. Is this renewal project application the surviving or terminating grant?

☐ I have reviewed the accuracy and submitted all the applications related to this consolidation request into esnaps

Complete the consolidation table

Renewal Grant Consolidation table for SURVIVING grant

Check the acknowledgement box

### YHDP Renewal Grant Consolidation Table

Surviving PIN or Terminating PIN	Project Identification Number PIN	Operating Start Date	Expiration Date
<input type="text" value="Surviving PIN"/>	<input type="text" value="CA1111"/>	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*The surviving PIN must have the earliest operating start date. All Expiration Dates will be set to 2023.

At least 2 rows must be completed in the YHDP Renewal Grant Consolidation table.

The YHDP Renewal Grant Consolidation Table cannot have incomplete rows.

### YHDP Renewal Grant Consolidation Summary

Total Number of Grants in Consolidation

\* I hereby confirm the I have reviewed eLOCCS Operating Start Dates and Expiration dates for all grants listed above. ☐

\* I acknowledge that I have informed my Collaborative Applicant of this consolidation request to be included in the CoCs Project Listing and listed on a special attachment identifying this consolidation request. ☐

\* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. NOTE: DO NOT SUMBIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2022 COC COMPETITION. ☐

Check the acknowledgement boxes

Select "Save & Next" to continue.

## Steps

1. In field 2, select from the dropdown menu whether the project is the Surviving or the Terminating grant.
    - If the project is the Surviving grant, additional fields will appear.
- Complete the renewal grant consolidation table and check the acknowledgment boxes.

# YHDP Renewal Project Application

## The Consolidation is the Terminating Grant

\* 2. Is this renewal project application the surviving or terminating grant? Terminating

Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC funded SURVIVING GRANT in FY 2022 for the consolidation.

Enter SURVIVING grant PIN and Project Name

\* 2a. Eligible SURVIVING PIN:

\* 2b. Eligible SURVIVOR Project Name:

\* I acknowledge that I have reviewed the accuracy and submitted all the individual renewal project applications related to this consolidation request into esnaps. **NOTE: DO NOT SUBMIT A FULLY CONSOLIDATED PROJECT APPLICATION IN E-SNAPS AS PART OF THE FY 2022 COC COMPETITION.** ☐

Check box to certify

Select "Save & Next" to continue.

Save & Back    Save    Save & Next

Back    Next

### Steps (continued)

- If the project is the Terminating grant, fields 1a and 1b will appear. Enter the PIN (first 6 numbers of the grant number) and Project Name for the CoC-funded grant that is applying as the Surviving grant in FY 2022 for the consolidation. Then check the acknowledgment box.
2. Select "Save & Next" to continue completing the remainder of this individual Project Application.



You can also refer to the following resources for more information:

- Consolidating Eligible Renewals During the CoC Program Competition:  
<https://www.hudexchange.info/programs/e-snaps/>
- e-snaps FAQs, keyword "consolidation:"
  - FAQs (pre-FY21):  
<https://www.hudexchange.info/e-snaps/faqs/>
  - FAQs (FY21):  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

# YHDP Renewal Project Application

## Part 2. Subrecipient Information

### 2A. Project Subrecipients




Remember, applicants must complete Part 1: SF-424, including the Recipient Performance screen and the Renewal Grant Consolidation screen, before Parts 2 through 7 will appear.

This screen lists all of the Project Applicant's subrecipients. The detail that will populate this screen is based on what is entered in the "Project Subrecipients Detail" screen for **Part 2: Subrecipient Information** of the FY 2022 Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

### Steps

1. The first step depends on whether your project has subrecipients.
  - If your project does not have any subrecipients, select "Next" to continue to the next screen.
  - If your project does have subrecipients, select the "Add" icon  to add a subrecipient.
2. The "2A. Project Subrecipients Detail" screen will appear.

# YHDP Renewal Project Application

## 2A. Project Subrecipients Detail

Complete fields as directed

2A. Project Subrecipients Detail

a. Organization Name:

b. Organization Type:

-- select --

c. Employer or Tax Identification Number:

d. Unique Entity Identifier:

UEI Number must be 12 alphanumeric characters

e. Physical Address

Street 1:

Street 2:

City:

State:

-- select --

Zip Code:

### Steps

1. In field a, enter the legal name of the subrecipient organization.
2. In field b, indicate the subrecipient's organization type by selecting the appropriate option from the dropdown menu.

Options include: State Government; County Government; City or Township Government; Special District Government; U.S. Territory or Possession; Public / State Controlled Institution of Higher Learning; Public Housing Authority; Nonprofit with 501c3 IRS Status; Nonprofit without 501C3 IRS Status; or Indian Tribes, and tribally designated housing entities, as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103 ), and public housing agencies, as such term is defined in 24 CFR 5.100.

Note: If the organization type does not appear on the list, it is not an eligible subrecipient.

Nonprofit subrecipients (those who select options M or N) are required to provide proof of their nonprofit status. Documentation of nonprofit status must be attached in *e-snaps* using the "Attachments" link on the left menu bar. This link appears prior to the "Submission Summary" link.

3. In field c, enter the subrecipient's 9-digit TAX ID/EIN number.
4. In field d, enter the subrecipient's 12-digit Unique Entity Identifier (UEI). Note: The DUNS number has been replaced by the UEI. For more information on the UEI, please go to <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>
5. In field e, enter the subrecipient's physical address, city, state, and zip code.

# YHDP Renewal Project Application

## 2A. Project Subrecipients Detail (continued)

**f. Congressional District(s):**  
(for multiple selections hold CTRL key)

**Available Items:**  
AL-001  
AL-002  
AL-003  
AL-004  
AL-005  
AL-006  
AL-007  
AR-001  
AR-002  
AR-003

→

→+

←

←+

**Selected Items:**  
AK-000  

Select subrecipient's congressional district

**g. Is the subrecipient a Faith-Based Organization?** -- select --

**h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?** -- select --

**i. Expected Sub-Award Amount:**

**j. Contact Person**  
**Prefix:** -- select --  
**First Name:**   
**Middle Name:**   
**Last Name:**   
**Suffix:** -- select --  
**Title:**   
**E-mail Address:**   
**Confirm E-mail Address:**   
**Phone Number:**   
**Extension:**   
**Fax Number:**

**Complete subrecipient information fields**

Select "Save & Back to List" when finished adding subrecipients

Select "Save & Add Another" to add another subrecipient

Save

Save & Add Another

Save & Back to List

Back to List



### Steps (continued)

- In field f, select the Congressional district(s) in which the subrecipient is located.
  - Highlight one district, or hold the CTRL key to make more than one selection.
  - Using the single arrow key, move your selection from the left box to the right box.
- In field g, select "Yes," or "No" to indicate whether the subrecipient is a faith-based organization.

# YHDP Renewal Project Application

8. In field h, select “Yes” or “No” to indicate whether the subrecipient has ever received a federal grant.
9. In field i, enter the total amount of funds that the Project Applicant expects to award to this subrecipient.
  - The amount must be in whole dollars (i.e., no decimals).
  - This sum will be added to the total expected sub-award amount from all subrecipients and will be automatically calculated on the "Project Subrecipients" screen.
10. In field j, enter the information of the subrecipient's Contact Person, including:
  - Prefix (from the dropdown menu).
  - First Name, Middle Name, Last Name, Suffix (optional), and Title.
  - Email address.
  - Phone number, starting with area code.
  - Extension (optional).
  - Fax number (optional), starting with area code.
11. To add another subrecipient, select “Save & Add Another” and repeat steps 1–10.
12. When you are finished, select “Save & Back to List” to return to the “2A. Project Subrecipients” screen.

**2A. Project Subrecipients**



This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Expected Sub-Awards: \$10,000

Select "Delete" to delete an entry



Select "View" to edit

Select "Next" when finished adding subrecipients

Delete	View	Organization	Type	Sub-Award Amount
		Dept of Community Development	C. City or Township Government	\$10,000

Back Next

## Steps (continued)

13. Review the “2A. Project Subrecipients” screen.
  - To edit the information you entered, select the "View" icon  to the left of the entry.
  - To delete an entry from the list, select the red "Delete" icon .
14. When you are finished reviewing the list, select “Next” to continue to the next screen.



# YHDP Renewal Project Application

**NOTE:**

*Someone whose contact information is entered in e-snaps on the “Project Subrecipient” screen does not automatically have access to e-snaps.*

*Only a registrant, also called a registered user, who is associated in e-snaps with the organization, and thus the organization’s application, may enter information in the Project Applicant Profile and all Project Applications associated with this Project Applicant Profile.*

***Under no circumstances should a subrecipient complete the Project Application on the Project Applicant's behalf.***

*Refer to the Project Applicant Profile navigational guide on the CoC Program Competition Resources page at:*

- <https://www.hudexchange.info/programs/e-snaps/>

# YHDP Renewal Project Application

## Part 3. Project Information

### 3A. Project Detail

The following steps provide instruction on updating fields populated with information from the “Applicant Type” and “Projects” screens in **Part 3: Project Information** of the FY 2022 Project Applicants—Renewal Project Application, as well as completing all mandatory fields marked with an asterisk (\*) on the “Project Detail” screen of the application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**3A. Project Detail**

Project Identification Number (PIN): CA1111

\* 2. CoC Number and Name: -- select --

\* 3. CoC Collaborative Applicant Name: -- select --

Fields 2 and 3 determine which CoC will receive the project application

#### Steps

1. In field 1, verify that the “Expiring Grant Number” field populated with information from the “Federal Award Identifier” field on the “1A. Application Type” screen.
2. In field 2, select your “CoC Number and Name” from the dropdown menu.
3. In field 3, verify your “CoC Collaborative Applicant Name” from the dropdown menu.

#### CoC Name and Number

*You must select the correct CoC in the “CoC Number and Name” field. This field identifies the CoC to which your Renewal Project Application will be submitted.*

*If the “CoC Number and Name” is incorrect, your Project Application will not be submitted to HUD.*

#### “No CoC”

*“No CoC” can only be selected if your CoC did not register for the FY 2022 CoC Competition or your project is located in a geographic area that is unclaimed.*

*If you are unsure, you can look up your geographic area on the HUD Exchange and contact the CoC that claims your area or one that is close to your area.*

*See the About Grantees page: <https://www.hudexchange.info/grantees/>*

# YHDP Renewal Project Application

The screenshot shows a web form for the YHDP Renewal Project Application. Field 4, 'Project Name', contains '2022 Hester House YHDP'. Field 5, 'Project Status', is a dropdown menu set to 'Standard'. Field 6, 'Component Type', is a dropdown menu with a list of options: PH, Joint TH & PH-RRH, TH, SSO, HMIS, and Other. Callouts explain that the component type determines whether fields 6a and 9 appear on this screen and also determines fields on other screens. A 'Save & Next' button is highlighted with a callout saying 'Select "Save & Next" to continue.' Other buttons visible are 'Save & Back', 'Back', and 'Next'.

4. Project Name: 2022 Hester House YHDP

\* 5. Project Status: Standard

\* 6. Component Type: -- select --

\* 7. Is your agency or expected subrecipient a victim service provider, as defined in 24 CFR 578.3?

\* 8. Was this project funded under the Youth Homeless Demonstration Program (YHDP)?

Save & Back

Save & Next

Back

Next

Component type determines whether fields 6a and 9 appear on this screen

Component type also determines fields on other screens

Select "Save & Next" to continue.


## Steps (continued)

4. In field 4, verify that the name of your project correctly populated with the project name listed on your "Projects" screen.

If the project name is incorrect, follow the instructions in the following note box.

### Incorrect Project Name

*If the project name is incorrect:*

- Select the "Save" button to save responses on this screen.
- Select "Back to Submissions List" on the left menu bar.
- Select "Projects" on the left menu bar.
- Select the "View" icon  to the left of your project to open the "Project Details" screen.
- In the "Project Name" field, type in the correct name of the project and select the "Save" button.

*Return to the Renewal Project Application by navigating to the "Submissions" screen and selecting the orange folder next to the Project.*

5. In field 5, the "Project Status" automatically defaults to the "Standard" option and should not be changed.
6. In field 6, select the project "Component Type" from the dropdown menu. Component types include PH, Joint TH & PH-RRH, SH, TH, SSO, HMIS, and other.

Note: The component type determines what questions will appear on other forms on this screen and throughout the Project Application.

- If you select "PH" from the dropdown menu, field 6a and field 9 will appear.

In field 6a, select the type of PSH project: "PSH" or "RRH" to identify what the project will provide.

# YHDP Renewal Project Application

In field 9, select “Yes” or “No” to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.

- If you select “Joint TH & PH—RRH,” from the dropdown menu, field 9 will appear.

In field 9, select “Yes” or “No” to indicate if the project will include replacement reserves in the Operating Budget, then continue to the next step.

- If you select “SSO” from the dropdown menu, field 6a will appear.

In field 6a, select the original type of SSO project from the dropdown menu. Options include “Street Outreach,” Housing Project or Housing Structure Specific,” “Coordinated Entry,” Standalone Supportive Services,” and “None.” Continue to the next step.

- If you select “TH,” “HMIS,” or “Other” from the dropdown menu, no additional fields appear. Continue to the next step.

7. In field 7, select “Yes” or “No” from the dropdown menu to indicate whether your agency or expected subrecipient is a victim service provider as defined in 24 CFR 578.3.
8. In field 8, select “Yes” to indicate that the project was funded under YHDP. YHDP renewal projects must select “Yes.”
9. Select “Save & Next” to continue.



*The component type determines what questions will appear on other forms throughout the Project Application.*

- *PH (PSH or RRH)*
- *Joint TH & PH—RRH*
- *TH*
- *SSO*
- *HMIS*
- *Other*

# YHDP Renewal Project Application

## 3B. Project Description

The following pages provide instructions on completing mandatory fields marked with an asterisk (\*) on the “Project Description” screen for **Part 3: Project Information** of the FY 2022 Project Application.

The purpose of the program description is to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the grant term. Visibility of the project description questions will be based on the applicable component type.

Follow-up question and dropdown menu visibility for the default question on screen 3B will vary depending on your selections. Therefore, not all of the questions in the image below may appear to every Project Applicant.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.



*Screen 3B has different versions, depending on which component type was selected on screen 3A. Project Detail.*

*See the following pages for instructions:*

- [3B. Permanent Housing - PSH and RRH, Transitional Housing, Joint TH and PH-RRH, Save Haven, and HMIS projects](#)
- [3B. Supportive Services Only projects](#)

### NOTE:

*When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.*

*To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.*

# YHDP Renewal Project Application

## 3B. PH Projects; TH Projects, Joint TH and PH-RRH Projects, Safe Haven, and HMIS Projects

The following instructions apply to screen “3B. Project Description” for PH projects; TH Projects, SH Projects, and HMIS projects.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

3B. Project Description
<p><b>* 1. Provide a description that addresses the entire scope of the proposed project.</b></p> <div></div>
<p><b>* 1a. Provide a description that addresses how this project will follow Positive Youth Development.</b></p> <div></div>
<p><b>* 1b. Provide a description that addresses how this project will follow Trauma Informed Care</b></p> <div></div>
<p><b>* 1c. How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?</b></p> <div></div>

### Steps

1. In field 1, provide a description of the entire scope of the proposed project.
2. In field 1a, provide a description that addresses how this project will follow Positive Youth Development.
3. In field 1b, provide a description that addresses how this project will follow Trauma Informed Care.
4. In field 1c, describe how this project helps the community meet the shared vision, goals and objectives of the coordinated community plan.

# YHDP Renewal Project Application

**\* 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)**

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

## Steps (continued)

5. In field 2, check the appropriate box(s) if this project If your project will have a specific population focus.
- Check all of the boxes that apply.
  - Select "N/A" if the project serves all subpopulations.

**3. Housing First**

**\* 3a. Does the project quickly move participants into permanent housing?** -- select --

**\* 3b. Does the project items enroll program participants who have the following barriers? Select all that apply.**

Having too little or little income	<input type="checkbox"/>
Active or history of substance use	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

**\* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.**

Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

**\* 3d. Does the project follow a "Housing First" approach?** No

6. In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
7. In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed.

# YHDP Renewal Project Application

- If you check the first four boxes, the project will be considered low-barrier.
  - Select "None of the above" to indicate that these barriers exist at the time of application.
8. In field 3c, select the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.
- If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.
  - Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.
9. Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: See the FY 2022 CoC Program NOFO regarding requirements for Housing First at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

10. Select "Save & Next" to continue.



# YHDP Renewal Project Application

## 3B. SSO Projects

The following instructions are for screen “3B. Project Description” when the SSO component is selected on screen 3A. Project Detail.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**3B. Project Description**

**\* 1. Provide a description that addresses the entire scope of the proposed project.**

**\* 1a. Provide a description that addresses how this project will follow Positive Youth Development.**

**\* 1b. Provide a description that addresses how this project will follow Trauma Informed Care**

**\* 1c. How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?**

**\* 2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)**

<input type="checkbox"/> N/A - Project Serves All Subpopulations	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/>
<input type="checkbox"/> Veterans	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/> Youth (under 25)	<input type="checkbox"/> Mental Illness	<input type="checkbox"/>
<input type="checkbox"/> Families with Children	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/>
	<input type="checkbox"/> Chronic Homeless	<input type="checkbox"/>
	<input type="checkbox"/> Other (Click 'Save' to update)	<input type="checkbox"/>

### Steps

1. In field 1, provide a description that addresses the entire scope of the proposed project.
2. In field 1a, provide a description that addresses how this project will follow Positive Youth Development.
3. In field 1b, provide a description that addresses how this project will follow Trauma Informed Care.
4. In field 1c, describe how this project helps the community meet the shared vision, goals and objectives of the coordinated community plan.
5. In field 2, check the appropriate box(es) if the project will have a specific subpopulation focus.
  - Select all the boxes that apply.

# YHDP Renewal Project Application

**3. Housing First**

\* 3a. Does the project quickly move participants into permanent housing?

\* 3b. Does the project items enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input type="checkbox"/>
Active or history of substance use	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

\* 3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

\* 3d. Does the project follow a "Housing First" approach?

## Steps (continued)

- In field 3a, select "Yes" or "No" to indicate if your project quickly moves participants into permanent housing.
- In field 3b, check the appropriate box(es) to indicate whether your project ensures that participants are not screened out for certain situations. In other words, select the boxes that apply to indicate which, if any, of the barriers to accessing housing and services have been removed. Select all that apply.
  - If you check the first four boxes, this project will be considered low-barrier.
  - Select "None of the above" to indicate that these barriers exist at the time of application.
- In field 3c, check the appropriate box(es) to indicate whether the project will prevent program participant termination for the following reasons. Select all that apply.
  - If you check the first four boxes, this confirms your project does not terminate program participants for these reasons.
  - Select "None of the above" to indicate that a program participant can be terminated from the project for any of these reasons at the time of application.
- Based on your selections to the questions about screening and termination, the response to field 3d, "Does the project follow a 'Housing First' approach?" will auto-populate with "Yes" or "No" to indicate if your project follows a Housing First approach.

Note: See the FY 2022 CoC Program NOFO regarding requirements for Housing First at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

# YHDP Renewal Project Application

4. As a renewal SSO-Coordinated Entry project update the following questions.

\* 4a. Will the coordinated entry process cover the CoC's entire geographic area? -- select --

\* 4b. Will the coordinated entry process be affirmatively marketed and easily accessible by individuals and families seeking assistance? -- select --

\* 4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

\* 4d. Does the coordinated entry process use a comprehensive, standardized assessment process? -- select --

\* 4e. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services.

\* 4f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups:  
(1) adults without children;  
(2) adults accompanied by children;  
(3) unaccompanied youth;  
(4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and  
(5) persons at risk of homelessness.

\* 4g. This coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinate and integrate mainstream health, social services, and employment programs to program participants for which they may be eligible? -- select --

If "SSO—Coordinated Entry" was selected in Screen 3A, then fields 4a-4g will appear

Select "Save & Next" to continue.

Save & Back   Save   Save & Next   Back   Next

## Steps (continued)

10. If you selected "SSO—Coordinated Entry" in Screen 3A: Project Detail, then fields 4a through 4g will appear.

- In field 4a, select "Yes" or "No" to indicate if the coordinated entry process funded in part by this grant covers the CoC's entire geographic area.
- In field 4b, select "Yes" or "No" to indicate whether the coordinated entry process funded in part by this grant will be affirmatively marketed and easily accessible.
- In field 4c, describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.
- In field 4d, select "Yes" or "No" to indicate if the coordinated entry process uses a comprehensive, standardized assessment process.
- In field 4e, describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and services.
- In field 4f, select "Yes" or "No" to indicate whether the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations and whether those differences are limited only to the following five groups: Individuals, Families, Unaccompanied Youth, DV, and Persons at Risk of Homelessness.
- In field 4g, select "Yes" or "No" to indicate if the coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinate and integrate with mainstream health, social services, and employment programs.

11. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## Youth Homeless Demonstration Projects

The following instructions are for the “Youth Homeless Demonstration Projects” screen. Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the 'Youth Homeless Demonstration Projects' application form. It includes three main sections: 1. A dropdown menu for 'Does this project carry out housing problem solving activities to divert or rapidly exit households from homelessness?' with a callout stating 'If "Yes," fields 1a and 1b appear'. 2. A text box for '1a. Describe the intervention strategy to engage families and how community partnerships such as child welfare agencies, schools, youth providers, and other community service and homeless providers are incorporated into the intervention strategy?'. 3. A list of services for '1b. What services are provided to engage the family and youth? (You may select more than one)'. The services listed are: Family counseling (checked), Conflict Resolution, Parenting Supports, Relative or kinship caregiver resources, Targeted substance abuse and mental health treatment, Housing Search Assistance, Landlord-Tenant mediation, Legal Services, Utility or Security Deposits, One time moving assistance, Rental Application fees, Utility or Rental Arrears, and Other (if other selected, use textbox to explain the potential service). A callout for the 'Other' option states 'If "Other" is checked, select "Save" and then enter a description'. Below this is a dropdown for '2. Is this a Host Homes Project?'. The final section is '3. Please identify the specific populations addressed in this project', with a list of populations: Pregnant/Parenting, Minors, Foster care/justice involved youth, LGBTQ+, Gender Non-Conforming, Victims of Sexual Trafficking, and Other. A callout for the 'Other' option states 'If "Other" is checked, select "Save" and then enter a description'.

### Steps

1. In field 1, select "Yes" or "No" to indicate whether the project will carry out housing problem solving activities to divert or rapidly exit households from homelessness.
  - If "Yes," fields 1a and 1b will appear.  
In field 1a, describe the intervention strategy.  
In field 1b, select the boxes to indicate what services are provided to engage the family and youth. Select all the boxes that apply.
2. In field 2, "Yes" or "No" to indicate if your project is a Host Homes Project.
3. In field 3, select the specific population types addressed in this project.
  - Select all of the boxes that apply.
  - If you select "Other," click "Save." A text box will appear. Provide a description of the specific type of population served in the text box provided.

# YHDP Renewal Project Application

\* 4. Does this project plan to use Rental Assistance? Yes

\* 4a. Will this project use Rental Deposits? -- select --

\* 4b. Will this project cover first months rent? -- select --

\* 4c. Short Term Rental Assistance: -- select --

\* 4d. Medium Term Rental Assistance: -- select --

\* 5. How will the community continue to involve the Youth Action Board (YAB) in the development and implementation of YHDP projects?

3500 characters remaining.

\* 6. Will your project offer any specialized services for youth living with HIV/AIDS? Yes

\* 6a. If Yes, please provide detail of those services.

Select "Save & Next" to continue.

3500 characters remaining.

Save & Back Save Save & Next

Back Next

## Steps (continued)

4. In field 4, select "Yes" or "No" to indicate if your project plans to use Rental Assistance in the 2022 CoC Competition. If you select "Yes," fields 4a–4d will appear.
  - In field 4a, select "Yes" or "No" to indicate if this project will use Rental Deposits.
  - In field 4b, select "Yes" or "No" to indicate if the project will cover the first month's rent.
  - In field 4c, select "Yes" or "No" to indicate if the project will provide short-term rental assistance
  - In field 4d, select "Yes" or "No" to indicate if the project will provide medium-term rental assistance.
5. In field 5, describe how the community will continue to involve the Youth Action Board (YAB) in the development and implementation of YHDP projects.
6. In field 6, select "Yes" or "No" to indicate if your project will offer any specialized services for youth living with HIV/AIDS.
  - If "Yes," field 6a will appear.
  - In field 6a, describe the specialized services.
7. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## Special YHDP Activities

The following instructions are for the “Special YHDP Activities” screen.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the 'Special YHDP Activities' screen. At the top, there is a header bar with the title 'Special YHDP Activities'. Below the header, the first question is displayed: '\* 1. Is the YHDP Renewal project applicant requesting a Special YHDP Activity, Exemption or Innovative Activity? (Note, applicant can only apply for Special YHDP Activities that were approved under the previous application. If applicant would like additional activities, applicant will need to apply as a YHDP Replacement, and not as a YHDP Renewal.)'. To the right of the question is a dropdown menu with the text '-- select --'. Below the question, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

### Steps

1. In field 1, select “Yes” or “No” to indicate whether the project applicant is requesting a Special YHDP Activity, Exemption, or Innovative Activity.

This screenshot shows the same 'Special YHDP Activities' screen as the previous one, but with the dropdown menu set to 'No'. A callout box with a pointer to the 'Save & Next' button contains the text: 'If “No,” select “Save & Next” to continue.' The buttons 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next' are still visible at the bottom.

- If “No,” is selected in field 1, then select “Save & Next” to continue.
- If “Yes,” is selected in field 1, then fields 2, 3, 4, and 5 will appear.

# YHDP Renewal Project Application

**\* 2. Check the appropriate box(s) for the Special YHDP Activity the applicant is requesting. (Select all that apply)**

V.B.4.a(5)(d)(i)(aa) Leases under 12 months (minimum 1 month)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(bb) Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing (RRH)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(cc) Project admin funds used to employ youth with lived experience for project implementation, execution, and improvement	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(dd) Project admin funds used to attend non-HUD sponsored or approved conferences (must be relevant to youth homelessness)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ee) Employ youth receiving recipient services (document nature of work and no conflicts of interest)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ff) Use habitability standards in 24 CFR 576.403© rather than HQS in 24 CFR 578.75 for up to 24 months of housing assistance (document standards applied to units and proof of compliance)	<input type="checkbox"/>
1V.B.4.a(5)(d)(i)(gg) Provide moving expense more than one time to a program participant	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(hh) Provide payments for families that provide housing under host homes and kinship care (up to \$500 per month)	<input type="checkbox"/>
No Special YHDP Activities Requested	<input type="checkbox"/>

Select "None" if not requesting Special YHDP activities

## Steps (continued)

2. In field 2, check the appropriate box(s) for the Special YHDP Activity the applicant is requesting.
  - Select "None" if the applicant is not requesting Special YHDP Activities

**\* 3. YHDP grant funds may be used for the following if they are necessary to assist program participants to obtain and maintain housing. Recipients and subrecipients must maintain records establishing how it was determined paying the costs was necessary for the program participant to obtain and retain housing and must also conduct an annual assessment of the needs of the program participants and adjust costs accordingly. (Select all that apply)**

V.B.4.a(5)(d)(i)(ii)(i) Security deposits (not to exceed 2 months of rent)	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(ii) Pay for damage to units (not to exceed 2 months rent)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ii)(iii) Costs to provide household cleaning supplies	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(iv) Housing start-up expenses (not to exceed \$300 per participant)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ii)(v) Purchase cell phone and service (cost must be reasonable and housing related)	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(vi) Cost of Internet (costs must be reasonable)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ii)(vii) to 6 months)	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(viii) Payment of utility arrears (up to 6 months)	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ii)(ix) months)	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(x) Pay gas a mileage for participant personal vehicle for trips for eligible services	<input type="checkbox"/>
V.B.4.a(5)(d)(i)(ii)(xi) Payment of Legal fees	<input type="checkbox"/>	V.B.4.a(5)(d)(i)(ii)(xii) Payment of insurance, registration and past driving fines	<input type="checkbox"/>
None	<input type="checkbox"/>		

Select "None" if not requesting funds to help participants obtain and maintain housing



# YHDP Renewal Project Application

## Steps (continued)

- In field 3, check the appropriate box(s) to indicate whether the project is going to use grant funds to assist program participants to obtain and maintain housing.
  - Select "None" if the project is not using grant funds to assist program participants to obtain and maintain housing.

**\* 4. Check the appropriate box(s) for the Special YHDP Activity - Exemptions the applicant is requesting. (Select all that apply)**

**V.B.4.a(5)(d)(i)(ii)(aa)** A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a recipient demonstrates (1) the method it will use to determine which youth need rental assistance beyond the 36 months and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months. ☐

**V.B.4.a(5)(d)(i)(ii)(bb)** YHDP recipients may continue providing supportive services to program participants for up to 24 months after program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant. ☒

**V.B.4.a(5)(d)(i)(ii)(cc)** YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants. ☐

**V.B.4.a(5)(d)(i)(ii)(dd)** Recipients will not be required to meet the 25% match requirement if the applicant is able to show it has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community. ☐

**V.B.4.a(5)(d)(i)(ii)(ee)** Rental assistance may be combined with leasing or operating funds in the same project if the applicant submits a project plan that includes safeguards to ensure that no part of the project would receive a duplicate of the rental assistance. ☐

**V.B.4.a(5)(d)(i)(ii)(ff)** YHDP recipients may provide payments of up to \$1000 per month for families that provide housing under the foster care and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program. ☐

No Exemptions Requested. ☐

Select "Save" after checking the appropriate boxes

Select "None" if requesting no exemptions

- In field 4, check the appropriate box(s) to indicate whether the applicant is applying for Special YHDP Activity Exemptions.
  - Select "None" if the applicant is not applying for any Special YHDP Activity Exemptions.
  - If the applicant is applying for Special YHDP Activity Exemptions, select the appropriate boxes, then select "Save." A text field will appear for each box that was checked.

**Enter required additional information about your YHDP Special Activity Request**

**\* V.B.4.a(5)(d)(i)(ii)(aa):**

For each box checked in field 4, enter required additional information

In each text box, enter required additional information about your YHDP Special Activity Request.



# YHDP Renewal Project Application

**5. Innovative Activities V.B.4.a(5)(d)(i)(iii)**

\* a. Is the applicant requesting an innovative activity?

If "Yes," provide explanation in text box

\* Provide a description of the Innovative Activity:

\* b. Will this activity be testing or likely to achieve a positive outcome in at least one of the four core outcomes for youth experiencing homelessness (stable housing, permanent connections, education/employment, and well-being)?

If "No," provide explanation in text box

\* Why will this activity not achieve a positive outcome?

\* c. Is the activity cost-effective?

If "No," provide explanation in text box

\* Why is the activity not cost-effective?

\* d. Does the activity conflict with fair housing, civil rights or environmental regulations?

If "Yes," provide explanation in text box

\* Why does the activity conflict?

3500 characters remaining.

## Steps (continued)

5. In field 5a, select "Yes" or "No" from the dropdown menu to indicate whether the applicant is requesting an innovative activity.
  - If "Yes," provide a description of the activity in the text box.
  - Fields 5b through 5f will appear.
6. In field 5b, select "Yes" or "No" from the dropdown menu to indicate whether the activity will be testing or likely achieve a positive outcome in at least one of the four core outcomes for youth experiencing homelessness.
  - If "No" is selected, a text box will appear. Describe why the activity will not achieve a positive outcome.
7. In field 5c, select "Yes" or "No" from the dropdown menu to indicate whether the activity is cost-effective.
  - If "No" is selected, a text box will appear. Describe why the activity is not cost-effective.
8. In field 5d, select "Yes" or "No" from the dropdown menu to indicate whether the activity conflicts with fair housing, civil rights, or environmental regulations.
  - If "Yes" is selected, a text box will appear. Describe why the activity conflicts with fair housing, civil rights, or environmental regulations.

# YHDP Renewal Project Application

The screenshot displays a web form for the YHDP Renewal Project Application. It features two identical sections for approval by the YAB and the CoC. Each section starts with a dropdown menu asking if the activity is approved, currently set to 'No'. Below each dropdown is a text box for providing an explanation if not approved, with a '3500 characters remaining' indicator. A callout bubble points to the text box with the instruction 'If "No," provide explanation in text box'. At the bottom of the form, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A callout bubble points to the 'Save & Next' button with the instruction 'Select "Save & Next" to continue.'.

\* e. Is the activity approved by the YAB? No

\* Why is the activity not approved?

3500 characters remaining.

If "No," provide explanation in text box

\* f. Is the activity approved by the CoC? No

\* Why is the activity not approved?

3500 characters remaining.

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

## Steps (continued)

9. In field 5e, select "Yes" or "No" from the dropdown menu to indicate whether the activity is approved by the YAB.
  - If "No" is selected, a text box will appear. Describe why the activity is not approved by the YAB.
10. In field 5f, select "Yes" or "No" from the dropdown menu to indicate whether the activity is approved by the CoC.
  - If "No" is selected, a text box will appear. Describe why the activity is not approved by the CoC.
11. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## ***Part 4. Housing, Services, and HMIS***

The following steps provide instructions on completing mandatory fields marked with an asterisk (\*) for screen 4A in **Part 4: Housing, Services, and HMIS** of the FY 2022 Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

## 4A. Supportive Services for Participants

The supportive services on this screen should match the previously approved services for this project that is under grant agreement, or grant agreement as amended.

**4A. Supportive Services for Participants**

**1. For all supportive services available to program participants, indicate who will provide the service and frequency of service.**  
Click 'Save' to update.

Note: If you select "Subrecipient," as a provider, then you must enter a subrecipient on screen 2A

You must enter at least one type of service in the "Supportive Services" table

Supportive Services	Provider	Frequency
Assessment of Service Needs	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

Please enter all values for at least one line item and leave no incomplete line items.

Provider options: -- select --, Applicant, Subrecipient, Partner, Non-Partner

Frequency options: -- select --, Daily, Weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Semi-annually, Annually, As needed

### Steps

1. In field 1, using the dropdown next to each service type, indicate who will provide the service and frequency of service (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, or as needed) that will be provided to project participants.

# YHDP Renewal Project Application

\* 2. How will the project allow youth the ability to choose the providers and interventions that fit their needs?

500 characters remaining.

\* 3. How will the project respond to the different needs for service type, intensity, and length of supports for youth?

remaining.

Identify whether the project includes the following activities:

4. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs? -- select --

5. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed? -- select --

6. Do program participants have access to SSI/SSDI technical assistance provided by this project applicant, a subrecipient, or partner agency? Yes

6a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? -- select --

If "Yes," field 4a will appear.

If "Yes," field 6a will appear.

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

## Steps (continued)

2. In field 2, describe how the project will allow youth the ability to choose the providers and interventions that fit their needs.
3. In field 3, describe how the project will respond to the different needs for service type, intensity, and length of supports for youth.
4. In field 4, select "Yes" or "No" to indicate whether the project provides transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs.
  - If "Yes" is selected, field 4a will appear.

In field 4a, select "Yes" or "No" to indicate whether the project includes transportation assistance to clients to attend YAB meetings and other community events.
5. In field 5, select "Yes" or "No" to indicate whether the project conducts annual follow-ups with program participants to ensure mainstream benefits are received and renewed.
6. In field 6, select "Yes" or "No" to indicate whether program participants have access to SSI/SSDI technical assistance provided by the project applicant, a subrecipient, or a partner agency.
  - If "Yes," is selected, field 6a will appear.

In field 6a, select "Yes" or "No" from the dropdown menu to indicate if the staff person providing the technical assistance has completed SOAR training in the last 24 months.
7. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## 4A. HMIS Standards (HMIS)

The following screen, 4A. HMIS Standards, applies to HMIS projects (the component selected on the “3A. Project Detail screen). Only HMIS projects should complete these screens unless otherwise notified. All other YHDP renewal project types can skip this screen and move to Screen 4B. Housing Type.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**4A. HMIS Standards**

\* 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? No If "No," provide an explanation in field 1a

\* 1a. If no, explain why and the planned steps for correction.

3500 characters remaining.

\* 2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.). No If "No," provide an explanation in field 2a

\* 2a. If no, explain why and the planned steps for correction.

3500 characters remaining.

\* 3. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS? No If "No," provide an explanation in field 3a

\* 3a. If no, explain why and the planned steps for achieving this.

3500 characters remaining.

### Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual.
  - If you answered "No" in field 1, field 1a will appear.  
In field 1a, explain why and discuss the planned steps for correction.
2. In field 2, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is able to produce all HUD-required reports and provide data as needed for HUD reporting.
  - If you answered "No," in field 2, field 2a will appear.  
In field 2a, explain why and discuss the planned steps for correction.
3. In field 3, select "Yes" or "No" from the dropdown menu to indicate if the HMIS is capable of generating all reports required by all federal partners including HUD, Veterans Affairs (VA), and Health and Human Services (HHS).
  - If you answered "No" in field 3, field 3a will appear.  
In field 3a, explain why and discuss the planned steps for achieving this.

# YHDP Renewal Project Application

## 4A. HMIS Standards (HMIS) (continued)

\* 4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? -- select --

\* 5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

3500 characters remaining.

\* 6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

3500 characters remaining.

\* 7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis? -- select --

\* 8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?

Select "Save & Next" to continue.

Save & Back Save Save & Next Back Next

### Steps (continued)

4. In field 4, select "Yes" or "No" from the dropdown menu to indicate if the HMIS currently provides the CoC with an unduplicated count of program participants receiving services in the CoC.
5. In field 5, describe your organizations' process and stakeholder involvement for updating your HMIS governance charters and HMIS policies and procedures.
6. In field 6, describe who is responsible for insuring the HMIS implementation meets all privacy and security standard as required by HUD and other federal partners.
7. In field 7, select "Yes" or "No" from the dropdown menu to indicate if the HMIS Lead conducts Privacy and Security Training and follows up on privacy and security standards on a regular basis.
8. In field 8, describe the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS.
9. Select "Save & Next" to continue.

#### NOTE:

*When copying and pasting text from Microsoft Word into e-snaps, additional characters may be added to your text.*

*To ensure additional characters are not counted by the system, e-snaps users should copy and paste text into e-snaps from Notepad, which will remove any unnecessary formatting from Microsoft Word.*

# YHDP Renewal Project Application

## **4B. Housing Type and Location**

The following steps provide instructions on completing mandatory fields marked with an asterisk (\*) for screen 4B in **Part 4: Housing, Services, and HMIS** of the FY 2022 Project Application.

**Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description:**

- HMIS and YHDP renewal projects with no housing (CoC or non-CoC funded).
- PH-PSH, PH-RRH, and SSO that is tied to housing.
- Joint TH and PH-RRH component renewal projects.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.



**Screen 4B has different versions, depending on which component type was selected on screen 3A. Project Detail and 3B. Project Description.**

*See the following pages for instructions:*

- [4B. Housing Type and Location—HMIS and YHDP Renewal Projects with No Housing](#)
- [4B. Housing Type and Location—PH-PSH, PH-RRH, and SSO that is tied to Housing](#)
- [4B. Housing Type and Location—Joint TH & PH-RRH](#)



# YHDP Renewal Project Application



## 4B. Housing Type and Location—HMIS, SSO-CE and other YHDP Renewal Projects with No Housing

The following screen, 4B. Housing Type and Location, applies to HMIS, SSO-CE, and other YHDP Renewal projects with no housing (CoC- or non-CoC-funded). This screen is based on the components selected on screen 3A. Project Detail and 3B. Project Description.

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by the information you add about individual project sites.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**4B. Housing Type and Location**

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

Total Units:


Total Beds:

Select "Add" icon

Search all fields:

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
No records found.					

### Steps

1. Click the “Add” icon  to open the 4B. Housing Type and Location Detail screen.

**4B. Housing Type and Location Detail**

Select "None" from the dropdown menu

\* 1. Housing Type:

Select "Save & Back to List"

2. In field 1, “Housing Type,” select “None” from the dropdown menu. The screen will refresh.
3. Select “Save & Back to List.”
4. Select “Next” to continue.

# YHDP Renewal Project Application



## 4B. Housing Type and Location—PH-PSH, PH-RRH, TH, and SSO that is tied to Housing

The following screen, “4B. Housing Type and Location,” applies to PH-PSH, PH-RRH, TH, and SSO that is tied to housing. This screen is based on the components selected on screen “3A. Project Detail” and “3B. Project Description.”

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by the information you add about individual project sites.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**4B. Housing Type and Location**

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

Total Units:

0



Total Beds:

0



Total Dedicated CH Beds:

0

Select "Add" icon



Search all fields:

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds
		None	---	--	--

<<<

<<

1


>>

>>>

Back

Next

### Steps

1. Select the "Add" icon  to begin adding a housing site to this list.
2. The "4B. Housing Type and Location Detail" screen will appear.

# YHDP Renewal Project Application

## 4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing

**4B. Housing Type and Location Detail**

Select a housing type dropdown menu

\* 1. Housing Type: -- select --

2. Indicate the maximum number of units and beds available for program participants at the selected housing site.

\* a. Units:

\* b. Beds:

\* 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?

\* 4. Beds for Youth:

-- select --  
Barracks  
Dormitory, shared or private rooms  
Shared housing  
Single Room Occupancy (SRO) units  
Clustered apartments  
Scattered-site apartments (including efficiencies)  
Single family homes/townhouses/duplexes

### Steps (continued)

3. In field 1, select the housing type from the dropdown menu that most closely resembles the type of housing the project provides. Choices include:
  - Barracks
  - Dormitory, shared or private rooms
  - Shared housing
  - Single Room Occupancy (SRO) units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes
  - None
4. In fields 2a and 2b, enter the maximum number of units and beds available for project participants at the selected housing site.
  - The number entered should be based on the number of units and beds that will be available at the point-in-time and used for housing program participants in this project.
  - Select "Save."
5. In field 3, indicate how many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless.
6. In field 4, enter the number of beds for youth.

**4B. Housing Type and Location Detail—PH-PSH, PH-RRH, and SSO that is tied to Housing (continued)**



### Steps (continued)

- 76 of 130

# YHDP Renewal Project Application

**NOTE:**

*On the “4B. Housing Type and Location” screen, review the information you entered for each housing type.*

- *To edit the information on the “Housing Type and Location” screen, select the “View” icon  to the left of the housing type. Make any necessary changes and select “Save & Back to List.”*
- *To delete the information on the “Housing Type and Location” screen, select the red “Delete” icon  to the left of the housing type.*

# YHDP Renewal Project Application

## 4B. Housing Type and Location—Joint TH & PH-RRH



The following screen, 4B. Housing Type and Location, applies to Joint TH and PH-RRH (the components selected on screen 3A. Project Detail and 3B. Project Description).

This screen captures the number of units and beds for both the TH and PH-RRH portions of this project and should match the previously approved information for this project that is under grant agreement, or grant agreement as amended.

The list in the “Housing Type and Location” screen summarizes each housing site in the project. The list will be populated by the information you add about individual project sites.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

**\* List all CoC-funded and Non CoC-funded units and beds for this project**

Select "Add"

Total Units:

TH

0

RRH

0

Total

0

Total Beds:

TH

0

RRH



0

Total

0

Auto-calculates based on entries

[\[Show Filters\]](#) [\[Clear Filters\]](#)



Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
No records found.						

<<

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>

>>

Save & Back


Save

Save & Next

Back

Next

### Steps

1. Select the “Add” icon  to begin adding housing site to this list.
2. The "4B. Housing Type and Location Detail" screen appears.

# YHDP Renewal Project Application

## 4B. Housing Type and Location Detail—Joint TH & PH-RRH

**4B. Housing Type and Location Detail**

The applicant has selected "JOINT TH & PH-RRH" as their component project type. All CoC funded and Non CoC-funded units and beds being provided by this project.

1. Is this housing type for the TH or RRH portion of the project?

1a. Does this TH portion of the project have private rooms per household?

2. Housing Type:

\* 3. What is the funding source for these units and beds?   
(If multiple sources, select "Mixed" from the dropdown menu)

### Steps

1. In field 1, select "TH" or "RRH" from the dropdown menu to indicate the portion of the project the housing type is for.
  - If "TH" is selected, field 1a will appear.

In field 1a, select "Yes" or "No" from the dropdown menu to indicate if the TH portion of the project has private rooms for each household.
2. In field 2, from the "Housing Type" dropdown menu, select the type of housing that most closely resembles the type of housing the project provides. Choices include:
  - Barracks
  - Dormitory, shared or private rooms
  - Shared housing
  - Single Room Occupancy (SRO) units
  - Clustered apartments
  - Scattered site apartments (including efficiencies)
  - Single-family homes/townhouses/duplexes.
  - None

Note: If "None" is selected, the form will truncate and no other questions will appear. Select "Save & Next" to continue to the next screen.
3. In field 3, identify the funding source for the unit and beds from the dropdown menu. Choices include:
  - CoC
  - ESG
  - Section 8

# YHDP Renewal Project Application

- HUD-VASH
- Mixed Funding—*select this option if the funds are from multiple sources*
- Other

Note: If “Other” is selected, an “Other Funding Source” field will appear. In this field, please identify the other funding source.

**4. Indicate the maximum number of units and beds available for program participants at the selected housing site.**

\* a. Units:

\* b. Beds:

\* 5. Beds for Youth:

**6. Address:**

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

\* Street 1:

Street 2:

\* City:

\* State:

\* ZIP Code:

## Steps (continued)

4. In fields 4a and 4b, enter the maximum number of units and beds available for project participants at the selected housing site.
5. In field 5, enter the number of beds available for youth.
6. In field 6, enter the physical address for this proposed project.



# YHDP Renewal Project Application

**7. Select the geographic area(s) associated with the address:**  
(for multiple selections hold CTRL Key)

**Available Items:**

- 290534 Blue Springs
- 291152 Columbia
- 291806 Florissant
- 292562 Independence
- 292628 Jefferson City
- 292652 Joplin
- 292670 Kansas City
- 292958 Lees Summit

**Selected Items:**

Select geographic area associated with the address

Select "Save & Add Another" to Add another housing type

Select "Save & Back to List" when finished adding housing types



Save Save & Add Another Save & Back to List Back to List

## Steps (continued)

7. In field 7, select the geographic area(s) in which the project is located.
  - Highlight one geographic area, or hold the CTRL key to make more than one selection.
  - Using the single arrow, move your selection from the left box to the right box.
8. To add additional housing sites, select "Save & Add Another" and repeat steps 1 through 7.
9. After you have entered all housing types and locations for the project, select "Save & Back to List" to return to the "4B. Housing Type and Location" screen.
10. When your list is complete, select "Next" to continue.

### NOTE:

On the "4B. Housing Type and Location" screen, review the information you entered for each housing type.

- To edit the information on the "Housing Type and Location" screen, select the "View" icon  to the left of the housing type. Make any necessary changes and select "Save & Back to List."
- To delete the information on the "Housing Type and Location" screen, select the red "Delete" icon  to the left of the housing type.

# YHDP Renewal Project Application

## ***Preface to Part 5: Participant Screens***

The upcoming pages contain instructions for the two “Project Participants” screens—one for “Households” and the other for “Subpopulations.”

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

Before continuing to the instructions, please review the following notes, which provide information regarding gathering and entering data for these two populations.

- |                  |  |
|------------------|--|
| <b>NOTE: (1)</b> | <i>The data gathered on these “Project Participants” screens consists of the number of participants in the program when the program is at full capacity (at a single point in time, not over the course of a year or term of the grant).</i> |
| <b>NOTE: (2)</b> | <i>Dark grey cells are not applicable and light grey cells will be totaled by e-snaps automatically.</i>   |
| <b>NOTE: (3)</b> | <i>For homeless assistance programs, chronic substance abuse, by itself, may constitute a disability.</i>  |
| <b>NOTE:</b>     | <i>See also the Additional Guidelines for 5A. Project Participants—Households and 5B. Project Participants—Subpopulations subsection on the next page.</i>   |

# YHDP Renewal Project Application

## ***Additional Guidelines for 5A. Program Participants—Households and 5B. Project Participants—Subpopulations***

This section provides some guidelines to clarify the way in which the fields on “5A. Program Participants—Households” and “5B. Program Participants—Subpopulations” screens work together. The example applies to the Household Type: Households with at least one adult and one child, which is the first fillable column on screen 5A and the first chart at the top of screen 5B.

These guidelines also apply to the other two Household Types—Adult Households Without Children and Households With Only Children.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

## 5A. Program Participants—Households

Example:

Household type: Households with at least 1 adult and 1 child

# Households = 10

# Adults over age 24 = 16

# Accompanied Children under age 18 = 12

**5A. Program Participants - Households**

Enter the number of households per household type

Households	Households with <u>at Least One Adult and One Child</u>	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Total Number of Households	10			10

Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without</u> Children	Persons in Households with <u>Only</u> Children	Total
Persons over age 24	16			16
Persons ages 18-24				0
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
Total Persons	28	0		28

Click Save to automatically calculate totals

Select "Save" to auto-calculate

Total persons per household type

Save & Back   Save   Save & Next

Back   Next

The "Total Persons" field on screen 5A will not necessarily be the sum of the ten column totals for the corresponding household type on screen 5B.

While the first three columns on screen 5B are mutually exclusive, people may be listed in more than one subpopulation category in the final seven columns of the chart. For example, a participant can only be either a non-chronically homeless (CH) veteran, a CH veteran, or a CH non-veteran, but a participant may be any one of these three and dually diagnosed, fitting into more than one subpopulation. Therefore, an HIV-positive and chronic substance-abusing CH non-veteran could be included in one subpopulation from the first three columns and in both subpopulations in the final seven columns.

The total number of persons in a particular subpopulation column (e.g., non-CH veterans, chronic substance abuse, etc.) on screen 5B cannot exceed the total number entered in the "Total Persons" column on screen 5A.

# YHDP Renewal Project Application

## 5B. Program Participants—Subpopulations

**5B. Program Participants - Subpopulations**

**Persons in Households with at Least One Adult and One Child**

	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons ages 18-24										
Children under age 18										
<b>Total Persons</b>	0	0	0	0	0	0	0	0	0	0

**Persons in Households with Only Children**

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18										
Unaccompanied Children under age 18										
<b>Total Persons</b>	0			0	0	0	0	0	0	0

Save & Back   Save   Save & Next

Back   Next

**Field Calculations**

Refer to the following guidance about the calculations in the rows and columns:

- While individuals may be shown under more than one sub-population—in addition to being either a chronically homeless non-veteran, a chronically homeless veteran, or a non-chronically homeless veteran—column 10, "Persons not represented by listed sub-populations," is mutually exclusive. If someone is listed in column 10, the person cannot be listed in any of columns 1 through 9.

For example, in a project with 15 adults, if one adult is listed under column 10, the column total for each individual column (for columns 1 through 9) cannot exceed 14 individuals.

# YHDP Renewal Project Application

## Part 5. Program Participants

### 5A. Program Participants—Households

The following steps provide instructions on completing the "Program Participants—Households" screen for **Part 5: Program Participants** to indicate the total number of households and number of persons by demographic served at maximum program capacity at a single point in time by household type.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

The screenshot shows the '5A. Project Participants - Households' form. It is divided into two main sections: 'Households' and 'Persons'. The 'Households' section has three columns: 'Households with at Least One Adult and One Child', 'Adult Households without Children', and 'Households with Only Children', plus a 'Total' column. The 'Persons' section has three columns: 'Persons in Households with at Least One Adult and One Child', 'Adult Persons in Households without Children', and 'Persons in Households with Only Children', plus a 'Total' column. The 'Households' section has input fields for 'Number of Households' (10) and 'Total' (10). The 'Persons' section has input fields for 'Persons over age 24' (16), 'Persons ages 18-24' (0), 'Accompanied Children under age 18' (12), 'Unaccompanied Children under age 18' (0), and 'Total Persons' (28). Callouts explain the input fields and actions: 'Enter the number of households per household type' points to the 'Number of Households' field; 'Enter number of persons in households per characteristic' points to the 'Persons over age 24' field; 'Total persons per household type' points to the 'Total Persons' field; 'Click Save to automatically calculate' points to the 'Save' button; 'Select "Save" to auto-calculate' points to the 'Save' button; and 'Select "Save & Next" to proceed' points to the 'Save & Next' button. The form also includes 'Save & Back', 'Back', and 'Next' buttons.

5A. Project Participants - Households				
* Households Table				
	Households with <u>at Least One Adult and One Child</u>	Adult Households <u>without</u> Children	Households with <u>Only</u> Children	Total
Number of Households	10			10

Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without</u> Children	Persons in Households with <u>Only</u> Children	Total
Persons over age 24	16			16
Persons ages 18-24	0			0
Accompanied Children under age 18	12			12
Unaccompanied Children under age 18				0
Total Persons	28	0		

Click Save to automatically calculate

Save & Back   Save   Save & Next   Back   Next

### Steps

1. Under the "Households" section, enter the total number of households for each household type.
2. Select "Save" and the system will calculate the total for the "Total Number of Households" field.
3. Under the "Characteristics" section, enter the number of persons by household type for each demographic row.
4. Select "Save" and the system will calculate the remaining fields in the columns and totals for each demographic based on the values you entered.
5. Select "Save & Next" to continue.

# YHDP Renewal Project Application

## 5B. Program Participants—Subpopulations

The following steps provide instructions on completing the “Program Participants—Subpopulations” screen for **Part 5: Program Participants** to indicate the number of persons served at maximum program capacity at a single point in time as well as the characteristics/status, according to their respective household types.

When filling out this table, applicants should think of it as follows:

- The first three columns that are in dark gray, along with column 10 "Persons not represented by listed subpopulations," are mutually exclusive (i.e., for each row, you cannot count the same person in more than one of these columns).
- Columns 4 through 9 are not mutually exclusive (i.e., in each row, you may include the same person in multiple columns if they have multiple characteristics). However, for each row, if you list a person in column 10, you cannot include the person in columns 4 through 9.

For each household type included on the previous screen, 5A, applicants must fill in at least one cell on the corresponding chart for screen 5B. On the previous screen, the household types were displayed as columns; on 5B, the household types are shown in individual tables.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

Enter appropriate subpopulation for each household type

### 5B. Project Participants - Subpopulations

#### Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24	10	2	2	4	2	
Persons ages 18-24						
Children under age 18	12					
<b>Total Persons</b>	<b>22</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>0</b>

Click Save to automatically calculate totals

#### Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill
Persons over age 24						
Persons ages 18-24						
<b>Total Persons</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Phys Disab
Accompanied Children under age 18								
Unaccompanied Children under age 18								
<b>Total Persons</b>					0	0		

Select "Save" to calculate totals

Select "Save & Next" to continue

Save & Back   Save   Save & Next

Back   Next

## Steps

1. For each household type included from screen 5A, enter the appropriate subpopulation on this screen based on the characteristics of each person in the project on any given day.
2. Select "Save" and the system will calculate all totals based on the values you entered for each subpopulation.
3. Select "Save & Next" to continue.

## NOTE: Subpopulations

- Chronically Homeless includes disabled adults in households with or without children.
- Veterans must be adults; therefore, no entry is allowed for unaccompanied youth under the "Chronically Homeless Veterans" column.



# YHDP Renewal Project Application

## ***Preface to Part 6: Budget Information***

The upcoming pages contain instructions for completing budgets for the YHDP Renewal project component types and activities. Before continuing to the instructions, please review the following information:

- **Rental Assistance.** There is only one rental assistance screen to use for short-/medium-term or long-term. The user will select which type of rental assistance is applicable to the project from the dropdown provided.
- **Fair Market Rents (FMRs).** Project Applicants will apply for projects in the FY 2022 CoC Program Competition using the FY 2022 FMRs. To ensure consistency between the Grant Inventory Worksheet (GIW) and the FY 2022 application process, GIWs will also use FY 2022 FMRs. Project Applications that are selected for a conditional award will be adjusted and awarded based on the FMRs that are in effect at the time of the FY 2022 application submission deadline.

24 CFR 578.51(f) provides the following information regarding when updates to the FMR will be made for rental assistance projects: "The amount of rental assistance in each project will be calculated by multiplying the number and size of units proposed by the FMR of each unit on the date the application is submitted to HUD, by the term of the grant."

Project Applicants will need to complete the budget screens that appear on the left menu bar after completing the following screens:

- "Part 1—SF-424"
- "Part 3—Project Information, 3A. Project Detail"
- "Youth Homeless Demonstration Projects"
- "Special YHDP Activities"
- "Part 6—Budget Information, 6A. Funding Request"

Throughout the *e-snaps* budget screens, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals," with amounts that are automatically calculated within *e-snaps* when you select the "Save" button. There are a handful of places where the gray-shaded cells contain other information (e.g., "Numbers of Months"), but the information is always populated by *e-snaps*. You must fill in or revise the data in the white cells, except in certain situations (e.g., you would fill in a white cell for "Other" only if it is applicable).

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

## Part 6: Budget Information

This section captures the budget information for the project application.

In *e-snaps*, generally, the budget screens that appear for **Part 6: Budget Information** in the left menu bar of the Project Application are determined by all of the following:

- Whether your project is a new or renewal project, as reflected on screen **1A. Application Type**.
- The component type selected on screen **3A. Project Detail**.
  - If you have a Permanent Housing (PH) project, the budget screens you will be eligible to complete are also dependent upon how you respond to questions on screen 3B. Project Description. Specifically, Project Applicants must indicate whether they are a PSH or RRH project.
- The items you select on the **Youth Homeless Demonstration Projects** screen.
- Your selections on the **6A. Funding Request** screen. Project Applicants must carefully choose the correct funding request as you will only see the budget screen(s) chosen.

Regardless of the items selected on the screens noted above, the only budget screens that will appear are:

- **6B. Leased Units Budget**, if you checked “Leased Units” on Screen 6A.
- **6C. Leased Structures Budget**, if you checked “Lease Structures” on Screen 6A.
- **6D. Rental Assistance Budget**, if you checked “Rental Assistance” on Screen 6A.
- **6E. Supportive Services Budget**, if you checked “Supportive Services” on Screen 6A.
- **6F. Operating Budget**, if you checked “Operating” on Screen 6A.
- **6H. HMIS Budget**, if you checked “HMIS” on Screen 6A.

All projects will complete these budget screens:

- **Screen 6A. Funding Request.**
- **Screen 6H. Match.**
- **Screen 6I. Summary Budget.**

**Note:** The only item that can be entered on the Summary Budget is Admin (up to 10 percent). All other budget items are automatically populated from the other budget screens.

The information for your project application’s budget must match your current grant agreement or grant agreement as amended.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**NOTE:**

*You will only be able to enter a number in a category on **6I. Budget Summary** if you selected it on the **6A. Funding Request** screen.*

# YHDP Renewal Project Application

Below is a table that shows the eligible activities for Renewal Projects by Component Type.

**Renewal Projects:  
Possible Component Types and Eligible Activities**

<b>PH (PSH)</b>	<b>PH (RRH)</b>	<b>SH</b>	<b>TH</b>	<b>SSO</b>	<b>HMIS</b>	<b>Joint TH/PH-RRH</b>
Leased Units	<i>Not eligible</i>	Leased Units	Leased Units	<i>Not Eligible</i>	<i>Not Eligible</i>	Leased Units
Leased Structures	<i>Not eligible</i>	Leased Structures	Leased Structures	Leased Structures	<i>Not Eligible</i>	Leased Structures
Long-Term Rental Assistance	Short-term/Medium-term Rental Assistance	<i>Not Eligible</i>	Short-term/Medium-term Rental Assistance	<i>Not Eligible</i>	<i>Not Eligible</i>	Short-term/Medium-term Rental Assistance
Supportive Services	Supportive Services	Supportive Services	Supportive Services	Supportive Services	<i>Not Eligible</i>	Supportive Services
Operations	<i>Not Eligible</i>	Operations	Operations	<i>Not Eligible</i>	<i>Not Eligible</i>	Operations
HMIS	HMIS	HMIS	HMIS	HMIS	HMIS	HMIS

# YHDP Renewal Project Application

## 6A. Funding Request

This screen requests information on whether your renewal project intends to use indirect costs, the renewal grant term, and the Budget Line Items (BLIs) for which funding is being requested.

The activities you select on this screen will determine the budget categories that *e-snaps* will require you to enter, which will then appear on the 6I. Summary Budget screen.

This screen shows only the eligible costs applicable for renewal projects, not including Admin (up to 10 percent). The cost selection must match your current grant agreement, or grant agreement as amended.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6A. Funding Request**

\* 1. Does this project propose to allocate funds according to an indirect cost rate?    
 If "Yes," complete indirect cost rate schedule

**Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award. Conditional award recipients will be asked to submit the proposal rate during the e-snaps post-award process.**

**Applicants with an approved indirect cost rate must submit a copy of the approval with this application.**

\* a. Please complete the indirect cost rate schedule below:

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --

**The applicant must complete the row in the indirect cost rate schedule.**

2. Renewal Grant Term:    
 This field is pre-populated with a one-year grant term and cannot be edited:

3. Select the costs for which funding is requested:

- Leased Units ☒
- Leased Structures ☒
- Rental Assistance ☒
- Supportive Services ☒
- Operating ☒
- HMIS ☒

Checked boxes determine which budget screens will appear in left menu bar

Select "Save & Next" to continue.

### Steps

1. In field 1, select "Yes" or "No" to indicate if the project proposes to allocate funds according to an indirect cost rate.
  - If you select "Yes," in field 1, then field 1a will appear. In field 1a, complete the indirect cost rate schedule.

# YHDP Renewal Project Application

Note: If you select “Yes,” indirect cost rate proposals should be submitted as soon as you are notified of a conditional award and no later than three months after the award. HUD will ask conditional award recipients to submit the proposal or approved rate during the e-snaps post-award process. Applicants with an approved indirect cost rate must submit a copy of the approval with this.

2. In field 2, the grant term field is gray-shaded, as renewal Project Applications may only request a 1-year term.
3. In field 3, select all of the eligible costs for which you are requesting funds for the project. After you select the “Save” button, the left menu bar will populate with a complete list of budget screens that you will need to complete.
4. Select “Save & Next” to continue.

# YHDP Renewal Project Application



## 6B. Leased Units Budget

The "Leased Units Budget" screen is applicable when **the recipient has entered or is entering into leases directly with the property owner** for units to house program participants. If the lease will be between the landowner and the participant, the Project Applicant must complete the Rental Assistance budget, not the Leased Units budget.

The following steps provide instructions on completing the "Leased Units Budget" screen. Note that the screen image below is the same for both new and renewal projects.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6B. Leased Units Budget**

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the  icon. To view or update information already listed, select the  icon.

Select "Add" icon

Total Annual Assistance Requested:

Grant Term:





Total Request for Grant Term:

Total Units:

**Total Assistance Requested Amount has to be greater than \$0.**


Search all fields:

Delete	View	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
No records found.					

Navigation:    

Buttons:

### Steps

1. Select the "Add" icon  to open the "Leased Units Budget Detail" screen and add information.
2. The "Leased Units Budget Detail" screen will appear.

# YHDP Renewal Project Application

## Leased Units Budget Detail

**Leased Units Budget Detail**

Enter the appropriate values in the "Number of Units" AND "Total Request" fields.

\* Metropolitan or non-metropolitan fair market rent area:

Select FMR where project is located

**Leased Units Annual Budget**

Size of Units	# of Units (Applicant)	Total Request (Applicant)
SRO	<input type="text"/>	
0 Bedroom	<input type="text"/>	
1 Bedroom	<input type="text"/>	
2 Bedroom	<input type="text"/>	
3 Bedroom	<input type="text"/>	
4 Bedroom	<input type="text"/>	
5 Bedroom	<input type="text"/>	
6 Bedroom	<input type="text"/>	
7 Bedroom	<input type="text"/>	
8 Bedroom	<input type="text"/>	
9 Bedroom	<input type="text"/>	

Enter number of units for each bedroom size

Enter renewal amount from most recent grant agreement or amendment

Total Units and Annual Assistance Requested

Grant Term

Total Request for Grant Term

Select "Save & Back to List" when finished with all leased units

Click the 'Save' button to automatically calculate totals

non-zero value in the # of units column and a Total Request value greater than \$0.

Select "Save & Add Another" to add another FMR area

### Steps

1. In the dropdown menu, select the FMR area in which the project is located.
2. In the "Leased Units Annual Budget" column, enter the number of units of each bedroom size for which the project is requesting leased units assistance.
3. In the "Total Request" column, enter the amount of requested funding. For renewal projects, this must be the renewal amount that was listed on the most recent grant agreement or grant agreement as amended.
4. The "Grant Term" field is populated with the grant term selected on the "6A. Funding Request" screen. The grant term for renewal projects must be one year only.

# YHDP Renewal Project Application

5. Once you enter figures in each column for the relevant fields, select the "Save" button at the bottom of the screen. The sum of each column will automatically calculate.
6. If the project is housed in one structure, select "Save & Back to List" to return to the "Leased Units Budget" screen.
  - If the project is housed in more than one FMR area, select "Save & Add Another" and repeat steps 1 through 5 for each structure in the project for which you are requesting leased units funds.
7. Once you have completed all of the "Leased Units Budget Detail" screens that your project requires, select "Save & Back to List."





# YHDP Renewal Project Application

## Completion of Leased Units Budget

After completing all of the “Leased Unit Budget Detail” screens, the “Leased Unit Budget” screen will auto-populate with the budget information you entered.

**6B. Leased Units Budget**

The following list summarizes the funds being requested for one or more units leased for operating the projects. To add information to the list, select the  icon. To view or update information already listed, select the  icon.

Select "Add" to add another entry

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:



Total Units:

Select amount and total units

Select "View" to view and edit

Select "Delete" to delete




Select "Next" to continue

Delete	View	FMR Area	Total Units Requested	Total Annual Budget Requested	Total Budget Requested
		AK - Anchorage, A...	35	\$125,000	\$125,000

Search

Back Next

## Steps

1. Review the following items on the “Leased Units Budget” screen.
  - The “Leased Units Budget” screen should have been populated with your total Leased Units budget amount.
  - The "Leased Units Budget Detail" information you entered for each location will appear as a separate entry under the "View" header.
2. After completing the "Leased Units Budget Detail" screen(s) and reviewing the "Leased Units Budget" screen, you may want to make changes.
  - If you want to view and edit any of the “Leased Units Budget Detail” screens, select the "View" icon  next to the appropriate entry.
  - If you have created a "Leased Units Budget Detail" screen in error and want to delete it, select the "Delete" icon  next to the appropriate entry.
  - If the list seems to be missing one or more items, select the “Add” icon  and complete additional "Leased Units Budget Detail" screen(s), as discussed previously.
3. When the list is complete, select “Next” to continue to the next screen.

# YHDP Renewal Project Application

## 6C. Leased Structures Budget

The “Leased Structures Budget” screen is applicable if you are leasing a structure. This screen is visible if you checked “Leased Structures” on Screen 6A.

The following steps provide instructions on completing the “Leased Structures Budget” screen of the YHDP Renewal Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6C. Leased Structures Budget**

The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the + icon. To view or update information already listed, select the magnifying glass icon.

Select "Add" icon

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Total Structures:

**Total Assistance Requested Amount has to be greater than \$0.**


Search all fields:

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
No records found.					

Navigation: << < > >>

Buttons: Back Next

### Steps

1. Select the "Add" icon  to open the “Leased Structures Budget Detail” screen and add information.
2. The “Leased Structures Budget Detail” screen will appear.

# YHDP Renewal Project Application

## Leased Structures Budget Detail

**Leased Structures Budget Detail**

\* Structure Name:

Test Structure Name

?

\* Street Address 1:

123 Any Street

Street Address 2:

\* City:

San Francisco

\* State:

California

\* Zip Code:

94110

\*

....

HUD Paid Rent (per Month):

\$2,400

12 Months:

12

Total Annual Assistance Requested:

\$28,800

Grant Term:

1 Year

Total Request for Grant Term:

\$28,800

Enter monthly HUD paid rent, then click "Save" to calculate

Select "Save" to automatically calculate

Select "Save & Add Another" to add another structure

Click the 'Save' button to automatically calculate the Total Assistance Requested.

Select "Save & Back to List" when finished adding structures

Save

Save & Add Another

Save & Back to List

Back to List

## Steps

1. Enter the structure name and address.
2. Enter the amount of HUD Paid Rent (per month).
3. Select "Save." The amount of leased funds will calculate by 12 months to populate the total request for the grant term.
4. If the project has another structure, click "Save & Add Another" to return to the "Leased Structures Budget" screen.
5. Once you completed all of the "Leased Structures Budget Detail" screens that your project requires, click "Save & Back to List" to return to the "Leased Structures Budget" screen.

# YHDP Renewal Project Application

## Completion of Leased Structures Budget

After completing all of the “Leased Structures Budget Detail” screens, the “Leased Structures Budget” screen will auto-populate with the budget information you entered.

**6C. Leased Structures Budget**

The following list summarizes the funds being requested for one or more structures leased for operating the projects.  
To add information to the list, select the icon. To view or update information already listed, select the icon.

**Total Annual Assistance Requested:** \$28,800  
**Grant Term:** 1 Year  
**Total Request for Grant Term:** \$28,800  
**Total Structures:** 1

Callouts:  
- Select "Add" to add another entry (points to Add icon)  
- Select "View" to view and make changes (points to View icon)  
- Review amount and total structures (points to summary box)  
- Select "Delete" to delete an entry (points to Delete icon)  
- Select "Next" to continue (points to Next button)

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
		Test Structure Name	\$2,400	\$28,800	\$28,800

Search structures: Enter keyword

Navigation: Back, Next

## Steps

1. Review the following items on the “Leased Structures Budget” screen.
  - The “Leased Structures Budget” screen should have been populated with your total Leased Structures budget amount.
  - The “Leased Structures Budget Detail” information you entered for each structure will appear as a separate entity under the “View” header.
2. After completing the “Leased Structures Budget Detail” screen(s) and reviewing the “Leased Structures Budget” screen, you may want to make changes.
  - If you want to view and edit any of the “Leased Structures Budget Detail” screens, select the “View” icon next to the appropriate entry.
  - If you have created a “Leased Structures Budget Detail” screen in error and want to delete it, select the “Delete” icon next to the appropriate entry.
  - If the list seems to be missing one or more items, select the “Add” icon and complete the additional “Leased Units Budget Detail” screen(s), as discussed previously.
3. When the list is complete, select “Next” to continue.

# YHDP Renewal Project Application

## 6D. Rental Assistance Budget

Project Applicants that plan to provide rental assistance to participants (short-/medium- or long-term) must complete the "Rental Assistance Budget" screen. If you are applying for rental assistance units, the lease agreement will be between the landowner and the participant. If the leases are between the Project Applicant and the landowner, then the Project Applicant must complete the Leased Units budget, not the Rental Assistance budget.

The following steps provide instructions on completing the "Rental Assistance Budget" screen of the YHDP Renewal Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6D. Rental Assistance Budget**

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

Select "Add" icon

Total Request for Grant Term:

Total Units:

**Total Assistance Requested Amount has to be greater than \$0.**

[Show Filters](#) [Clear Filters](#)

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
No records found.					

### Steps

1. Select the "Add" icon to open the "Rental Assistance Budget Detail" screen and add information.

**Note:** The Renewal Project Application screen 6C will only have two auto-fill rows since renewals by definition are only one year.

2. The "Rental Assistance Budget Detail" screen will appear.

# YHDP Renewal Project Application

## Rental Assistance Budget Detail

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**Rental Assistance Budget Detail**

Select type of rental assistance: \* Type of Rental Assistance:

Select FMR where the project is located: \* Metropolitan or non-metropolitan fair market rent area:

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?:  (Select "No" if requesting FMR)

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	HUD Paid Rent (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text" value="10"/>	\$658	\$658	12	\$0
0 Bedroom	<input type="text" value="1"/>	\$877	\$877	12	\$0
1 Bedroom	<input type="text" value="1"/>	\$948	\$948	12	\$11,376
2 Bedrooms	<input type="text" value="2"/>	\$1,248	\$1,248	12	\$29,952
3 Bedrooms	<input type="text" value="3"/>	\$1,773	\$1,773	12	\$63,828
4 Bedrooms	<input type="text" value="4"/>	\$2,136	\$2,136	12	\$102,528
5 Bedrooms	<input type="text" value=""/>	\$2,456	\$2,456	12	\$0
6 Bedrooms	<input type="text" value=""/>	\$2,777	\$2,777	12	\$0
7 Bedrooms	<input type="text" value=""/>	\$3,097	\$3,097	12	\$0
8 Bedrooms	<input type="text" value=""/>	\$3,418	\$3,418	12	\$0
9 Bedrooms	<input type="text" value=""/>	\$3,738	\$3,738	12	\$0
<b>Total</b>	<b>10</b>				<b>\$207,684</b>

Enter number of units for each bedroom size

Select "Save" to automatically calculate

Select "Save & Back to List" when finished adding rental locations

Click the 'Save' button to automatically calculate totals.

Select "Save & Add Another" to add another rental location

Buttons: Save, Save & Add Another, Save & Back to List, Back to List

## Steps

- Select the "Type of Rental Assistance" from the following choices:
  - PRA (Project-based rental assistance).
  - TRA (Tenant-based rental assistance).
  - SRA (Sponsor-based rental assistance).
- Select the metropolitan or non-metropolitan FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the "FMR Area" column.
- Indicate whether the applicant is requesting rental assistance funding for less than the area's per-unit fair market rents.
- Enter the number of units of each bedroom size for which the project is requesting rental assistance. The number of units for each unit size on this table must match your current grant agreement or grant agreement as amended.

# YHDP Renewal Project Application

## Steps (continued)

5. After you enter figures in the "# of Units" column for the relevant fields, select the "Save" button at the bottom. The 12-month column is fixed.
  - If you selected "Yes" at the top of the screen to indicate that you are requesting less than the FMR, then the "HUD Paid Rent" column will be fillable. The amount of "HUD Paid Rent" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
  - If you selected "No" at the top of the screen to indicate that you are not requesting less than the FMR, then the "HUD Paid Rent" column will not be fillable. The amount of the "FMR Area" multiplied by the number of units per unit type, multiplied by 12, automatically populates in the "Total Request (Applicant)" column per unit type. The sum of each column will be auto-calculated.
6. The "Grant Term" field is populated based on the grant term selected on the "Funding Request" screen and will be read-only.
  - For renewal projects, the grant term may only be one year.
7. The "Total Request for Grant Term" field is calculated based on the per month rent entered in the first field, multiplied by 12 months, and multiplied by the grant term.
8. If the project is requesting rental assistance for only one location, select "Save & Back to List" to return to the "Rental Assistance Budget" screen.
  - If the project is requesting rental assistance for units in another location, select "Save & Add Another" and repeat steps 1 through 5 for each location in the project for which you are requesting rental assistance funds.
9. Once you have completed all of the "Rental Assistance Budget Detail" screens that your project requires, select "Save & Back to List."

# YHDP Renewal Project Application

## Completion of Rental Assistance Budget

After completing all of the “Rental Assistance Budget Detail” screens, the “Rental Assistance Budget” screen will populate with the budget information you entered.

**6D. Rental Assistance Budget**

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the .

Total Request for Grant Term:

Total Units:

[Show Filters] [Clear F...]

Delete	View	Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
		PRA	AK - Anchorage, AK HUD Metro FMR Area...	10	\$207,684

Back Next

Callouts:

- Select "Add" to add another entry (points to Add icon)
- Select "View" to view and make changes (points to View icon)
- Select "Delete" to delete an entry (points to Delete icon)
- Review amount and total units (points to summary fields)
- Select "Next" to continue. (points to Next button)

## Steps

1. Review the following items on the “Rental Assistance Budget” screen.
  - The “Rental Assistance Budget” screen should have auto-calculated with your total rental assistance request for the grant term.
  - Each "Rental Assistance Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Rental Assistance Budget Detail" screen(s) and reviewing the "Rental Assistance Budget" screen, you may want to make changes.
  - If you want to view and edit any of the “Rental Assistance Budget Detail” screens, select the “View” icon next to the appropriate entry.
  - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
  - If the list is missing one or more items, select the “Add” icon and complete a "Rental Assistance Budget Detail" screen, as discussed in the previous section.
3. If the list is complete, select “Next” to continue.



# YHDP Renewal Project Application

## 6E. Supportive Services Budget

The “Supportive Services Budget” screen is applicable if you are requesting supportive services. This screen is visible if you checked “Supportive Services” on Screen 6A.

The following steps provide instructions on completing the “Supportive Services Budget” screen of the YHDP Renewal Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6E. Supportive Services Budget**

quantity AND description must be entered for each request

Enter quantity and brief description

Enter annual assistance requested

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		

Total Annual Assistance Requested \$0

Grant Term 1 Year

To \$0

Select "Save" to automatically calculate

Select "Save & Next" to continue

Click the 'Save' button to automatically calculate totals.  
Request for Grant Term must be greater than \$0.

Save & Back Save Save & Next

Back Next

# YHDP Renewal Project Application

## Steps

1. There are 17 budget categories listed on the Supportive Services Budge. For each applicable category, enter the following information:
  - Narrative description of up to 400 characters under the “Quantity and Description” column. Be brief and use abbreviations as much as possible.
  - Dollar request for each year of the grant term.
    - Note: For item 17, “Operating Costs,” see 24 CFR 578.53(a) to determine if you are eligible to apply for funds, as it does not apply to all project applications.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue.

Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the “4A. Services” screen. If necessary, return to this screen to complete any missing information.

# YHDP Renewal Project Application

## 6F. Operating Budget

The “Operating” screen is applicable if you are requesting operating costs. This screen is visible if you checked “Operating” on Screen 6A.

The following steps provide instructions on completing the “Operating” screen of the YHDP Renewal Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6F. Operating**

[Instructions](#)  
**A quantity AND description must be entered for each requested cost.**

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair	<input type="text"/>	<input type="text"/>
2. Property Taxes and Insurance	<input type="text"/>	<input type="text"/>
3. Replacement Reserve	<input type="text"/>	<input type="text"/>
4. Building Security	<input type="text"/>	<input type="text"/>
5. Electricity, Gas, and Water	<input type="text"/>	<input type="text"/>
6. Furniture	<input type="text"/>	<input type="text"/>
7. Equipment (lease, buy)	<input type="text"/>	<input type="text"/>

**Total Annual Assistance Requested**

**Grant Term**

**Total Request for Grant Term**

**Click the 'Save' button to automatically calculate totals.  
Total Request for Grant Term must be greater than \$0.**

**Buttons:** Save & Back, Save, Save & Next, Back, Next

**Callouts:**

- Enter quantity and brief description
- Enter annual assistance request
- Select "Save" to automatically calculate
- Select "Save & Next" to continue

### Steps

1. Enter the quantity and description of each service requested.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue.

Note: Each supportive service requested on this screen must have a completed Applicant or Subrecipient on the “4A. Services” screen. If necessary, return to this screen to complete any missing information.

# YHDP Renewal Project Application

## 6G. HMIS Budget

The “HMIS Budget” screen is applicable if you are requesting operating costs. This screen is visible if you checked “HMIS” on Screen 6A.

The following steps provide instructions on completing the “HMIS Budget” screen of the YHDP Renewal Project Application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6G. HMIS Budget**

Enter quantity and brief description [instructions](#)  
A quantity AND description must be entered for each requested cost.

Enter annual assistance request

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment	<input type="text"/>	<input type="text"/>
2. Software	<input type="text"/>	<input type="text"/>
3. Services	<input type="text"/>	<input type="text"/>
4. Personnel	<input type="text"/>	<input type="text"/>
5. Space & Operations	<input type="text"/>	<input type="text"/>

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Select “Save” to automatically calculate

Click the 'Save' button to automatically calculate totals.  
**Total Request for Grant Term must be greater than \$0.**

Select “Save & Next” to continue

Save & Back    Save    Save & Next

Back    Next

### Steps

1. Enter the quantity and description of each service requested.
2. Enter the annual assistance request for each service requested.
3. Select “Save” and the annual amounts will automatically calculate.
4. Select “Save & Next” to continue.


# YHDP Renewal Project Application

## 6H. Sources of Match

The following steps provide instructions on completing the “Sources of Match” screen of the new and renewal Project Applications. See 24 CFR 578.73 regarding match requirements to ensure in-kind match reported is documented appropriately if this method of match is selected.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

### Steps

1. In field 1, select "Yes" or "No" from the dropdown menu to indicate whether the project will generate program income to use as match.
  - If "Yes," fields 1a and 1b will appear.  
In field 1a, describe the source of the program income.  
In field 1b, estimate the amount of program income that will be used as match for this project.  
Select "Save" to save fields 1a and 1b.
2. Select the "Add" icon  to open the "Sources of Match Details" screen and add information.
3. The "Sources of Match Details" screen will appear.

# YHDP Renewal Project Application

## Sources of Match Detail

**Sources of Match Detail**

\* 1. Type of Match Commitment: -- select --

\* 2. Source: -- select --

\* 3. Name of Source:   
 (Be as specific as possible and include the office or grant program as applicable)

\* 4. Amount of Written Commitment:

Select "Save & Add Another" to add another source of match

Select "Save & Back to List" when finished adding sources of match

Save Save & Add Another

Save & Back to List Back to List

## Steps

1. In field 1, from the dropdown menu, enter the type of commitment "Cash" or "In-Kind" to be provided for the project.
  - If "In-Kind" is selected, before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.
  - The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.
2. In field 2, enter the type of source. Select "Government" or "Private" to denote the source of the contribution.
3. In field 3, enter the name of the entity providing the contribution. Be as specific as possible and include the office or grant program as applicable.
4. In field 4, enter the total dollar value of the written commitment.
5. If this is the project's only source of match, select "Save & Back to List" to return to the "Sources of Match" screen.
  - If the project has another source of match, select "Save & Add Another" and repeat steps 1 through 4 for each source of match.
6. Once you have completed all of the "Sources of Match Detail" screens that your project requires, select "Save & Back to List."

# YHDP Renewal Project Application

## Completion of Sources of Match

After completing all of the “Sources of Match Detail” screens, the “Sources of Match” screen will auto-populate with the information you entered.

**6H. Sources of Match**

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

**Summary for Match**

Total Amount of Cash Commitments: \$70,671

Total Amount of In-Kind Commitments: \$0

Total Amount of All Commitments: \$70,671

\* Will this project be described in 24 CFR 578.97 as Match for this project? No

[Show Filters](#) [Clear Filter]

Delete	View	Type	Source	Contributor	Value of Comm
		Cash	Government	City Council budget	\$70,671

Buttons: Save, Save & Next, Back, Next

Callouts:

- Select "Add" to add another entry (points to Add icon)
- Select "View" to view and make changes (points to View icon)
- Select "Delete" to delete an entry (points to Delete icon)
- Review calculations (points to Summary for Match)
- Select "Save & Next" to continue (points to Save & Next button)

## Steps

1. Review the following items on the “Sources of Match” screen.
  - The “Sources of Match” screen should have auto-calculated with your total rental assistance request for the grant term.
  - Each "Sources of Match Detail" screen you entered will appear as a separate entry under the "View" header.
2. After completing the "Sources of Match Detail" screen(s) and reviewing the "Sources of Match" screen, you may want to make changes.
  - If you want to view and edit any of the “Rental Assistance Budget Detail” screens, select the "View" icon next to the appropriate entry.
  - If you find that you have created a "Rental Assistance Budget Detail" screen in error and want to delete it, select the "Delete" icon next to the appropriate entry.
  - If the list is missing one or more items, select the “Add” icon and complete a "Rental Assistance Budget Detail” screen, as discussed in the previous section.
3. If the list is complete, select “Save & Next” to continue to the next screen.

# YHDP Renewal Project Application

## 6I. Summary Budget

The "Summary Budget" screen summarizes the funding requested for each year of the grant term. The grant term for Renewal Project Applications is limited to one year.

You will not enter any information in the gray-shaded fields, as these fields will be automatically populated from the information you entered into the individual budget screens; however, the appropriate amount of administrative costs must be entered in the applicable field.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**6I. Summary Budget**

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$136,000
1b. Leased Structures	\$28,800
2. Rental Assistance	\$207,684
3. Supportive Services	\$50,000
4. Operating	\$25,000
5. HMIS	\$0
6. Sub-total Costs Requested	\$447,484
7. Admin (Up to 10%)	<input type="text"/>
8. Total Assistance plus Admin Requested	\$447,484
9. Cash Match	\$70,671
10. In-Kind Match	\$0
11. Total Match	\$70,671
12. Total Budget	\$518,155

Gray-shaded cells auto-calculate

Enter up to 10 percent Admin

Select "Save & Next" to continue.

Save & Back

Save

Save & Next

Back

Next



# YHDP Renewal Project Application

## Steps

1. Review the total requested assistance funding amounts in the gray-shaded fields.
  - If they are not correct, navigate to the individual budget screens and update them. You cannot edit gray-shaded fields on the Summary Budget screen.
2. In the "Admin" field (line 7 for renewal projects), enter the amount of administrative costs for which you are applying. Administrative costs may not exceed 10 percent of the line "Sub-total Costs Requested."
3. Click "Save & Next" to continue.

### NOTE:

*The total value of the sum of "Cash Match" and "In-Kind Match" must equal 25 percent of the total amount requested for all activities **except for leased units and leased structures, but including administration costs.***

# YHDP Renewal Project Application

## Part 7. Attachment(s) and Certification

### 7A. Attachment(s)

The "Attachment(s)" screen includes three links that allow you to upload and attach supplementary information to the project application.

- **Subrecipient Nonprofit Documentation.** On the "Project Subrecipients" screen, if the subrecipient is a nonprofit (i.e., either "M" or "N" was selected from the "Organization Type" dropdown menu), then proof of the subrecipient's nonprofit status is required.
- **Other Attachment(s).** Attach any additional information supporting the project funding request. Use a zip file to attach multiple documents.
  - **CoC Rejection Letter.** A project identified as an "Appeal" project on screen 3A. Project Details under "Project Status" is required to upload documentation to one of the "Other Attachment" screens. Projects that have been rejected in the local CoC competition by the Collaborative Applicant and intend to apply as a Solo Project must attach documentation from the Collaborative Applicant that confirms the project has been rejected along with the reason for the rejection.

**NOTE:**

*If your project has not been rejected, the CoC Reject Letter does not pertain to you.*

*If your project has been rejected and you have chosen to appeal to HUD by submitting a Solo Application prior to the HUD submission deadline, you must upload this attachment. Please visit the CoC Program Competition Resources page at [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).*

*You will find a resource for Project Applicants that are submitting an Appeal.*

- **Consolidated Plan Certification.** Projects that are applying for CoC funds from a geographic area that is not claimed by a CoC and that has selected "No CoC" on Form 3A, must upload the HUD-2991 Certification of Consistency with the Consolidated Plan signed by the authorized official from the local or regional government.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

7A. Attachment(s)					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">1) Subrecipient Nonprofit Documentation</a>	No		--	
	<a href="#">2) Other Attachment</a>	No		--	
	<a href="#">3) Other Attachment</a>	No		--	

Back Next

## Steps

1. If there are no attachments, select "Next" to continue.
2. If there are attachments, select the document name or link under "Document Type."
3. The "Attachment Details" screen appears.

# YHDP Renewal Project Application

## 7A. Attachment Details

The following instructions explain how to upload an attachment in *e-snaps*; the steps are the same for each attachment link on the screen.

The screenshot shows the 'Attachment Details' form with the following fields and buttons:


- \* Document Description:** A text box containing '1294876 Hester House Subrecipient NFP Document'. A callout bubble points to this field with the text: 'Enter document description, including the Project Number'.
- \* File Name:** A button labeled 'Choose File' and the text 'No file chosen'. A callout bubble points to the 'Choose File' button with the text: 'Choose file'.
- Document Type:** A dropdown menu showing '1) Subrecipient Nonprofit Documentation'.
- Maximum Size:** A text box showing '5 MB'.
- Allowable Formats:** A text box listing 'jpg, zip, xlsx, img, ZIP\*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls'.
- Instructions:** A text box containing: 'Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization.'
- Buttons:** 'Save', 'Save & Back to List', and 'Back to List'. A callout bubble points to the 'Save & Back to List' button with the text: 'Select "Save & Back to List" to add another attachment'.

### Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
  - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff.
3. Select "Save & Back to List" to return to the "Attachments" screen.
4. After you have attached all of the attachments, on the "Attachments" screen, select "Next."

### NOTE:

#### **To delete an uploaded attachment.**

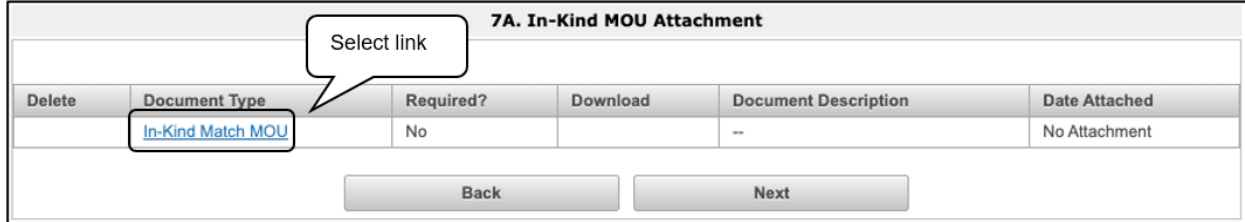
- Select the "Delete" icon  that appears to the left of the document name.
- Confirm the deletion in the pop-up window.

# YHDP Renewal Project Application

## 7A. In-Kind Match MOU Attachment

If a project applicant selects "In-Kind" as a source of match on screen 6D, before grant execution, services to be provided by a third party must be documented by an MOU between the recipient or subrecipient and the third party that will provide the services. The MOU can be uploaded as an attachment with your application or submitted to HUD prior to grant execution.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.



Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">In-Kind Match MOU</a>	No		--	No Attachment

Back Next

### Steps

1. Select "In-Kind Match MOU" under "Document Type."
2. The "Attachment Detail" screen will appear.

# YHDP Renewal Project Application

**Attachment Details**

**\* Document Description:** 1294876 Hester House Subrecipient NFP Document

**\* File Name:** Choose File No file chosen

**Document Type:** 1) Subrecipient Nonprofit Documentation

**Maximum Size:** 5 MB

**Allowable Formats:** jpg, zip, xlsx, img, ZIP\*, tiff, bmp, rtf, gif, png, wpd, zipx, docx, pptx, tif, txt, pdf, ppt, doc, jpeg, xls

**Instructions:** Subrecipient Nonprofit Documentation: Documentation of the subrecipient's nonprofit status must be uploaded, if the applicant and project subrecipient are different entities, and the subrecipient is a nonprofit organization.

Buttons: Save, Save & Back to List, Back to List

Callouts:  
- "Choose file" points to the "Choose File" button.  
- "Enter document description, including the Project Number" points to the "Document Description" field.  
- "Select 'Save & Back to List' to add another attachment" points to the "Save & Back to List" button.

## Steps

1. Enter the name of the document in the "Document Description" field.
2. Select "Browse" to the right of the "File Name" field to upload the file from your computer.
  - The allowable formats are: zip, xls, xlsx, tif, jpeg, wpd, pdf, img, rtf, pptx, ppt, txt, bmp, jpg, png, zipx, doc, docx, ZIP\*, gif, tiff.
3. Select "Save & Back to List" to return to the "Attachments" screen.

**7A. In-Kind Match MOU Attachment**

Delete	Document Type	Required?	Download	Document Description	
	<a href="#">In-Kind Match MOU</a>	No		Sample MOU Attach...	09/07/2022

Buttons: Back, Next

Callout: "Select 'Next' to continue" points to the "Next" button.

4. On the "Attachments" screen, select "Next" to continue.

# YHDP Renewal Project Application

## 7B. Certification

The Project Applicant must certify that the proposed program will comply with the various laws as outlined in the CoC Program Competition NOFO. The Project Applicant should review all of the items carefully.

The following steps provide instructions on completing all mandatory fields marked with an asterisk (\*) on the "Certification" screen of the application.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

**7B. Certification**

**A. For all projects:  
Fair Housing and Equal Opportunity**

**B. For non-Rental Assistance Projects Only.**

**C. Explanation.**

Review the certifications in Part A and Part B

If necessary, provide an explanation in Part C

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

**Name of Authorized Certifying Official**

Hank Hill

**Date:**

09/07/2022

**Title:**

County Executive

**Applicant Organization:**

Arlen Housing Services

**PHA Number (For PHA Applicants Only):**

**\* I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).**

☐

Select check box to certify

**\* Active SAM Status Requirement. I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.**

☐

Select check box to certify SAM status

**Note: This formlet contains mandatory fields for which**

Select "Save & Next" to continue.

Save & Back

Save

Save & Next

Back

Next

# YHDP Renewal Project Application

## Steps

1. Review parts A and B on the screen.
2. If you are unable to certify any of these sections, provide an explanation in part C.
3. Verify the name of the Project Applicant Organization's Authorized Certifying Official.
4. Verify that the current date auto-populates in the Date field.
5. Verify the title of the Project Applicant Organization's Authorized Certifying Official.
6. Verify the name of the Project Applicant Organization.
7. For PHA Applicants only, enter the PHA Number.
8. Review the certification statement and select the check box to the right of the certification statement.
9. Select "Save & Next" to continue.



# YHDP Renewal Project Application

## ***Part 8. Submission Summary***

Once the required information has been entered and the required attachments have been uploaded, the Project Applicant needs to select the "Submit" button on the "Submission Summary" screen.

The "Submission Summary" screen shows the Project Application screens. In the "Last Updated" column, the system will identify the following:

- A date if the screen is complete.
- "No Input Required" if there is no input required.
- "Please Complete" if more information is needed.

Users can go back to any screen by selecting the screen name on the left menu or in the Submissions list itself. Remember to select "Save" after any changes.

**NOTE:**

*The "No Input Required" status on the Submission Summary indicates that additional information for that screen is not required for the applicant to continue to the next step in the e-snaps system.*

*In the context of this navigational guide, the Project Applicant may continue to the next steps in the Project Application process.*

*HUD, however, may require that you submit the item prior to entering into a grant agreement if conditionally awarded.*

The "Submit" button is located at the bottom of the screen under the navigation buttons. The "Submit" button will be active if all parts of the Project Application are complete (and have a date) or state "No Input Required."

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant that the application is ready for their review.

Review the FY 2022 CoC Program Competition NOFO and the FY 2022 YHDP Renewal Project Application Detailed Instructions for information on accurately responding to the application questions.

# YHDP Renewal Project Application

## 8B. Submission Summary

The following image shows a partial screenshot of the Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded, and you cannot select it.

8B Submission Summary			
Complete	Page	Last Updated	Mandatory
✓	<a href="#">1A. SF-424 Application Type</a>	09/06/2022	Yes
✓	<a href="#">1B. SF-424 Legal Applicant</a>	09/06/2022	Yes
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	Yes
✓	<a href="#">1D. SF-424 Professional District(s)</a>	09/06/2022	Yes
✓	<a href="#">1E. SF-424 Declaration</a>	09/06/2022	Yes
✗	<a href="#">1G. HUD 2880</a>	Please Complete	Yes
✓	<a href="#">1H. HUD 50070</a>	09/06/2022	Yes
✓	<a href="#">1I. Cert. Lobbying</a>	09/06/2022	Yes
✓	<a href="#">1J. SF-LLL</a>	09/06/2022	Yes
✓	<a href="#">1K. SF-424B</a>	09/06/2022	Yes
--	<a href="#">Recipient Performance</a>	No Input Required	No
✓	<a href="#">YHDP Renewal Grant Consolidation</a>	09/06/2022	Yes
✓	<a href="#">6A. Funding Request</a>	09/07/2022	Yes
✓	<a href="#">6D. Rental Assistance</a>	09/07/2022	Yes
✓	<a href="#">6E. Supp Svcs Budget</a>	09/07/2022	Yes
✓	<a href="#">6F. Operating</a>	09/07/2022	Yes
✓	<a href="#">6H. Match</a>	09/07/2022	Yes
--	<a href="#">6I. Summary Budget</a>	No Input Required	No
--	<a href="#">7A. Attachment(s)</a>	No Input Required	No
✓	<a href="#">7A. In-Kind Match MOU Attachment</a>	09/07/2022	Yes
✓	<a href="#">7B. Certification</a>	09/07/2022	Yes

Notes:

- Total requested amount is over \$200,000. Please update your Project Applicant Profile for HUD 2880 in Part 1 question 2 to "Yes" and

Back Export to PDF Get PDF Viewer Submit

# YHDP Renewal Project Application

## Steps

1. For the item(s) that state “Please Complete,” either select the link under the “Page” column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the “Submission Summary” screen.
4. When you have an active “Submit” button, continue to the next section.

# YHDP Renewal Project Application

## Submitting the Project Application

The following image shows an active "Submit" button on the Project Application "Submission Summary" screen.

--	<a href="#">7A. Attachment(s)</a>	No Input Required	No
✓	<a href="#">7A. In-Kind Match MOU Attachment</a>	09/07/2022	Yes
✓	<a href="#">7B. Certification</a>	09/07/2022	Yes

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

Active "Submit" button

### Steps

1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Project Application.

The following image shows the completed Project Application "Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The screen is marked "This e.Form has been submitted."

✓	<a href="#">7A. In-Kind Match MOU Attachment</a>	09/07/2022	Yes
✓	<a href="#">7B. Certification</a>	09/07/2022	Yes

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

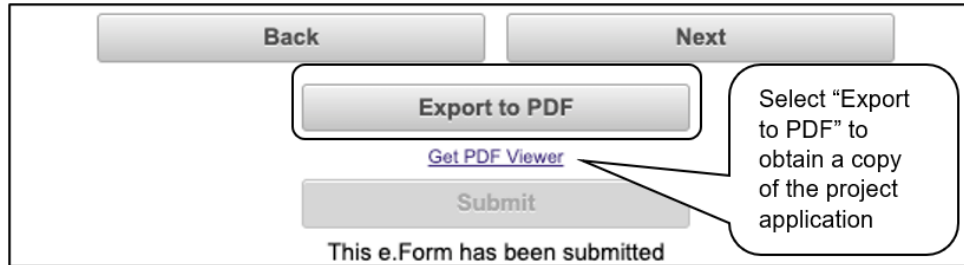
Inactive "Submit" button with notification that the application has been submitted

This e.Form has been submitted

# YHDP Renewal Project Application

## ***Exporting to PDF***

Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



### **Steps**

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen(s) you would like included.
3. Select "Export to PDF."

# YHDP Renewal Project Application

## Troubleshooting When You Cannot Submit the Project Application

Project Applicants may encounter issues when trying to submit the Project Application. If the “Submit” button is gray (i.e., “grayed-out”), it is not active and you cannot select it. You will not be permitted to complete your screen at this time. The “Submit” button will appear gray if information is missing on any of the required Project Application screens or in the Applicant Profile.

The following partial image shows the Renewal Project Application "Submission Summary" screen with items that still need to be completed. Note that the "Submit" button is gray-shaded and you cannot select it.

**8B Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">1A. SF-424 Application Type</a>	09/06/2022	Yes
✓	<a href="#">1B. SF-424 Legal Applicant</a>	09/06/2022	Yes
--	<a href="#">1C. SF-424 Application Details</a>	No Input Required	Yes
✓	<a href="#">1D. SF-424 Professional District(s)</a>	09/06/2022	Yes
✓	<a href="#">1E. SF-424 Professional District(s) License</a>	09/06/2022	Yes
✓	<a href="#">1F. SF-424 Declaration</a>	09/06/2022	Yes
✗	<a href="#">1G. HUD 2880</a>	Please Complete	Yes
✓	<a href="#">1H. HUD 50070</a>		
✓	<a href="#">1I. Cert. Lobbying</a>		
✓	<a href="#">7B. Certification</a>	09/06/2022	Yes

Notes:

- [Total requested amount is over \\$200,000. Please update your Project Applicant Profile for HUD 2880 in Part 1 question 2 to "Yes" and click "Save" button.](#)

Buttons: Back, Export to PDF, Get PDF Viewer, Submit

Callouts:

- Screen is incomplete (points to row 1G)
- Review "Last Updated" column (points to row 1A)
- Review notes (points to Notes section)
- Inactive "Submit" button (points to Submit button)

### Steps

1. Review the Submission Summary screen to determine which Project Application screen needs to be completed.
2. Go back to the Project Application or Applicant Profile to update incomplete items. Remember to save your changes.
3. Return to the Submission Summary screen to select the "Submit" button.

# YHDP Renewal Project Application

**What the “Last Updated” column tells you.** A date identifies a screen with complete information for all required fields. It is the most recent date on which the completed screen was saved.

- “Please Complete” identifies a screen with information missing in one or more required fields.
- “No Input Required” identifies the screens that are not required for completion by all projects. You are strongly encouraged to double-check these screens to ensure that all appropriate project information is completed.

**What the “Notes” section at the bottom of the screen tells you.** Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable screen and error(s).

**NOTE:**

*If you are still unable to submit the Renewal Project Application after following these instructions, please contact the HUD Help Desk at [e-snaps@hud.gov](mailto:e-snaps@hud.gov).*

*Use the above email address for other e-snaps technical issues, including creating an individual user profile, lockouts/password resets, requesting access to a project applicant’s e-snaps account, navigating e-snaps, updating the Applicant Profile, accessing the application on the Submissions screen, etc.*



*For questions about the NOFO, competition, and applications, contact the HUD Help Desk at [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).*

# YHDP Renewal Project Application

## ***Updating the Applicant Profile***

If an Applicant needs to edit the Project Applicant Profile in order to correct information that has pre-populated in the Application, the Applicant must do the following:

### **Steps**

1. Select "Back to Submissions List."
2. Select "Applicants" in the left menu bar.
3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select "Submission Summary" on the left menu bar.
6. Select the "Edit" button.
7. Navigate to the applicable screen(s), make the edits, and select "Save."
8. Select "Submission Summary" on the left menu bar and select the "Complete" button.
9. Select "Back to Applicants List" on the left menu bar.
10. Select "Submissions" on the left menu bar.
11. Select the orange "folder"  icon to enter the Project Application. The change should have pulled forward.




# YHDP Renewal Project Application

## Project Application Changes

If changes need to be made to the Project Applications, the Collaborative Applicant will send the project back to the Project Applicant. This process is similar to last year's competition. Project Applicants may need to change the Project Application if they find an error or if the Collaborative Applicant requests that a change be made to one or more of the forms. The following action steps must be taken by the Collaborative Applicant and Project Applicant.

### Steps—Who

- |    |  |  |
|----|--|--|
| 1. | Collaborative Applicant or Project Applicant | <p>If a submitted Project Application needs to be changed, contact must be made between the Project Applicant and the Collaborative Applicant outside of <i>e-snaps</i> (via email or phone).</p> <ul style="list-style-type: none"><li>• If a Project Applicant determines that a change to the Project Application is necessary, the Project Applicant should contact the Collaborative Applicant and request that it "send," or release, the Project Application back to the Applicant.</li><li>• If the Collaborative Applicant requests a change, the Collaborative Applicant should contact the Project Applicant.</li></ul> |
|----|--|--|
- |    |                         |  |
|----|-------------------------|--|
| 2. | Collaborative Applicant | <p>The Collaborative Applicant will notify the Project Applicant outside of <i>e-snaps</i> (via email or phone) that the Project Application has been sent back for changes.</p> |
|----|-------------------------|--|
- |    |                   |   |
|----|-------------------|---|
| 3. | Project Applicant | <p>After the Project Application has been sent back for amendment, any person who is an authorized <i>e-snaps</i> user with the Project Applicant's organization will be able to reopen the project.</p> <p>The following actions are taken by the applicant once the Collaborative Applicant has released the Project Application:</p> <ul style="list-style-type: none"><li>• Log in to <i>e-snaps</i>.</li><li>• Select "Submissions" on the left menu bar.</li><li>• Find the Project Application that was sent back to the applicant.<ul style="list-style-type: none"><li>○ Review the list under the Project Name column or use the Project Name dropdown menu and "Filter" button.</li><li>○ The Project Name for the Project Application will be listed, but it will no longer have a date under the "Date Submitted" column.</li></ul></li><li>• Select the "Open Folder" icon  to the left of the project with no submission date.</li><li>• Make the required change(s), saving each form as it is revised.</li><li>• Select the "Submit" button.</li><li>• Notify the Collaborative Applicant that the Project Application has been re-submitted.</li></ul> |
|----|-------------------|---|
- |    |                         |  |
|----|-------------------------|--|
| 4. | Collaborative Applicant | <p>After the Project Applicant has re-submitted the Project Application, the Collaborative Applicant must update the CoC Priority Listings for the Project Application to reappear on the appropriate project screen in the CoC Priority Listings.</p> |
|----|-------------------------|--|

# YHDP Renewal Project Application

## Next Steps

Congratulations on submitting your YHDP Renewal Project Application!

At this point, your Project Application has been submitted to the CoC's Collaborative Applicant, as indicated on screen "3A. Project Detail" questions 2 and 3.

Notifications are **not** provided through *e-snaps* to the Collaborative Applicant, so you should notify them that the application has been submitted.

The Collaborative Applicant will review every Project Application and either approve and rank or reject the Project Applications prior to submitting them as part of the CoC Priority Listing to HUD for the FY 2022 CoC Program Competition. In this case, YHDP renewal projects are not ranked; they are either approved or rejected.

Please keep in contact with the Collaborative Applicant in case any changes need to be made.

For additional FY 2022 CoC Program NOFO Competition and *e-snaps* resources, see the HUD.gov and *e-snaps* webpages at:

- [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).
- <https://www.hudexchange.info/programs/e-snaps/>.