

CoC Renewal YHDP Project Application Detailed Instructions

Fiscal Year 2021 CoC Program Competition



U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Special Needs Assistance Programs

August 2021

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Table of Contents

Introduction	3
What’s New for CoC Program YHDP Renewal Project Applications	4
Important Reminders	4
YDHP Renewal Project Application Screens in <i>e-snaps</i>	5
Table 1: Screens in <i>e-snaps</i> for YHDP Renewal Project Application	5
Project Applicant Profile	6
All Projects – Part 1: HUD Forms and Certifications	6
Basic Instructions to Access a Project Applicant Profile	7
SF-424: Application for Federal Assistance; Screens 1A-1F	7
Form HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G	9
Form HUD-50070: Certification of a Drug Free Workplace; Screen 1H	11
Certification Regarding Lobbying; Screen 1I	11
SF-LLL: Disclosure of Lobbying Activities; Screen 1J.....	11
SF-424B: Assurances for Non-Construction; Screens 1K	12
All Projects – Recipient Performance Screen	12
All Projects – Renewal Grant Consolidation Screen	13
All Projects – Part 2: Subrecipient Information	15
All Projects Part 3: Project Information	15
All Projects Part 4: Housing and Services	23
All Projects Part 5: Program Participants.....	29
All Projects Part 6: Budgets	32
All Projects – Part 7: Attachments and Certification	41
All Projects – Part 8: Submission Summary	42

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Introduction

This document provides detailed instructions for organizations completing the Fiscal Year (FY) 2021 Continuum of Care (CoC) Youth Homelessness Demonstration Program (YHDP) Renewal Project Applications for funding available through the Notice of Funding Opportunity (NOFO) for the FY 2021 CoC Program Competition. These instructions provide information for each question within the renewal project applications in the electronic grants management system called *e-snaps*. Additional guides and resources are located on The Department of Housing and Urban Development's (HUD) website. Additional technical resources such as [How to Access the Project Application](#) and an *e-snaps* technical walkthrough, are located on [HUD's website](#).

The following documents provide information regarding CoC Program requirements and responsibilities for all projects awarded using CoC Program funds:

- [FY 2021 CoC Program Competition NOFO \(NOFO\)*](#);
- [24 CFR part 578 \(the Rule\)](#);
- [The McKinney-Vento Act, as amended by the HEARTH Act \(the Act\)](#); and
- [Local CoC Program policy guidelines for submitting project applications to the CoC or its designated committee or subcommittee](#).

*All renewal project applications must comply with the current grant agreement, or grant agreement as amended and the requirements of the Rule.

Additionally, the following items provide information that will be helpful as you complete your project applications:

- [FY 2021 Grant Inventory Worksheet \(GIW\)](#) on the HUD website for each CoC that includes Budget Line Items (BLIs) for each renewal project.
- Questions regarding information in these instructions may be submitted to CoCNOFO@hud.gov, however, HUD cannot assist a project applicant with completing its application.
- FY 2021 [CoC Project Application Navigational Guides](#) provide step-by-step instructions for navigating through *e-snaps*.

Project applicants can find additional information on [HUD's website](#) regarding the CoC Program requirements. The [HUD Exchange](#) also includes unofficial CoC Program information developed by technical assistance providers.

HUD has modified the project application in *e-snaps* to conform to the requirements for YHDP Renewal project applications. Even with these modifications, there are certain questions within the FY2021 YHDP Renewal application for which special instructions are given within these instructions. Any special YHDP instructions are highlighted in **YELLOW for the separate project types.**

This set of detailed instructions mirror the eight parts of the new project application in *e-snaps* as listed below and in Table 1:

- Parts 1 and 2 are the same regardless of the project type;
- The visibility of *e-snaps* screens and questions for Parts 3 through 6 are identified in these instructions for each project type for each of the following eligible YHDP renewal project types:
 - **Permanent Supportive Housing (PH-PSH)**;
 - **Rapid Rehousing (PH-RRH)**;

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- **Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PH-RRH);**
 - **Transitional Housing (TH);**
 - **Supportive Services Only (SSO)–including SSO Coordinated Entry (CE); and**
 - **Homeless Management Information Systems (HMIS).**
- Parts 7 and 8 are the same regardless of the project type.

Finally, the renewal project application is not to be used to make changes to your renewal project. All substantive changes for the project such as population served, number of units and beds, shifts in Budget Line Items (BLIs) of 10 percent or more, etc. must be submitted, reviewed, and approved by your local HUD field office representative.

What's New for CoC Program YHDP Renewal Project Applications

- 1. YHDP Replacement Projects.** In the FY 2021 CoC Program Competition, project applicants can submit a replacement YHDP project application in lieu of a YHDP renewal project application. See Section II.B.7 of the NOFO. If you intend to submit a replacement YHDP project application, use the YHDP Replacement Detailed Instructions.
- 2. Budget Detail Screens.** The budget screens for Supportive Services, Operating, HMIS, and Leased Structures have been added to the application. You will need to complete the information for those budgets that apply to your project application request.

Important Reminders

- 1. HUD cannot correct project application errors.** Your project application must demonstrate compliance with the Rule and NOFO and you are responsible for submitting a project under the appropriate type and funding stream according to the FY 2021 NOFO and 24 CFR part 578 (except as otherwise provided in the NOFO).
- 2. HUD Forms and Certifications:** Required forms are included in *e-snaps* project application and must be completed before you will have access to the project application: If your organization has multiple CoC Program project applications, functionality was built into the HUD-2880 in the **Project Applicant Profile** so you only need to fill out the form's questions once for the **combined total** amount for all project applications being submitted
- 3. System for Award Management (SAM) Registration.** Your organization must have an active SAM registration at time of application submission and award. The SAM registration must be renewed annually so long as you receive CoC Program funds. HUD verifies that your organization has an active SAM registration prior to release of awarded funds and will withhold processing of funds if your organization's SAM registration has expired. You must also confirm your organization's Employer/Tax Identification Number (TIN) and Dun and Bradstreet information is correct in both SAM and the Project Applicant Profile.
- 4. You have access to every *e-snaps* screen.** Under the YHDP funding opportunity, you can view every screen in *e-snaps* regardless of the component type chosen. This allows for flexibility in projects and budgets. Therefore, you must follow these instructions to determine which questions are required for the component type chosen for your project as not all apply to each component. For example, **HMIS** dedicated projects do not have housing units/beds, however, those projects will have access to that screen (**4B. Housing Detail**). It is critical you read the detailed instructions to determine how to proceed through your application (page 24).

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

YDHP Renewal Project Application Screens in *e-snaps*

In the table below, all white cells marked with an “X” indicate the screens that can be accessed based on the project type of your project application. Grey cells indicate the screens that are not accessible for each project type.

Table 1: Screens in *e-snaps* for YHDP Renewal Project Application

Screen Title	YHDP Renewal Project Types					
	PH-PSH	PH-RRH	Joint TH & PH-RRH	TH	SSO	HMIS
Before Starting	X	X	X	X	X	X
Part 1 - Forms and Certification						
1A. SF-424 Application Type	X	X	X	X	X	X
1B. SF-424 Legal Applicant	X	X	X	X	X	X
1C. SF-424 Application Details	X	X	X	X	X	X
1D. SF-424 Congressional District(s)	X	X	X	X	X	X
1E. SF-424 Compliance	X	X	X	X	X	X
1F. SF-424 Declaration	X	X	X	X	X	X
1G. HUD-2880	X	X	X	X	X	X
1H. HUD-50070	X	X	X	X	X	X
1I. Certification Regarding Lobbying	X	X	X	X	X	X
1J. SF-LLL	X	X	X	X	X	X
1K. SF-424B: Non-Construction	X	X	X	X	X	X
Recipient Performance	X	X	X	X	X	X
Grant Consolidation	X	X	X	X	X	X
Part 2 - Subrecipient Information						
2A. Subrecipients	X	X	X	X	X	X
Part 3 - Project Information						
3A. Project Detail	X	X	X	X	X	X
3B. Description	X	X	X	X	X	X
Youth Homeless Demonstration Projects	X	X	X	X	X	X
3C. DedicatedPLUS	X	X	X	X	X	X
Part 4 – Housing Services and HMIS						
4A. Supportive Services for Participants	X	X	X	X	X	X
4A. HMIS Standards	X	X	X	X	X	X
4B. Housing Type and Location	X	X	X	X	X	X
Part 5 - Participants and Outreach						
5A. Households	X	X	X	X	X	X
5B. Subpopulations	X	X	X	X	X	X
Part 6 - Budget Information						
6A. Funding Request	X	X	X	X	X	X
6B. Leased Units	X	X	X	X	X	X
6C. Leased Structures	X	X	X	X	X	X
6D. Rental Assistance	X	X	X	X	X	X
6E. Supportive Services	X	X	X	X	X	X
6F. Operating	X	X	X	X	X	X

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

6G. HMIS	X	X	X	X	X	X
6H. Sources of Match	X	X	X	X	X	X
6I. Summary Budget	X	X	X	X	X	X
Part 7 - Attachments and Certification						
7A. Attachments	X	X	X	X	X	X
CoC Rejection Letter	X	X	X	X	X	X
Con Plan Cert	X	X	X	X	X	X
7B. Certification	X	X	X	X	X	X
Part 8 - Submission Summary						
8A. Notice of Intent to Appeal	X	X	X	X	X	X
8B. Submission Summary	X	X	X	X	X	X

Project Applicant Profile

Before accessing and completing a project application, you should access the **Project Applicant Profile** to complete information for your organizational contacts, particularly:

- Authorized Representative must be the person in the organization authorized to sign legal documents and legally obligate funds for the applicant’s organization.
- Secondary Contact, the person who can address matters in the absence of the authorized contact and who has knowledge of the project application.

Should HUD need to contact your organization to resolve a curable deficiency (Section VIII.C of the NOFO), these are the two people who will receive the email notification with instructions on how to resolve and the timeframe required for resolution.

Additionally, you must complete the information for [Form HUD-2880, Applicant/Recipient Disclosure/Update Report \(HUD-2880\)](#). The information in this form is used to populate questions on Screen 1G and will automatically populate the total assistance requested from all your organization’s project application(s).

To make changes to information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** below, or if you need instructions on how to complete Form HUD-2880, refer to the additional instructions created by a HUD-approved technical assistance provider, available on the HUD Exchange, [Project Applicant Profile Navigational Guide](#) and [How to Complete HUD 2880 in e-snaps](#).

All Projects – Part 1: HUD Forms and Certifications

Most information in Part 1 populates from the **Project Applicant Profile**. All other fields, including those in white or shaded in gray, are read-only, and either populate with information from the profile or other *e-snaps* data. You must review all information to ensure accuracy and update as needed.

You must complete several HUD required forms in Part 1 of *e-snaps* before you have access to the project application. All other parts of an *e-snaps* project application will remain hidden until this information is completed and saved, including all checkboxes certifying signed forms. The “**Submission Summary**” screen will highlight any incomplete Part 1 screens that need further attention.

Part 1 of the project application includes the following forms:

SF-424: Application for Federal Assistance; Screens 1A-1F.

HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G.

HUD-50070: Certification for a Drug Free Workplace; Screen 1H.

Certification Regarding Lobbying; Screen 1I.


FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

SF-LLL: Disclosure of Lobbying Activities; Screen 1J.

SF-424B: Assurances for Non-Construction Projects; Screen 1K; and

SF-424D: Assurances for Construction Projects; Screen 1L.

Basic Instructions to Access a Project Applicant Profile

1. Log into *e-snaps* at <https://esnaps.hud.gov/grantium/frontOffice.jsf> and select "Applicants" in the left menu of the main screen. Important; if working on the project application select "Save" and then select "**Back to Submissions List**" to exit the project application and go back to the main menu. Select "Applicants" from the left menu to access the Project Applicant Profile using the following steps.
Note: The "View Applicant Profile" link in the left menu leads to a read-only version of the profile and does not allow editing).
2. After selecting "Applicants", select the folder  under "Open". The list of project applicant profile screens will appear in the left menu.
3. Begin by opening the profile for editing by selecting "6. Submission Summary" from the left menu and then select the "Edit" button at the bottom of the screen. Once in edit mode, the entire profile can be updated.
4. After you have completed all updates and screens have been "Saved," return to "6. Submission Summary" and select the "Complete" button at the bottom of the screen.
5. Finally, select "Back to Applicants List" in the left menu, then select "Submissions" in the left menu of the *e-snaps* main screen to open a project application. The updated profile information should now appear in all Part 1 screens. If information is not showing as updated, most likely one of the steps above was not completed correctly.

SF-424: Application for Federal Assistance; Screens 1A-1F

Screen 1A. SF-424 Application Type

Only question 5b and the checkbox that follows it on Screen 1A are editable. All other questions populate from *e-snaps* or the **Project Applicant Profile** and are read-only.

1. **Type of Submission.** No action required.
2. **Type of Application.** No action required as this selection was made when you registered and created the project application in the **Funding Opportunity**. The different *e-snaps* **Funding Opportunities** include: YHDP Renewal, YHDP Replacement, Renewal, New, CoC Planning, and UFA Costs. **If** the field is incorrect, return to the *e-snaps* **Funding Opportunity** screen and create a project application using the funding opportunity for "**YHDP Renewal**" projects. For instructions for "registering" an *e-snaps* **Funding Opportunity** refer to the guide [How to Access the Project Application](#).
3. **Date Received.** No action required. This field automatically populates with the date when you "Submit" the project application on the "Submission Summary" screen to send to the CoC for review, rating, and ranking.
4. **Applicant Identifier.** No action required; leave this field blank.
- 5a. **Federal Entity Identifier.** No action required; leave this field blank.
- 5b. **Federal Award Identifier.** No action required; leave this field blank.
6. **Date Received by State.** No action required; leave this field blank.
7. **State Application Identifier.** No action required; leave this field blank.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Screen 1B. SF-424 Legal Applicant

All questions on Screen 1B populate from the **Project Applicant Profile**.

- 8. Applicant.** Ensure the accuracy of the organization's legal name, address, and contact person. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Do not list surrogate names, abbreviations, or acronyms.

Note: HUD will contact the person listed in field "F" if the project application has any curable deficiencies. This field populates with the "**Alternate Contact**" located in the Project Applicant Profile who should be the person who is most knowledgeable with the project application.

Screen 1C. SF-424 Application Details

All questions on Screen 1C populate from *e-snaps* or the **Project Applicant Profile**.

- 9. Type of Applicant.** No action required. Eligible project applicants: nonprofits, state, local governments, instrumentalities of state or local government, Indian Tribes and Tribally Designated Housing Entities (TDHEs), 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 (PHAs) as such terms are defined in 24 CFR 5.100.
- 10. Name of Federal Agency.** No action required.
- 11. Catalog of Federal Domestic Assistance (CFDA) Title.** No action required.
- 12. Funding Opportunity Number.** No action required.
 - Funding Opportunity Title.** No action required.
- 13. Competition Identification Number.** Not applicable.
 - Competition Identification Title.** Not applicable.

Screen 1D. SF-424 Congressional Districts

Some of the questions on Screen 1D are required, some are optional, and others populate from *e-snaps*.

- 14. Area(s) affected by the project (State(s) only).** Required. Indicate the state(s) where the project will operate and serve persons experiencing homelessness as defined by 24 CFR 578.3.
- 15. Descriptive Title of Applicant's Project.** No action required. This field populates with the name entered when you created the project from the "**Projects**" screens in *e-snaps*. To change the name, exit the application, go back to "**Projects**" on the left main menu, identify the correct project on the list of projects, open the project and edit the name. Once the application is reopened from the "**Submissions**" screen, the updated project name will appear.
- 16. Congressional District(s).** No action required. HUD uses the district(s) selected here to report required project data and award amounts to members of Congress. For help locating the correct congressional district go to: <https://www.govtrack.us/congress/members/map>.
 - 16a. Applicant.** No action required. The congressional district(s) listed here populate from the **Project Applicant Profile**.
 - 16b. Project.** Required. Select The congressional district(s) in which the proposed project is expected to operate.
- 17. Proposed project.** Required. Enter the start date and end date of the renewing project. You must enter an end date for the project expiring in calendar year 2022 of your project's current grant agreement, or grant agreement as amended (e.g., 4/1/2021 start date and 3/31/2022 end date). To

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

ensure the correct operating start and end dates are entered, use the “**POP Start**” and “**POP End**” from HUD’s electronic Line of Credit Control System (eLOCCS).

- 18. Estimate funding (\$).** No action required. The requested funding amount will be identified on the “**Summary Budget**” screen of this project application.

Screen 1E. SF-424 Compliance

You must complete all questions on Screen 1E.

- 19. Executive Order 12372.** Required. Project applications submitted in the CoC Program Competition are subject to the provisions of Executive Order (EO)12372, *Intergovernmental Review of Federal Programs*. This EO allows each State to designate an entity to perform this function. A list of states that have chosen to review applications, along with State Points of Contact (SPOC) are available at: [SPOC-April-2020](#). If you will have projects in more than one state, you must check each state against the SPOC list as one state may require review while other states may not require review.

On Screen 1E, select “**a.**” or “**b.**” to indicate whether the application was selected for review by the state(s) in which the project operates (or will operate).

“**a.**” indicates the state requires review of the application and enter the date on which the application was made available to the state(s). In cases where the SPOC has not reviewed an application prior to the application submission deadline, you must submit the application to meet the FY 2020 CoC Program Competition application deadline for funding consideration.

“**b.**” indicates your organization is located within a state(s) that has chosen not to participate in EO 12372 or this project application has not been selected for review by the state(s); therefore, this CoC project application is not applicable in your state(s).

- 20. Delinquent debt.** Required. On Screen 1E, select “**Yes**” or “**No**” to indicate whether your organization owes debt to any federal agency. Consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), if your organization has an outstanding federal debt it is not be eligible to receive HUD funds, unless one of the following applies:

- a negotiated repayment schedule is established, and the repayment schedule is not delinquent; or
- other arrangements satisfactory to HUD are made prior to HUD awarding funds.

The explanation of any debt owed, and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of the conditional award, HUD will rescind the conditional award.

Screen 1F. SF-424 Declaration

On Screen 1F, you must click the checkbox next to the “I agree” statement. All fields are read-only and populate from the **Authorized Representative** listed in the **Project Applicant Profile**. By checking the box, you agree to all terms and conditions associated with this funding request and certify that the data and content in the project application (including all attachments) are true and correct. Screen 1F must identify the person authorized to act for your organization and assume the obligations imposed by all federal laws, program regulations, NOFO requirements, and conditions for a conditional grant award.

Form HUD-2880: Applicant/Recipient Disclosure/Update Report; Screen 1G

This screen populates with information entered in the Project Applicant Profile. If any of the information is incorrect you will need to return to the Project Applicant Profile to make corrections that you will see when you return to this screen.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

The Form HUD-2880 uses federal terminology that does not clearly match terminology used for the CoC Program and project applications. For CoC Program purposes, HUD is clarifying the meaning of “**specific project or activity**” and “**this application**” in Part 1 of the HUD-2880, questions 1 and 2. The legal requirements of the HUD-2880 as related to the CoC Program mean: any single organization/applicant equals one application for all accumulated project applications; regardless of how many individual project applications are submitted in a CoC Program Competition. Therefore, information in an *e-snaps* HUD-2880 includes the total amount of all the project applications applying for funds in the FY 2021 CoC Program Competition. For example, if organization XYZ is submitting three separate project applications at \$100,000 each for a total amount of \$300,000; then an answer of “**Yes**” is required in Part 1 question 2 of the HUD-2880—as organization XYZ expects to receive assistance in excess of \$200,000. Since the total amount of funds requested by your organization exceeds \$200,000 for all project applications submitted, you must complete Parts II and III of the HUD-2880.

Applicant/Recipient Disclosure/Update Report form HUD-2880 for CoC Program project applicants.

- 1. Applicant/Recipient Name, Address, and Phone.** No action required. This information populates from the “**Authorized Representative**” screen of the **Project Applicant Profile**.
- 2. Employer ID Number (EIN).** No action required. This information populates from the “**Organization Information**” screen of the **Project Applicant Profile**. You should confirm the EIN populating is correct as an incorrect EIN will delay your organization’s ability to sign the grant agreement if selected for conditional award. EINs are confirmed by HUD prior to releasing funds to the electronic Line of Credit Control System (eLOCCS) and will be withheld from processing if the EIN is incorrect.
- 3. HUD Program.** No action required. This field populates with “**Continuum of Care Program**”.
- 4. Amount of HUD Assistance Requested/Received.** No action required. This field remains blank in the **Project Applicant Profile**. The amount in this field will populate based on the total funds requested for this project application from the “**Summary Budget**” screen.
- 5. State the name and location (street address, City and State) of the project or activity.** No action required. This field populates with the following message: “**Refer to project name, addresses and grant number entered into the attached project application.**” The information this message references is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail, and 4B. Housing Type and Location.

Form HUD-2880 Part I. Threshold Determinations–Project Applicants Only. Part I provides information to help you determine whether the remainder of the form must be completed.

- 1. Are you applying for assistance for a specific project or activity?** No action required. This information populates with “**Yes**”.
- 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.**

The answer to this question must be provided in the Project Applicant Profile for all an organization’s accumulated total of FY 2021 CoC project applications. If updates are needed to this question return to the **Project Applicant Profile**.

Yes, you must complete Parts II and III of this form. For instructions for completing Parts II and III, refer to pages 2-3 of the [HUD-2880](#). You must report any other government and non-government assistance involved in the project or activity for which assistance is sought (Part II); and you must report:

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- all developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity, and
- any person who has a financial interest in the project or activity.

If you need to report more assistance than available on the screen, attach the listing to this project application on Screen **7A. Attachments**.

No, review the information, check the box “**I agree**”.

Certification: The “**I agree**” certification will appear at the bottom of the screen in the **Project Applicant Profile** and at the bottom of the copies of this form in all project applications your organization submits in a CoC Program Competition. You must certify in both the Project Applicant Profile and the project application that the information provided is accurate and complete.

Form HUD-50070: Certification of a Drug Free Workplace; Screen 1H

The Form HUD-50070 populates information from the **Project Applicant Profile** and relevant data from the FY 2021 project application. **You must read and certify by checking the box toward the bottom of the screen.** Confirm the Authorized Representative information is accurate. If any information on this form is inaccurate, see [Basic Instructions to Access a Project Applicant Profile](#) above.

Certification Regarding Lobbying; Screen 1I

Per 2 CFR part 200, all federal agencies must require submission of the Certification Regarding Lobbying form, which populates information from the **Project Applicant Profile** and relevant data from the FY 2021 project application. This form clarifies which organizations must select “**Yes**” on the next screen for the SF-LLL: Disclosure of Lobbying Activities form. **You must read and certify by checking the box toward the bottom of the screen.** Confirm the “**Authorized Representative**” information is accurate. If any information on screen 1I is inaccurate, see [Basic Instructions to Access a Project Applicant Profile](#).

SF-LLL: Disclosure of Lobbying Activities; Screen 1J

The [SF-LLL](#) populates information from the **Project Applicant Profile** and relevant data from the FY 2021 project application. 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.

For further clarification or questions on the **SF-LLL**, see the full form instructions on HUD’s website.

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, if your organization, or subrecipient(s) if applicable, is engaged in lobbying and answer the questions as they appear on the screen. You must read, certify, and sign by checking the box toward the bottom of the screen (the check box will not appear until you answer the question above). Confirm the “**Authorized Representative**” information is accurate. If any information on this form is not accurate, see [Basic Instructions to Access a Project Applicant Profile](#).

No, if your organization, and subrecipient(s) if applicable, is not engaged in lobbying associated with the CoC Program.

SF-424B: Assurances for Non-Construction; Screens 1K

Applicants and recipients are required to submit assurances of compliance with federal civil rights requirements. (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* 24 CFR § 1.5; 3.115; 8.50; and 146.25). HUD accepts these assurances in the form of the SF-424B (Assurances of Non construction Programs), which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

All Projects – Recipient Performance Screen

The following questions are designed to inform HUD of your project’s performance related to statutory and regulatory requirements and provides an opportunity to explain the reason these requirements were not met. HUD Headquarters verifies the information provided on this screen with the HUD CPD field offices.

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

APRs are due within 90 days after the grant term expires. Select:

Yes, if you submitted the APR for this project within 90 days after the grant term expiration date to the SAGE website.

No, if you did not submit the APR for this project within 90 days after the grant term expiration date to the SAGE website. You must provide an explanation below.

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

Required if you selected “No” to question 1.

2. Do you have any unresolved HUD Monitoring and/or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? Required. This question is not limited to the most recent grant period and is applicable to any HUD-funded grant (e.g., CoC Program, ESG, HOPWA) for your organization. Required. Select:

Yes, this renewal project has unresolved HUD Monitoring or OIG Audit finding(s).

No, there are no unresolved HUD Monitoring or OIG Audit finding(s).

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

Required if you selected “Yes” to question 2, use the calendar icon to select the date that HUD issued the oldest unresolved finding.

2b. Explain why the finding(s) remains unresolved: Required if you selected “Yes” to question 2 and provide a detailed explanation as to why the monitoring or audit finding(s) remain unresolved and the steps that have or will be taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

3. Do you draw funds quarterly for your current renewal project? Required. The CoC Program requires that funds be drawn quarterly. Select:

Yes, to indicate your organization draws CoC Program funds quarterly, at a minimum, for your current grant.

No, to indicate your organization does not draw CoC Program funds quarterly for your current grant.

3a. If no was selected, explain why CoC Program funds are not drawn quarterly. Required if you selected “No” to question 3 and provide an explanation as to why your organization does not draw CoC Program funds quarterly.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

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

Yes, if funds have been recaptured by HUD due to a balance remaining after the grant term expired.

No, if your organization expended 100 percent of all grant funds, or if this project is in its first year of a 1-year grant term and has not yet expired.

4a. If HUD recaptured funds provide an explanation. Required if you selected **Yes** to question 4, provide an explanation as to why the total awarded funds were not expended during the previous completed grant term.

All Projects – Renewal Grant Consolidation Screen

You can request a grant consolidation through the renewal project application process for your YHDP project so long as the consolidation request includes the same project type (e.g., PH-RRH) from the same applicant. The following information provides the process entering information for a consolidation request.

Grant Consolidation Process and Questions

The Consolidation process allows you to request **two to ten** eligible renewal projects of the same component and type (e.g., PH-PSH) to consolidate into a single project. For additional information see Section II.B.6, Section III.B.2.f., Section V.B.3.c.(1), and Section V.B.4.a.(7) of the NOFO. If each renewal project application submitted is approved and selected for conditional award, HUD will combine the information from the individual project applications into a single consolidated renewal project which will be the renewal project with the earliest start date. Consolidation requests for an organization that includes different components (e.g., TH and PH-RRH) will be denied.

Defining surviving and terminating PINs:

Surviving PIN is associated with the renewal project application that has the earlier start date.

Terminating PIN is associated with the renewal project(s) where the operating start date is later than that of the surviving PIN.

Important Note: If the individual projects that are part of the consolidation have the same operating start dates (e.g., all projects operating start dates are April 1st), enter the oldest PIN as the terminating grant. For example: AK0001 and AK0005 are both PH-PSH projects that are requesting consolidation approval and both projects have the same operating start date of April 1st.

- AK0001 will be identified as the surviving PIN (lowest and oldest PIN); and
- AK0005 will be identified as the terminating PIN (highest and newer PIN).

1. Is this renewal project application requesting to consolidate or expand? Select the appropriate response:

Yes, you will complete information as noted below.

No, click "**Next**" or "**Save & Next**" to access the next screen.

2. Is this renewal project application the surviving or terminating grant? Required. HUD will use the information provided, based on the selection of Survivor or Terminating, to ensure the projects identified are consolidated correctly. You must ensure the information is accurate prior to submission. Select:

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- **Survivor**, if this project will survive the consolidation and include the projects identified as terminating as completed in the table. You will need to complete the information in the table that appears with this selection.
- **Terminating**, if this project will terminate into the survivor project if the consolidation is approved and complete:

2a. Eligible SURVIVING PIN. Enter the PIN number of the project application identified as surviving. HUD will consolidate the units and BLIs of this project into the surviving project.

2b. Eligible SURVIVING Project Name. Enter the project name of the surviving project. The name entered should exactly match the name of the surviving project application. If the surviving project application is Our Housing PSH, enter this name, not Housing PSH, Our Housing, or PH PSH.

To make sure you are entering the PINs correctly, refer to your current grant agreement or access your [CoC's Grant Inventory Worksheet \(GIW\)](#) on HUD.gov.

You must enter the PIN information correctly as this is how HUD will match the individual renewal project applications that are part of the consolidation request. Failure to do this will negate the consolidation request and HUD will award the projects individually if selected for funding.

Only the first two columns of the first row populate if you selected Survivor to question 2., you must complete the third, fourth, and fifth columns. For each project that will be part of the consolidation, if approved, enter the information for each project on each row, completing all columns. For example, if you request four projects consolidate into one, the first row is the information about the surviving project and rows two through three will each include information for the terminating projects. One row equals one project.

Consolidation Table

Row	Surviving or Terminating	PIN	Total ARA of Renewal Project	Operating Start Date ("PoP Start" in eLOCCS)	Expiration Date ("PoP End" in eLOCCS)
1	Read-only	Read-only	Enter the total ARA for the <u>single</u> surviving project. DO NOT enter the anticipated ARA of the combined amounts.	Use the calendar icon or enter the operating start date as MM/DD/YYYY.	Use the calendar icon or enter the operating end date as MM/DD/YYYY.
2 - 10	Enter the PIN of the terminating project.	Enter the PIN of the terminating project.	Enter the total ARA for the terminating project.	Use the calendar icon or enter the operating start date as MM/DD/YYYY.	Use the calendar icon or enter the operating end date as MM/DD/YYYY.

3. Renewal Consolidation Summary:

Total Number of Grants in the Consolidation: indicates the number of projects that are included in this consolidation request.

Total Requested Amount in the Consolidation: indicates the total amount of funds requested in the consolidation request.




You should confirm the PIN, ARA, and operating start and end dates for each project included in the consolidation request before submitting this stand-alone consolidation project. The information included in this screen is used by HUD to match the consolidation request for each project listed.

All Projects – Part 2: Subrecipient Information

Screen 2A. Subrecipient(s) – Attachment Requirement

If your project application includes a subrecipient(s) that will perform part, or all the activities, included in this project application you must include the subrecipient(s) information on this screen and attach a copy of the subrecipient(s) nonprofit documentation on the **Attachments** screen. If this project will not include a subrecipient(s) you do not need to complete this screen.

For more information on the use of subrecipients and the difference between a subrecipient and a contractor, review the definition in 24 CFR 578.3, recipient responsibilities in 24 CFR 578.23(c)(4)(11), and the “Characteristics Indicative of a Subrecipient” in the [July 24, 2015: Using Contractors in ESG and CoC Programs](#) located on the HUD Exchange.

Select add  to enter subrecipient information on the 2A Subrecipient Detailed screen(s). The primary “**Subrecipient**” screen will compile a list of all subrecipients entered in the detailed screens. All grey fields will calculate after you complete and save this screen. Select “**Save & Back to List**” to save the information and return to the primary screen. Select “**Save & Add Another**” to add information for another subrecipient. To view and edit, select view . To delete, select .

You must identify the following information for each subrecipient:

- a. **Organization Name;**
- b. **Organization Type** (nonprofit documentation must be uploaded to the Attachment Screen 7A if applicable);
- c. **Employer or Tax Identification Number;**
- d. **Organization’s DUNS;**
- e. **Organization’s Physical Address;**
- f. **Organization’s Congressional District(s);**
- g. **Is the subrecipient a faith-based organization;**
- h. **Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?**
- i. **Expected Subaward Amount;** and
- j. **Contact Person.** The name and contact information of the person within the subrecipient organization who has the authority to act on the organization’s behalf as it relates to carrying out the actions contracted by your organization.

All Projects Part 3: Project Information

All Projects Screen 3A. Project Detail

All fields on Screen 3A must be completed for submission of this project application.

1. **Expiring grant Project Identification Number (PIN):** No action required. This field populates with the PIN number from the “**Federal Award Identifier**” field on Screen 1A. This field is read-only. If it is incorrect, go back to Screen 1A to correct errors.
2. **CoC Number and Name:** Required. Select the CoC Number and Name from the dropdown. **Selecting the correct CoC is critical.** The dropdown contains all CoCs that were registered in the FY 2021 CoC Program Registration process and are listed according to the CoC Number (e.g., NE-

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, when “**Submit**” is selected on Screen 8B, *e-snaps* will send this project application to the CoC selected.

Note: You should only use the “**No CoC**” option in instances where a project is in a geographic area not claimed by any CoC.

3. **CoC Collaborative Applicant Name:** Required. Select the name of the Collaborative Applicant for the CoC you intend to submit the project application. The dropdown for this field is based on the CoC Number and Name selected above with the CoC’s designated Collaborative Applicant name that registered during the FY 2021 CoC Program Registration process.
4. **Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens and is read-only. If the project name is incorrect, exit the project application screens and open the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu to correct the information.
5. **Project Status:** Required. This field defaults to the “**Standard**” option and should not be changed.
6. **Component Type:** Required. Select the component type for this YHDP project application which must match the current grant agreement, or grant agreement as amended:
 - **PH;**
 - 6a. **Select the type of PH project? (Will only appear if PH selected as a component type):** Required. Select “**PSH**” or “**RRH**” for the type of PH project of this YHPD Renewal application.
 - **TH;**
 - **Joint TH and PH-RRH**
 - **HMIS; or**
 - **SSO.**
 - 6a. **Select the type of SSO project (Will only appear if SSO selected as a component type):** Required. Select the original SSO type from the dropdown menu for this YHDP renewal project. As with component changes, you cannot change the type of Supportive Services Only project (e.g., change from street outreach to coordinated entry) through the project application process.
 - **Street Outreach.** Offers services necessary to reach unsheltered homeless individuals and families to connect them with emergency shelter, housing, or critical services and provide urgent non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
 - **Housing Project or Housing Structure Specific.** Services provided in a structure, or structures, at one central site, or in multiple buildings at scattered sites where services are delivered. The services provided are associated with housing outcomes and is not limited to serving program participants of one or more specific residential projects.
 - **Coordinated Entry (CE).** Administers the CoC’s centralized or coordinated entry process to coordinate assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool. See [CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#) (*Coordinated Entry Notice*) for full information and requirements. If your project is submitted as coordinated entry you must adhere to all requirements in the Rule and the *Coordinated Entry Notice*.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- **Stand-alone Supportive Services.** Addresses the special needs of program participants (e.g., childcare, employment assistance, transportation services) and has associated housing outcomes and is not limited to providing services from one or more housing-related projects.
- **None** – Select this if the project has no SSO activities. This selection should only be made if your organization will request funds for host homes/kinship care; however, on Screen 4A. Services, you must still provide responses to the type of services that will be provided to youth program participants and the frequency of those services.

7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3?

Required. Select:

Yes, if your organization, or subrecipient, is a victim service provider defined in 24 CFR 578.3.

24 CFR 578.3: *Victim service provider* means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

No, if your organization, or subrecipient, is not a victim service provider.

8. Was this project funded under the Youth Homeless Demonstration Program? Required. Select:

Yes, this renewal project was originally awarded under the YHDP program.

No, this was not originally awarded under the YHDP program.

If “**No**” is selected, you cannot submit a renewal YHDP project application. If you intended to submit a renewing non-YHDP project application, you must return to “**Projects**” from the left menu to create a regular FY 2021 renewal project application.

9. Will this project include replacement reserves in the Operating budget? (*Attachment Requirement*). Required. For additional information see [Replacement Reserves FAQ #3678 on the HUD Exchange](#). Select:

Yes, if your project application has an Operating BLI and your organization intends to use some or all the operating funds towards replacement reserves, attach supporting documentation on screen 7A that includes:

- total amount of funds to be placed in reserve during the grant term;
- system(s) to be replaced that includes the useful life of the system(s); and
- repayment schedule that includes the payment amount.

No, if your organization does not intend to use operating funds for replacement reserves.

JOINT TH and PH-RRH: if your project application for the TH portion of the project has an Operating BLI and your organization intends to use some or all the operating funds towards replacement reserves, supporting documentation must be attached on screen 7A.

All Projects Screen 3B. Description

All fields on Screen 3B are required and provide HUD with a detailed description of the project.

1. **Provide a description that addresses the entire scope of the proposed project:** Required. The information in this description must align with information entered in other screens of the application. Provide a detailed description for this YHDP Renewal project application that includes information for following, unless otherwise noted, and how CoC Program funds will be used:

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- the scope of the project including:
 - the target population(s) to be served;
 - project plan for addressing the identified housing and supportive service needs;
 - coordination with other organizations (e.g., federal, state, nonprofit), and the how CoC Program funding will be used;
- the project's role in the community response (**not applicable for SSO-CE and HMIS**);
- how your organization will incorporate positive youth development and trauma informed care (**not applicable for SSO-CE and HMIS**);
- community partnerships (**not applicable for SSO-CE and HMIS**); and
- outcomes and performance measures (**not applicable for SSO-CE and HMIS**).

Additionally, if the project will implement any service participation requirements or requirements that go beyond what is typically included in a lease agreement, describe what those requirements are and how they will be implemented.

Note: HUD recommends using general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in CY 2022 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.

JOINT TH and PH-RRH ONLY: Your description must also include the process used to allow program participants the choice of the housing type. Additionally, if you are not requesting CoC Program funds for both TH and PH-RRH units in this application, you must include the number of TH and PH-RRH units that will be utilized by your project from other funding source(s) and provide details of how TH and PH-RRH assistance will be provided for all program participants under this joint component. For example, if TH units are requested in this application and PH-RRH units will be funded from other sources, the description must include information as to where the funds for the PH-RRH units will come from, and if provided by a separate organization, provide organizational information and source funding for these units, including the number of units supported.

SSO-CE ONLY: The information in this description must align with information entered in other screens of the application. Provide a detailed description for this YHDP renewal project that includes information for the following and how the CoC Program funding will be used for:

- purpose of the project and its role in the coordinated community response;
- how this coordinated entry project will be used to implement the youth-specific component of a community's coordinated entry process;
- how the coordinated entry process will incorporate positive youth development and trauma informed care;
- community partnerships;
- coordination with other organizations (e.g., federal, state, nonprofit); and
- outcomes and performance measures

HMIS ONLY: Required. The information in this description must align with information entered in other screens of the application. Provide a detailed description of the scope of the project including the community needs, the design and implementation of the HMIS system, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how CoC Program funds will be used for:

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- implementing or expanding youth specific HMIS system components (e.g., adding youth-specific standards)
- evaluating the YHDP program or to develop YHDP specific reports;
- adding youth organizations to HMIS;
- outcomes and performance measures; and
- coordination with other organizations (e.g., federal, state, nonprofit).

Also, HMIS projects should also use general data (e.g., this project provides “X” number of users with user training and assistance during the grant term) rather than specific dates to reduce the need to change project descriptions for annual renewal applications.

- 2. Check the appropriate box(s) if this project will have a specific subpopulation focus (Select ALL that apply) Required.** Check the appropriate box(s) to indicate this project will focus on one or more specific subpopulations. The box(s) checked should match the information provided in the project description. If this project does not have a specific subpopulation focus, select “**N/A - Project Serves All Subpopulations**”. If a subpopulation focus for your organization is not listed, check the box next to “**Other**” and enter the subpopulation in the text box provided

HMIS: For HMIS projects this is most likely “**NA**”; however, select “**Yes,**” if your project has special capacity or methodologies for a specific subpopulation(s).

- 3. Housing First.** Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as, sobriety or a minimum income threshold). See Section III.B.2.o of the NOFO for additional information. Any project application submitted as using a Housing First approach must continue operating as such during its FY 2021 grant term. This approach quickly connects individuals and families experiencing homelessness to permanent housing:

- no barriers to entry (e.g., sobriety, treatment, or service participation requirements);
- no preconditions (e.g., sobriety, income); and
- does not terminate program participants from the project for lack of participation (e.g., supportive service participation requirements or rules beyond normal tenancy rules).

Supportive services are voluntary and offered to maximize housing stability and prevent returns to homelessness. For further information refer to Sections II.A.2 of the FY 2021 CoC Program Competition NOFO and go to the: [Housing First in PSH Brief](#).

The questions in this section identify whether your project operates consistent with a Housing First approach.

- 3a. Will the project quickly move participants into permanent housing?** Required. Select:

Yes, if your project will rapidly move program participants into permanent housing and will not require additional steps (e.g., a required stay in transitional housing or a certain number of days of sobriety).

HMIS projects should select “**Yes**”.

If this is a Domestic Violence (DV) project application including survivors of human trafficking, sexual assault, stalking, and dating violence, select “**Yes**” if the project will rapidly move program participants into permanent housing after their immediate safety needs have been addressed (e.g., survivor(s) believe they are still in danger and not ready to move into their own permanent housing).

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

No, if the project does not remove all barriers to move program participants quickly into permanent housing or requires additional steps prior to helping a program participant obtain permanent housing.

3b. Will the project enroll program participants who have the following barriers? Select all that apply. Required. Checking the box next to each item listed confirms your project does not have the listed barriers for entering the project at the time of completing this application. If these barriers exist at the time of application, select “**None of the above**”.

HMIS should check all boxes except “**None of the above**”.

3c. Will the project prevent program participant termination for the following reasons? Select all that apply. Required. Checking the box next to each item listed confirms your project does not terminate program participants for the reasons listed at the time of completing this project application. If a program participant can be terminated from the project for any of these reasons at the time of application, select “**None of the above**”.

HMIS should check all boxes except “**None of the above**”.

3d. Will the project follow a Housing First approach? No action required. This field automatically populates based on the responses to questions 3a, 3b, and 3c.

Yes, is populated if you selected “**Yes**” for question 3a **and** checked all boxes or checked “**None of the above**” for questions 3b and 3c. This confirms the project will operate following a Housing First approach.

No, is populated if you selected “**No**” to question 3a **or** did not check all boxes or checked “**None of the above**” for questions 3b or 3c. This confirms the project will not operate following a Housing First approach.

Any project application with “**Yes**” for question 3d commits to and must operate following Housing First during its FY 2021 grant term. **HMIS** projects should see “**Yes**” populated.

SSO-CE. The following set of questions are only for SSO-CE projects. For requirements associated with these questions, refer to [Notice CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System.](#)

4. As a renewal SSO-Coordinated Entry project, update the following questions.: This field populates based on the selection made for question 6a on screen 3A.

4a. Will the coordinated entry process cover the CoC’s entire geographic area? See Section II.B.1 of the *Coordinated Entry Notice* for additional information. Select:

Yes, if the funding request from this project will be used to meet this requirement.

No, funds from this project will not meet this requirement.

4b. Will the coordinated entry process be affirmatively marketed and easily accessible by individuals and families seeking assistance? Required for coordinated entry project applications. The CoC’s coordinated entry must be affirmatively marketed and easily accessible by individuals and families seeking housing and services. Select:

Yes, if the CoC’s coordinated entry is affirmatively marketed to those least likely to apply for housing and services in the absence of special outreach.

No, if the coordinated entry does not meet the criteria.

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. Required for coordinated entry project applications. Use the textbox provided to describe the advertisement

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

strategy that will ensure coordinated entry will be accessible to individuals and families with the highest barriers to accessing assistance including persons with disabilities, and persons with limited English proficiency (see 24 CFR 578.93(c)). Using bullets instead of full paragraphs is appropriate.

4d. Does the coordinated entry process use a comprehensive, standardized assessment process?

Required for coordinated entry project applications. See Sections I.C.4 and II.B.2 of the *Coordinated Entry Notice* for information. Select:

Yes, if the standardized assessment process meets the criteria.

No, if the standardized assessment does not meet the criteria.

4e. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services. See Section II.B.3 of the *Coordinated Entry Notice* for additional information. Describe how the referral process for homelessness resources is coordinated with CoC and ESG providers according to the CoC's written Coordinated Entry process. Using bullets instead of full paragraphs is appropriate.

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? Select:

Yes, if the CoC only limits differences identified to the five groups permitted in Section II.B.2 of the *Coordinated Entry Notice*.

No, if the does not meet this criteria and limits differences in access, entry, assessment, or referral for more than the five groups permitted.

4g. This coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinates and integrates mainstream health, social services, and employment programs to program participants for which they may be eligible? Select:

Yes, if this SSO-CE project will refer program participants to projects that coordinate and integrate referrals to mainstream health, social services, and employment programs.

No, if the SSO-CE does not meet the criteria and this SSO-CE project will not refer program participants to projects that coordinate and integrate referrals to mainstream health, social services, and employment programs.

Youth Homeless Demonstration Project Screen

All fields on this screen must be completed.

1. Is this a diversion project? Required. Select “Yes” or “No” to indicate if this is a diversion project.

HMIS and SSO-CE projects will answer “No”.

1a. Identify the list of housing problem solving activities that will occur in this project (You may select more than one) Required if “Yes” to question 1 above, check the box(s) to identify the diversion activities conducted by your project. If a diversion activity(s) used in your project is not listed, check “Other” and enter in the activity(s) in the text box.

2. Is this a Host Homes project? Required. Select “Yes” or “No” to indicate your project uses host homes for youth experiencing homelessness.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

HMIS and SSO project types will answer “No”.

3. **Identify the specific populations addressed in this project (Select ALL that apply)** Required. Check the box(s) to identify the subpopulation(s) served by your project. If a subpopulation(s) assisted by your organization is not listed, check “Other” and enter in the subpopulation(s) in the text box.
Dedicated HMIS and SSO-CE projects will check “Other” and enter “All”.
4. **Does this project plan to use Rental Assistance in the 2021 CoC Competition?** Required. Select “Yes” or “No” to indicate if your project will include a rental assistance budget.
HMIS and all SSO projects will answer “No”.
 - 4a. **Will this project use Rental Deposits?** Required if “Yes” to Question #4, select “Yes” or “No”.
 - 4b. **Will this project cover first months rent?** Required if “Yes” to Question #4, select “Yes” or “No”.
 - 4c. **Short Term Rental Assistance.** Required if “Yes” to Question #4. Select “Yes” or “No” to indicate your project will provide short-term rental assistance (up to 3 months).
 - 4d. **Medium Term Rental Assistance.** Required if “Yes” to Question #4. Select “Yes” or “No” to indicate your project will provide medium-term rental assistance (3 to 24 months).
5. **Does this project currently have an approved waiver of YHDP Special Activity(s) from the last YHDP or CoC Program Competition?** Required. Select “Yes” or “No” to indicate if your project received approval to waive activities related to CoC Program regulations.
 - 5a. **If yes, list the activity(s) approved in the waiver. Attach a copy of the waiver.** Required if you answered “Yes” to question 5. List the activity(s) approved in the waiver and the date of approval letter from HUD.
6. **Are you requesting a waiver of YHDP Special Activity(s) in the FY 2021 CoC Program Competition?** Required. Select “Yes” or “No” to indicate if your project is requesting a waiver or YHDP special activity related to CoC Program regulations. If your YHDP project received approval for a waiver or YHDP Special Activity you must attach a new waiver or YHDP Special Activity request to the FY 2021 YHDP renewal project application for review by HUD in accordance with Section II.B.7 of the FY 2021 CoC Program NOFO.
 - 6a. **If yes, what is the waiver of YHDP Special Activity(s)? Please attach all documents related to the YHDP Special Activity to this application (memos, etc.).** Required if you answered “Yes” to question 6. Describe the activity(s) for which you are requesting a waiver of YHDP Special Activity(s).

Screen 3C. DedicatedPLUS

PH-PSH. This screen has a single required question to indicate if the project will dedicate 100 percent of beds to individuals and families experiencing chronic homelessness or who meet the criteria of DedicatedPLUS. If DedicatedPLUS is selected, your project can still dedicate beds to individuals and families experiencing chronic homelessness on Screen 4B, and those CH dedicated beds must operate in accordance with Section III.B.2.b. of the FY 2021 CoC Program Competition NOFO.

YHDP Renewal PH-PSH projects can change the classification of their project through the project application to DedicatedPLUS. This includes projects where 100 percent of the beds are currently dedicated to individuals and families experiencing chronic homelessness. In addition, renewal projects selected as DedicatedPLUS in a previous year’s CoC project application may change to 100 percent dedicated in the FY 2021 project application. If you select 100 percent dedicated or DedicatedPLUS, the project must adhere

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

to the FY 2021 NOFO for whichever type is selected. Renewal projects that previously selected DedicatedPLUS or 100 percent dedicated cannot select “NA” in the FY 2021 project application.

1. Is this project “100% Dedicated,” “DedicatedPLUS,” or “N/A”? (Only select “N/A” if this project was originally awarded as a grant that did not have requirements to only serve persons experiencing chronic homelessness and meets the definition of “non-dedicated permanent supportive housing beds” in the NOFO Section III.B.2.r). Required. All renewal PSH projects must select one of the following:

100% Dedicated (see Section III.B.2.b of the NOFO) indicates the project is serving only those individuals and families who meet the definition of chronically homeless in 24 CFR 578.3. If you select “100% Dedicated” all vacancies must be filled with program participants who meet the definition of chronically homeless.

DedicatedPLUS (see Section III.B.2.g of the NOFO) indicates the project is serving only those individuals and families who meet the DedicatedPLUS definition.

N/A, only applicable to all non-PH-PSH YHDP renewal projects: PH-RRH, Joint TH and PH-RRH, TH, SSO, SSO-CE, and dedicated HMIS.

All Projects Part 4: Housing and Services

HMIS and SSO-CE. If you are submitting one of these project types, you do not need to complete this section of the YHDP renewal project application.

All Projects Screen 4A. Supportive Services for Program 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.

1. For all supportive services available to program participants, indicate who will provide them and how often they will be provided: Required. From the list of supportive services provided, select the service(s) provided by your project to program participants from; your organization (Applicant), subrecipient(s), partner organization(s), or non-partner organization(s) (e.g., Workforce Board). You should select all services that will be provided to program participants to assist them in exiting homelessness, not just those that may be requested in the project application.

If more than one “**Provider**” or “**Frequency**” is relevant for a single service, select the provider and frequency that is used most. If more than one provider offers the service equally as often, choose the provider according to the following order: (1) Applicant, (2) Subrecipient, (3) Partner, and (4) Non-Partner.

Provider: For the supportive services listed, select one of the following as applicable:

- “**Applicant**” indicates your organization will provide the supportive service;
- “**Subrecipient**” indicates the subrecipient(s) listed on Screen 2A. Project Subrecipients will provide the service;
- “**Partner**” indicates an organization other than a subrecipient of CoC Program funds, but with whom a formal agreement or (MOU) was signed to provide the service; or
- “**Non-Partner**” indicates a specific organization with whom no formal agreement was established regularly provides the service to program participants.

Frequency: Required. For each supportive service selected, use the dropdown to indicate how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, (e.g., both weekly and monthly are equally common—select weekly).

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Identify whether the project includes the following activities:

2. Transportation assistance to program participants to attend mainstream benefit appointments, employment training, or jobs? Required. Select:

Yes, if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, and jobs. Transportation assistance may include bus passes, rail/subway cards, vehicle owned by the organization, etc.

No, if transportation will not regularly be provided or cannot be provided consistently as requested.

3. Annual follow-up with program participants to ensure mainstream benefits are received and renewed? Required. Select:

Yes, if the project follows-up with program participants annually to ensure they applied for mainstream benefits (e.g., TANF, food stamps, SSI) for which they are eligible, receiving the benefits, and renew benefits as required.

No, if the project does not follow-up with program participants annually.

4. Do program participants have access to SSI/SSDI technical assistance provided by this project, subrecipient, or partner agency? Required. Select:

Yes, if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by your organization, a subrecipient, or a partner agency—through a formal or informal relationship.

No, if there is no or significantly limited access to SSI/SSDI technical assistance.

4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Required if “Yes” is selected for question 4. Select:

Yes, if the staff person who provides SSI/SSDI technical assistance completed SOAR training, online or in person, in the past 24 months. If more than one person provides technical assistance, only select “Yes” if all persons have completed the training.

No, if the staff person(s) has not completed SOAR training.

HMIS Screen 4A. HMIS Standards

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.

All fields on Screen 4A are required and should be answered based on the current configuration of the dedicated HMIS project. For more information on HMIS Data Standards applicable for all HMIS projects, go to [HMIS Data Standards](#).

HMIS Universal Data Elements

1. Name	6. Gender	11. Destination
2. Social Security Number	7. Veteran Status	12. Relationship to Head of Household
3. Date of Birth	8. Disabling Condition	13. Client Location
4. Race	9. Project Start Date	14. Housing Move-in Date
5. Ethnicity	10. Project Exit Date	15. Prior Living Situation

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- 1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the 2020 HMIS Data Standard Notice? Required. Select:**
 - Yes**, if the HMIS collects all required UDEs.
 - No**, if the HMIS cannot or does not collect all required UDEs.
 - 1a. If no, explain why and the planned steps for correction:** Required if “No” was selected for question 1a. If the HMIS does not capture all UDEs provide an explanation that includes the UDE(s) not collected by the HMIS, the reason the UDE(s) are not captured, the specific steps the HMIS Lead, working with the CoC, will take to come into compliance; and how funds from this project application will result in full compliance with this requirement.
- 2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting (i.e., Annual Performance Reports, Annual Homeless Assessment table shells (Logitudinal System Analysis), data for CAPER/ESG reporting, SPM and Data Quality Table, etc.)? Required. Select:**
 - Yes**, the HMIS produces all HUD-required reports and provides data as needed for HUD reporting.
 - No**, the HMIS does not produce all HUD-required reports.
 - 2a. If no, explain why and the planned steps for correction:** Required if “No” was selected for question 2a. If the HMIS does not have this capacity, provide an explanation that includes the reports that cannot be produced, the reason, the specific steps the HMIS Lead, working with the CoC, will take to come into compliance, and how funds from this project application will result in full compliance with this requirement.
- 3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS? Required. Select:**
 - Yes**, the HMIS produces all reports required by Federal partners.
 - No**, the HMIS does not produce all reports required by Federal partners.
 - 3a. If No, explain why and the planned steps for correction.** Required if “No” was selected for question 3a. If the HMIS does not have this capacity provide an explanation that includes the reports that cannot be produced, the reason, the specific steps the HMIS Lead, working with the CoC, will take to come into compliance, and how funds from this project application will result in full compliance with this requirement.
- 4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? Required. Select:**
 - Yes**, the HMIS can unduplicate client records.
 - No**, the HMIS cannot unduplicate client records or if the HMIS will soon include this capacity.
- 5. Is there a staff person responsible for ensuring the HMIS implementation meets all security standards as required by HUD and other federal partners? Required. Select:**
 - Yes**, the HMIS Lead has a staff person responsible for security standards.
 - No**, the HMIS Lead does not have a staff person responsible for security standards, or if the HMIS Lead will hire or appoint a person.
- 6. Does your organization conduct a background check for all employees who access and view HMIS data? Required. Select:**

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Yes, the HMIS Lead conducts background checks on all employees who access the HMIS, including, but not limited to HMIS Lead personnel, administrators, project-level staff (e.g., case managers, housing specialist).

No, if the HMIS Lead does not conduct background checks.

7. Does the HMIS Lead conduct Security Training and follow up on security standards regularly? Required. Select:

Yes, the HMIS Lead conducts security training and follows-up with recipients and subrecipient organizations.

No, the HMIS Lead does not conduct security training or follow-up with recipients **and** subrecipients.

8. Do you have a process in place to remove licenses for former users who no longer need access to HMIS (e.g., leave their job, fired)? Required. Select:

Yes, there is a process in place to remove HMIS users who should no longer have HMIS access.

No, there is not a process in place to remove HMIS users who should no longer have HMIS access.


8a. How long does it take to remove licenses for former HMIS users? Required if you answered “Yes” to question 8. The HMIS Lead must have the capacity to remove user access rights. Select the appropriate time frame from the options:

- **Within 24 hours;**
- **Within 1 week;**
- **Within 2 weeks;**
- **Within 1 month;**
- **Longer than 1 month;** or
- **Longer than 1 month** if this capacity does not exist.

All Projects Screen 4B. Housing Type and Location

The instructions for this section are divided into three categories: A, B, or C. Find the correct category applicable to your YHDP Renewal project application.

A. Instructions for HMIS and YHDP Renewal projects with no housing (CoC or non-CoC funded):

HMIS or other renewal YHDP Renewal projects that do not have housing as part in the project must click the add  icon and when the “**4B. Housing Type and Location Detail**” screen appears, select “None” from the dropdown for the question, 1. Housing Type.

B. Instructions for PH-PSH, PH-RRH, and SSO that is tied to housing:

This screen will capture the number of Units, Beds, and PH-PSH Dedicated CH Beds for each housing type and location that should match the previously approved information for this project that is under grant agreement or grant agreement as amended.

The numbers reported must reflect the units and beds at full capacity on a single night directly supported by CoC Program funds or eligible match funds. This includes units supported only by CoC Program supportive service funds without CoC Program leasing, operating, or rental assistance funds. The reported number of units and beds should generally match the number of households (units), and persons (beds) as listed on Screens 5A and 5B, although there are understandable exceptions (e.g., a two-parent household where the parents share a bed).

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions




The primary 4B screen provides a summary of the units and beds included in the project according to the following categories:

Total Units, all **units** in the project, regardless of size.

Total Beds, all **beds** in the project, regardless of unit configuration (e.g., a 2-bedroom unit serving a family of 2 children may have 3 beds – one for adult(s) and two for each child or may only have 2 beds if the 2 children will share a bed).

PH-PSH: Total Dedicated CH Beds, all CH beds **dedicated** for individuals and families experiencing chronic homelessness.

Beds for Youth: Enter the number of beds designated for youth program participants.

The summary table on the primary 4B screen aggregates the individual “**Housing Type and Location detail**” screens. To add a detail screen, select add  and complete the mandatory fields. Select “**Save & Back to List**” to save the information and return to the primary screen. Select “**Save & Add Another**” to add another detail screen. To view and edit, select view . To delete, select  icon.

C. Instructions for Joint TH and PH-RRH component renewal projects must follow these instructions:

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.

You must enter information for both the TH and PH-RRH portions on the “Housing Type and Location and Detail” screen of this project, even if one of the housing types will be funded through other source(s) rather than through the CoC Program. You will have a minimum of two entries, one for TH and one for PH-RRH. Additionally, you must ensure your project has sufficient units and beds for both housing types to allow program participants the choice of housing they prefer as you cannot direct a program participant to one type of housing over the other.

The CoC Program required rule is PH-RRH units must be twice the amount of those provided through the TH. The total numbers reported must reflect the total units and total beds at full capacity on a single night for both the TH and PH-RRH portions of the project. This includes units supported only by CoC Program supportive services funds without CoC Program leasing, operating, or rental assistance funds. Generally, the reported number of units and beds should match the number of households (units), and persons (beds) listed on Screens 5A and 5B although there are understandable exceptions (e.g., a two-parent household where the parents share a bed).



The primary 4B screen provides a summary of the units and beds included in the project according to the following categories for which all cells must have a number greater than ‘0’:

	TH	PH-RRH	Total
Total Units:			
Total Beds:			

- **Total Units**, all **units** in the project, regardless of size.
- **Total Beds**, all **beds** in the project, regardless of unit configuration (e.g., a 2-bedroom unit serving a family of 2 children may have 3 beds – one for adult(s) and two for each child or may only have 2 beds if the 2 children will share a bed).

The summary table on the primary 4B screen aggregates the individual “**Housing Type and Location Detail**” screens. To add a detail screen, select add  and complete the mandatory fields. Select “**Save &**

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Back to List” to save the information and return to the primary screen. Select **“Save & Add Another”** to add another detail screen. To view and edit, select view . To delete, select .

At a minimum you will complete two separate **“Housing Type and Location Detail”** screens, one for the TH portion of the project and one for the PH-RRH portion of the project.

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

- **TH**, indicates you are completing the information on this screen for the TH portion of the project; or
- **RRH**, indicates you are completing the information on this screen for the PH-RRH portion of the project.

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

Yes, if the units in the TH portion of the project have private rooms per household.

No, if households do not have private rooms and must share sleeping spaces with other households.

2. Housing type: Required. Report the type of housing structures where program participants are housed. Each housing type must be listed individually. If more than one housing type for each housing portion of this project is used you will need to complete a **“Housing Type and Location Detail”** for each (e.g., if the TH portion will use both Scattered-site and Clustered apartments, you will complete this screen twice for the TH portion in addition to the RRH portion).

Select from the following housing types.

- **Barracks:** Individuals **or** families sleep in a large room with multiple beds.
 - Can be used for TH units and beds of this joint project.
 - Not appropriate for PH-RRH units and beds and should not be selected.
- **Dormitory: (shared or private rooms).** Individuals or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both.
 - Can be used for the TH units and beds of this joint project.
 - Not appropriate for PH-RRH units and beds and should not be selected.
- **Shared housing:** Two or more unrelated people share a house or an apartment. Each unit must contain private space for each individual or family, plus common space for shared use by residents of the unit. Projects cannot use zero or one-bedroom units for shared housing.
- **Single Room Occupancy (SRO) units:** Individuals have private sleeping or living room which may contain a private kitchen and bath, or shared, dormitory style facilities.
- **Clustered apartments:** Individuals or families have a self-contained housing unit located within a building or complex that houses both persons with special needs (e.g., persons formerly experiencing homelessness, persons with substance abuse problems, persons with mental illness, or persons with AIDS/HIV) and persons without special needs.
- **Scattered-site apartments (including efficiencies):** Individuals or families have a self-contained apartment. Apartments are scattered throughout the community.
- **Single family homes/townhouses/duplexes:** Individuals or families have a self-contained, single-family home, townhouse, or duplex that is located throughout the community.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

3. **What is the funding source for these units and beds?** Required. Be sure to include all funding sources used for this project, not just CoC Program funds. Using the dropdown, select the appropriate type of funding:
- CoC;
 - ESG;
 - Section 8;
 - HUD-VASH;
 - Mixed Funding; or
 - Other.

If multiple funding sources are used for this housing type and location (e.g., CoC and HUD-VASH), select “**Mixed Funding**”. If you selected “**Mixed Funding**” or “**Other**,” enter detailed information in the textbox that appears with this selection.

4. **Indicate the maximum number of Units and Beds available for program participants at the selected housing site:** Required. For this type of housing, enter the total number of units and beds.
- 4a. Units:** Enter the total number of units available at full capacity on a single night in the selected housing type and location.
- 4b. Beds:** Enter the total number of beds available at full capacity on a single night in the selected housing type and location.

Note: A zero bedroom or efficiency must be indicated as 1 unit, 1 bedroom, and 1 bed. In addition, the number of units and beds listed on Screen 4B must be equal to or greater than the total number of units requested in the budget, Part 6 in this guide, and the number of beds **should correlate** to the number and characteristics of persons that the project is expected to serve recorded on Screens 5A and 5B.

5. **Beds for Youth:** Enter the number of beds designated for youth program participants.
6. **Address:** Required. You must enter the address for all properties for which funding is requested. For scattered-site and single-family housing, or for projects that have units at multiple locations, enter the address where most of the beds will be located. Where the project uses tenant-based rental assistance, 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 survivors of domestic violence must use a PO Box or other anonymous address to ensure the safety of program participants.
7. **Select the geographic area associated with this address:** Required. Select the geographic area(s) associated with the address entered for this project. The geographic areas listed are limited by the state(s) selected on Screen 1D of the application. If you need to select multiple areas due to units located in more than one county **or** city. Hold down the “**Ctrl**” key to make multiple selections.

If you entered information for the TH units and beds first, repeat the steps above to enter information for the PH-RRH units and beds or vice versa.

All Projects Part 5: Program Participants

Note: While this section does not apply to Dedicated HMIS and SSO-CE projects, due to *e-snaps* functionality requirements, numbers must be entered before the form can be saved and project application can be submitted. **We recommend, entering "1" on screen 5A in any column, and then a "1" in the appropriate corresponding column in screen 5B.**

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

All Projects Screen 5A. Program Participants – Persons and Households

The information on this screen captures program participant information that includes the number of households the project serves, the characteristics of those households, and the number of persons for each household type, as applicable. The numbers entered for this table on Screen 5A. should match the previously approved information for this project that is under grant agreement or grant agreement as amended. If your renewal project is being reduced, you can reduce the numbers proportionally to match the lower budget amount

Households	Households with at Least One Adult and One Child*	Adult Households without Children	Households with Only Children	Total
Total Number of Households	Total number of households that include at least one adult who is 18 or older and one child who is under the age of 18	Total number of households where everyone is 18 or older	Total number of households where everyone is under the age of 18	This field automatically populates the total number of households entered on this row
Characteristics				
Persons over age 24*	Number of all adults who are 24 years old and older for this household type	Number of all adults who are 24 years old and older for this household type	Does not apply for the household type	Total based on the numbers entered on this row
Persons ages 18-24*	Number of all youth who are between the ages of 18 and 24 for this household type	Number of all youth who are between the ages of 18 and 24 for this household type	Does not apply for this household type	Total based on the numbers entered on this row
Accompanied Children under age 18	Number of all children who are under the age of 18 for this household type	Does not apply for this household type	Number of all children who are under the age of 18 for this household type (children who are accompanied by a parent or legal guardian who is also under the age of 18)	Total based on the numbers entered on this row
Unaccompanied Children under age 18	Does not apply for this household type	Does not apply for this household type	Numerical entry of all children not accompanied by an adult under the age of 18	Total based on the numbers entered on this row
Total Persons	This field automatically populates the total number for this household type	This field automatically populates the total number for this household type	This field automatically populates the total number for this household type	This field automatically populates the total persons

*If your project serves both **Persons over age 24** and **Persons ages 18-24**, the numbers entered for both must match the number entered under **Households with at Least One Adult and One Child**. For example, if your project serves 10 households with adults over the age of 24 and 5 households with persons between the ages of 18 and 24, these two fields added together must equal 15.

All Projects Screen 5B. Program Participants - Subpopulations

The following table appears on this screen to capture the subpopulation information for the households entered on Screen 5A and are based on a single point in time. Referring to Screen 5A, for each household where numbers were entered, enter those numbers in the appropriate column for that section. You will only enter numbers in the categories where you entered numbers on Screen 5A and the numbers in this table must

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

match the numbers from the table on Screen 5A. The numbers entered should match the previously approved information for this project that is under grant agreement or grant agreement as amended.

If the numbers for all three sections of this table do not match and correlate to Screen 5A, you will receive an error message to correct the information entered on this screen.

Projects that are TH and SSO Non-CE are not required to serve 100% CH. Additionally projects that select DedicatedPLUS or None are not required to serve 100% CH.

Special Requirements:

PH-PSH Only: 100% Dedicated, if 100% Dedicated was selected on Screen 3B, all household numbers must be entered under the “**Chronically Homeless**” (CH) column for the appropriate household and must:

- match the number of beds entered for question “**2b. Beds**” on Screen 4B; and
- the head of household must have a qualifying disability and meet the definition of chronically homeless in 24 CFR 578.3.

PH-PSH Only: Disability, all PH-PSH projects require that at least one household member has a qualifying disability (see 42 U.S.C.423(d).

PH-PSH Only: 100% Dedicated or DedicatedPLUS, the head of household must have a qualifying disability and meet the definition of chronic homelessness at 24 CFR 587.3 or the definition of DedicatedPLUS in Section III.B.2.g of the NOFO.

To complete the columns correctly, the following rules apply for all three household types:

- The numbers entered for the following columns ***cannot be duplicated*** within these three subpopulations:
 - **CH (Not Veterans)**—number of chronically homeless non-veterans which must match the number of beds entered for question “**2b. Beds**” on Screen 4B. Do not include chronically homeless veterans; or
 - **CH Veterans** –number of chronically homeless veterans, regardless of discharge reason; or
 - **Veterans (Not CH)**– number of veterans who do not meet the chronic homeless definition.
- The numbers entered for the following columns ***can be duplicated*** and should reflect the estimated subpopulations program participants fall under:
 - **Chronic Substance Abuse;**
 - **HIV/AIDS;**
 - **Mentally Ill;**
 - **Domestic Violence (DV)**, includes survivors of human trafficking, sexual assault, stalking, and dating violence;
 - **Physical Disability;**
 - **Developmental Disability; and**
 - **Persons Not Represented by a Listed Subpopulation.** For this last item, you will be required to enter a description of program participants who fall into this category that will appear at the bottom of the table on this screen.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

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	Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24										
Children under age 18		N/A	N/A							
Total Persons										
Persons in Households without Children										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Persons over age 24										
Persons ages 18-24										
Total Persons										
Persons in Households with Only Children										
Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Mentally Ill	DV	Physical Disability	Developmental Disability	Persons Not Represented by a Listed Subpopulation
Accompanied Children under age 18		N/A	N/A							
Unaccompanied Children under age 18		N/A	N/A							
Total Persons										

All Projects Part 6: Budgets

This section captures the budget information for the project application. The information for your project application's budget must match your current grant agreement or grant agreement as amended.

HUD requires your project to request and use funds for eligible costs as outlined in the Rule for each budget and will verify project expenditures during field office monitoring or OIG audits. Ineligible expenditures can result in monitoring or audit findings that could result in your project repaying HUD for those ineligible costs.

Budget Rules: HUD requires your project to request and use funds for eligible costs as outlined in 24 CFR part 578 for each budget and will verify project expenditures during field office monitoring or OIG audits. Ineligible expenditures can result in monitoring or audit findings that could result in your project repaying HUD for those ineligible costs.

- You **cannot** make the following changes to your project application BLI(s) unless you have an executed grant agreement amendment, which will be used as a reference during the project application review process:
 - increase BLIs above the amount in your current grant agreement, or grant agreement as amended.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- shift funds of 10 percent or more among BLIs (this includes moving funds to Administrative Costs; or
- change the number or configuration of units on the Rental Assistance BLI.

Finally, if your renewal project application is submitted with a reduced total budget due to an error, the project’s total budget amount is permanently reduced and be required to operate at the reduced amount.

All Projects Screen 6A. Funding Request

This screen requests information if your renewal project intends to use indirect costs and the BLI(s) requesting renewal funds.

1. Does this project propose to allocate funds according to an indirect cost rate? Required. See Section V.B.3.j of the NOFO for additional information and select:

Yes, if your project will use an indirect cost rate either approved by a cognizant agency or will use the 10 percent de minimis rate.

No, your project will not use an indirect cost rate.

1a. Complete the indirect cost rate table below: Required if you answered “Yes” to question 1. Complete using information from your approved indirect cost agreement or enter 10 percent to use de minimis rate:

- **Cognizant Agency** – if you have an approved indirect cost agreement, enter the name of the Cognizant Agency with whom you have the agreement (e.g., HUD, HHS), or if using the 10 percent de minimis enter “NA”.
- **Indirect Cost Rate** – enter one of the following if you:
 - have an approved indirect cost agreement, enter the rate percentage (e.g., 15 %) or
 - will use the 10 percent de minimis rate, enter 10 %.
- **Direct Cost Base** – enter the amount of your direct cost base for this application.
- **Date agreement approved or enter “NA” for use of 10 % de minimis rate** – if you have an approved indirect cost agreement, enter the date it was executed or if you are using the 10 percent de minimis rate enter “NA”.

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter “NA” if using 10 % de minimis rate
	%	\$	

1b. Has this rate been approved by your cognizant agency? Select

Yes, if the indirect cost rate was approved by your cognizant agency. A copy of the approved indirect cost rate must be attached to the project application.

No, if it has either not been submitted to or was submitted but has not yet been approved by your cognizant agency.

1c. Do you plan to use the 10% de minimis rate? Select

Yes, only if you plan to use the 10 percent *de minimis* rate as described in 2 CFR 200.414(f).




No, if you will be using the approved rate indicated in the table above.

2. Renewal Grant Term: No action required. This field populates with “1-Year” and is read-only.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

- 3. Select the costs for which funding is requested:** Required. Check the box(s) for the Budget Line Items (BLIs) your project requests funds (see 24 CFR part 578, Subpart D; Program Components and Eligible Costs and Section 578.87(c)–Restriction on Combining Funds to ensure eligible use of funds). Selection must match your current grant agreement, or grant agreement as amended.

All Projects Screen 6B. Leased Units Budget


You have access to this budget if you checked “**Leased Units**” on Screen 6A. The primary screen will aggregate the total assistance requested and total units requested for each FMR area listed on a “**Leased Units Budget Detail**” screen. To add another “**Leased Units Budget Detail**” screen, select add . All grey fields will calculate after you complete and save this screen. Select “**Save & Back to List**” to save the information and return to the primary screen or select “**Save & Add Another**”. To view and edit, select view . To delete, select .

JOINT TH and PH-RRH: Your project application can only request these costs if related to the TH portion of the project, these costs are ineligible for the PH-RRH portion.



Metropolitan or non-metropolitan Fair Market Rent area: Required. Select FMR area(s) from the dropdown menu for the location(s) you are requesting funds. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area is used to populate the per unit rent amount in the FMR Area column on this screen. If your project provides units in more than one FMR area, you must create a separate “**Leased Units Budget Detail**” screen for each FMR area

- **Size of units:** No action required. These options are system generated. The size of units are in line with the [FMR tables](#); however, for clarification, the “**0-bedroom**” unit listed in *e-snaps* is the “**efficiency**” unit size on the FMR table and the FMR table does not include SRO units for which the per unit rent is calculated at 75 percent of the efficiency rate.
- **Number of units:** Required. For each unit size, enter the number of units for which you are requesting funds.
- **FMR:** No action required. These fields populate with the FY 2021 FMRs based on the FMR area you selected.
- **HUD Paid Rent:** For each unit size, enter the rent to be paid with CoC Program funds. The amount entered cannot exceed the FMR amount under “**FMR Area**”.
- **12 Months:** No action required. These fields are populated with the value 12 to calculate the annual rent request.
- **Total Request:** No action required. This column populates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** No action required. This column calculates based on the sum of the total requests per unit size per year.
- **Grant Term:** No action required. This field populates with “**1-Year**” and is read-only.
- **Total Request for Grant Term:** No action required. This field calculates the total amount of funds you are requesting, multiplied by the grant term selected.

All Projects Screen 6C. Leased Structures Budget

You have access to this budget if you checked “**Leased Structures**” on Screen 6A. The primary screen will aggregate the total assistance of leased structures requested on “**Leased Structures Budget Detail**” screen(s). To add leased structures, select add  to access a new “**Leased Structures Budget Detail**” screen. All grey fields will calculate after you complete and save this screen. Select “**Save & Back to List**”


FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

to save the information and return to the primary screen or select “**Save & Add Another**”. To view and edit, select view . To delete, select .

JOINT TH and PH-RRH: Your project application can only request these costs if related to the TH portion of the project, these costs are ineligible for the PH-RRH portion.

On the “**Leased Structures Budget Detail**” enter the **Structure Name** by which you will identify the leased structure (e.g., name of the property, the street name where it is located), **Street Address, City, State,** and **Zip Code**. Lastly, enter the monthly amount of HUD paid rent you are requesting for each structure. The amount of leased funds will be calculated by 12 months to populate the **Total Annual Assistance Requested**.

All Projects Screen 6D. Rental Assistance Budget

You have access to this budget if you checked “**Rental Assistance**” on Screen 6A. The primary screen will aggregate the totals for each FMR area **or** rental assistance type listed on “**Rental Assistance Detail**” screens. Select add  to access a new “**Rental Assistance Detail**” screen. All grey fields will calculate after you complete and save this screen. Select “**Save & Back to List**” or select “**Save & Add Another**”.

To view and edit, select view . To delete, select .

Type of Rental Assistance: Required. Select the type of rental assistance from the dropdown:

- PRA – project-based rental assistance where program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants may not retain their rental assistance if they relocate to a unit outside the project.
- SRA – sponsor-based rental assistance where program participants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- TRA – tenant-based rental assistance where program participants select any appropriately sized unit within the CoC’s geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC’s geographic area.

If you have more than one rental assistance type for the project, you must create a separate detail budget screen for each rental assistance type, even if they are in the same FMR area. For example, if the project consists of 10 PRA units and 10 TRA units in County A, you must submit two “**Rental Assistance Budget Detail**” screens for County A—one for the 10 PRA units and one for the 10 TRA units.

JOINT TH and PH-RRH: Your project application can only request these costs if related to the PH-RRH portion and the only eligible type of rental assistance is TRA.

Metropolitan or non-metropolitan Fair Market Rent area: Required. Select FMR area(s) from the dropdown menu for the location(s) you are requesting funds. The list is sorted by state abbreviation, and most areas calculated by county or metropolitan area. The selected FMR area is used to populate the per unit rent amount in the FMR Area column on this screen. If your project provides units in more than one FMR area, you must create a separate “**Rental Assistance Detail**” budget screen for each FMR area.

Does the project applicant request rental assistance funding for less than the areas per unit size Fair Market Rents? Required. Renewing rental assistance projects may request rental assistance at an amount less than FMR*. See Section III.J of the NOFO for information regarding FMR adjustments for project

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

applications that request FMR rental assistance versus project applications that request less than FMR. Select:

Yes, if you are requesting rental assistance funds less than FMR.

No, if you are requesting rental assistance funds at FMR.

**You must ensure the amount of rental assistance requested below the published FMR is sufficient to cover all rental assistance costs as HUD cannot provide funds beyond what is awarded through the CoC Program Competition. Therefore, you should only use this option if your project consistently has remaining grant funds at the end of the operating year for several years. Because tenant contributions are not always consistent, you should carefully consider requesting a lower amount based solely on assumptions made around tenant contribution.*

Once you request less than the FMR (actual rent) you will be permitted to request up to the FMR in a future CoC Program Competition. However, should you wish to request up to the FMR in a future Competition, you will be required to demonstrate that the actual rental costs have gone up and the increased request back to the FMR is justified. If you moved the difference in funds from FMR to actual to create or increase other BLIs (e.g., Supportive Services), including Administrative Costs if your original grant was under 10 percent, you will be required to move the funds from other BLIs created or increased back to rental assistance.

The **Rental Assistance Annual Budget** table accounts for the size of units, number of units being requested, FMR for each unit size, and HUD Paid Rent that is multiplied by 12 months to account for annual rent and summarized by row in the **Total Request** column. The number of units for each unit size on this table must match your current grant agreement, or grant agreement as amended. You cannot change the size and number of units through the project application (e.g., you cannot change from 3, 1-bedroom units to 2, 2-bedroom units or vice versa).

- **Size of units:** No action required. These options are system generated. The size of units are in line with the [FMR tables](#); however, for clarification, the “**0-bedroom**” unit listed in *e-snaps* is the “**efficiency**” unit size on the FMR table and the FMR table does not include SRO units for which the per unit rent is calculated at 75 percent of the efficiency rate.
- **Number of units:** Required. For each unit size, enter the number of units for which funding is requested. This information must match the previously approved information for this project that is under grant agreement, or grant agreement as amended.
- **FMR:** No action required. These fields populate with the FY 2021 FMRs based on the FMR area you selected.
- **HUD Paid Rent:** Required if you selected “**Yes**” to the question above to indicate you are requesting rental assistance at an amount less than the FMR. For each unit size, enter the rent to be paid by CoC Program funds. The amount entered cannot exceed the FMR amount under “**FMR Area**”.
- **12 Months:** No action required. These fields populate with the value 12 to calculate the annual rent request.
- **Total Request:** No action required. This column populates with the total calculated amount from each row.
- **Total Units and Annual Assistance Requested:** No action required. This column calculates based on the sum of the total requests per unit size per year.
- **Grant Term:** No action required. This field populates with “**1-Year**” and is read-only.
- **Total Request for Grant Term:** No action required. The total rental assistance request is based on the information entered on this screen.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

All Projects Screen 6E. Supportive Services Budget

You have access to this budget if you checked “**Supportive Services**” on Screen 6A. The supportive services listed are based on the eligible supportive services in 24 CFR 578.53.

If you enter information into a row for eligible costs, there must also be a corresponding supportive services selection on Screen **4A. Supportive Services for Program Participants**, question #4 where “**Applicant**” is selected under the “**Provider**” column. Additionally, see 24 CFR 578.53(e)(17) for information regarding direct provision of services that apply to the individual budget items (e.g., if funds will be used to pay for a cell phone for the case manager, the monthly cost of the cell phone, will be included on the Case Management line; if funds will be used to pay for staff time to drive program participants to appointments, the staff pro-rated salary, benefits, etc., will be included in the Transportation line). For this reason, you must provide detailed information for quantity and description for each eligible cost requested.

The itemized budget screen includes 17 eligible Supportive Services costs:

- | | |
|---------------------------------|--|
| 1. Assessment of Service Needs | 10. Life Skills |
| 2. Assistance with Moving Costs | 11. Mental Health Services |
| 3. Case Management | 12. Outpatient Health Services |
| 4. Child Care | 13. Outreach Services |
| 5. Education Services | 14. Substance Abuse Treatment Services |
| 6. Employment Assistance | 15. Transportation |
| 7. Food | 16. Utility Deposits |
| 8. Housing/Counseling Services | 17. Operating Cost* |
| 9. Legal Services | |

*See 24 CFR 578.53(a) to determine if you are eligible to apply for funds in this category as it does not apply to all project applications.

Enter the quantity, detail, and budget request for each cost requested. The total amounts calculate when you select “**Save**”.

- **Eligible Costs:** No action required. The categories listed are eligible supportive services costs for which funds can be requested under 24 CFR 578.53.
- **Quantity AND Description:** Required. This field must provide a complete picture of how CoC Program funds will be used in the project to assist program participants. Enter the quantity (i.e., numbers) and descriptive information for each activity for which you are requesting funds (e.g., if requesting staffing enter position title–1 FTE @ \$45,000 including fringe benefits of \$X or 50 hours @ \$25 per hour including fringe benefits of \$X). Additionally, include any direct provision costs (24 CFR 578.53(e)(17)) for each line item (e.g., monthly use of cell phone to contact program participants @ \$X per month).
- **Annual Assistance Requested:** Required. Enter the annual amount requested for eligible CoC Program activities.
- **Total Annual Assistance Requested:** No action required. This field calculates the total based on the sum for each eligible cost where you entered information.
- **Grant Term:** No action required. This field populates with “**1-year**” and is read-only.
- **Total Request for Grant Term:** No action required. This field calculates the total based on the sum for each eligible cost where you entered information.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

All Projects Screen 6FG. Operating Budget

You have access to this budget if you checked “**Operating**” on Screen 6A. The operating costs listed are based on the eligible operating costs described in 24 CFR 578.55. Operating costs are associated with the day to day operations of housing units and facilities.

JOINT TH and PH-RRH ONLY: Your project application can only request these costs if related to the TH portion of the project, these costs are ineligible for the PH-RRH portion.

Note: If this screen includes “**Replacement Reserve**” as an expected operating cost, an additional question will populate on Screen 3A (#9) that be answered prior to submission. For further details, refer to instructions for Screen 3A (#9) in this guide.

The itemized budget screen includes 7 eligible Operating costs:

- | | |
|---------------------------------|--------------------------------|
| 1. Maintenance and Repair | 5. Electricity, Gas, and Water |
| 2. Property Taxes and Insurance | 6. Furniture |
| 3. Replacement Reserve | 7. Equipment |
| 4. Building Security | |

Enter the quantity, detail, and total budget request for each cost requested. The total amounts calculate when you select “**Save**”.

- **Eligible Costs:** No action required. The categories listed are eligible Operating costs for which funds can be requested under 24 CFR 578.55.
- **Quantity AND Description:** Required. This field must provide a complete picture of how CoC Program funds will be used in the project. Enter the quantity (i.e., numbers) and descriptive information for each activity for which you are requesting funds (e.g., for staffing: position title–1 FTE @ \$X including fringe benefits @ \$X or 50 hours @ \$X per hour including fringe benefits @ \$X, benefits, \$20 per month for “X” maintenance).
- **Annual Assistance Requested:** Required. Enter the annual amount requested for eligible CoC Program operating costs for a 12-month period.
- **Total Annual Assistance Requested:** No action required. This field calculates the total based on the sum for each eligible cost where you entered information.
- **Grant Term:** No action required. This field populates with “**1 Year**” and is read-only.
- **Total Request for Grant Term:** No action required. This field calculates based on the total amount of funds you are requesting for 1-year.

All Projects Screen 6G. HMIS Budget

You have access to this budget if you checked “**HMIS**” on Screen 6A. The HMIS costs listed are based on the eligible HMIS costs described in 24 CFR 578.57 and must comply with HMIS requirements.

If your project is not a dedicated HMIS request as you are not the HMIS Lead, you can request HMIS costs to contribute data to the CoC’s designated HMIS is outlined in 24 CFR 578.57(a)(1)(i)-(x).

The itemized budget screen includes 5 eligible HMIS costs:

- | | |
|--------------|-------------------------|
| 1. Equipment | 4. Personnel |
| 2. Software | 5. Space and Operations |
| 3. Services | |

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Enter the quantity, detail, and budget request for each cost requested. The total amounts calculate when you select “Save”.

- **Eligible Costs:** No action required. The categories listed are eligible HMIS costs for which funds can be requested under 24 CFR 578.57.
- **Quantity AND Description:** Required. This field must provide a complete picture of how CoC Program funds will be used to contribute data to your CoC’s HMIS. Enter the quantity (i.e., numbers) and descriptive details for each activity for which you are requesting funds:
 - dedicated HMIS (e.g., 1 FTE @ \$X including fringe benefits @ \$X or 50 hours @ \$X per hour including fringe benefits @ \$X, benefit to analyze data in HMIS; \$X for bi-weekly HMIS trainings of X number of participants including); or
 - other project type requesting costs to contribute to your HMIS (e.g., 1 FTE @ \$X including fringe benefits @ \$X or 50 hours @ \$X per hour including fringe benefits @ \$X, benefit to enter data into HMIS).
- **Annual Assistance Requested:** Required. Enter the annual amount requested for eligible HMIS activities.
- **Total Annual Assistance Requested:** No action required. This field This field populates with “1 Year” and is read-only.
- **Grant Term:** No action required. This field populates with “1 Year” and is read-only.
- **Total Request for Grant Term:** No action required. This field calculates based on the total amount of funds you are requesting for 1-year.

All Projects Screen 6H. Sources of Match

You must complete the “**Sources of Match**” screen. See 24 CFR 578.73 for CoC Program match requirements. If you plan to use program income as match you must provide an estimate of how much program income will be use.

The **Summary for Match** fields on this screen will populate once all match information is entered and saved on the **Sources of Match Detail** screen.




- 1. Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant?** Required. Select:
 - Yes**, if your project plans to use program income as match, complete the next two questions.
 - No**, if your project will not use program income as match.
- 1a. Briefly describe the source of the program income:** Required if you selected “Yes” to question 1. Provide the source of program income with a brief description.
- 1b. Estimate the amount of program income that will be used as Match for this project:** Required if you selected “Yes” to question 1. Enter estimated amount.

Sources of Match Detail Screen(s)

Enter match information on this screen based on the current commitments at the time of project application submission that will apply to the grant term if selected for conditional award, not based on projections. Match contributions can be cash, in-kind, or a combination of both. Match must be no less than 25 percent of the total request, including Administration costs, but excluding Leasing costs (i.e., Leased Units and Leased Structures). If your match amount exceeds 25 percent, HUD will expect you to produce the higher amount included in the project application if selected for conditional award.

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

Example: If the “**Total Assistance Requested**” for a project is \$100,000 without leasing costs, then you must match funds of no less than \$25,000.

The summary table on the primary “**Sources of Match**” screen aggregates the multiple cash and in-kind commitments entered in the “**Sources of Match Detail**” screens. To add a detail screen, select add  and complete the mandatory fields. Select “**Save & Back to List**” to save the information and return to the primary screen. Select “**Save & Add Another**” to add another detail screen. To view and edit, select view . To delete, select .

You need to complete this screen for each type of match commitment you want to include with your project application. Once completed with this “**Sources of Match Detail**” screen, return to the “**Sources of Match**” screen where you will see the total commitment amounts for Cash, In-Kind, and All, as applicable:

1. **Type of Commitment:** Required. Select “**Cash**” or “**In-Kind**” (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party in-kind match, you need to attach MOU(s) documentation that confirms the in-kind match commitment.

Cash, if you will use cash to satisfy the match requirement.

In-Kind, if you will use the value of any real property, equipment, or services contributed to this project that are eligible costs under the CoC Program.

2. **Source:** Required. Select:

Private, the match will be provided by a non-government entity.

Government, the match will be provided by a government entity (e.g., HUD-VASH (VA Supportive Housing program)) so long as the government funds do not prohibit their use as match for another federal program.

3. **Name of Source:** Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.

4. **Amount of Written Commitment:** Required. Enter the total dollar value of the contribution.

All Projects Screen 6I. Summary Budget

This screen summarizes the total funding request for a project application based on the budget screens completed. If you need to make an adjustment to any of the budget amounts shown on this screen, access the budget screen (e.g., Rental Assistance) to make the adjustment.

There is only one field on this screen you can edit, the “**Admin**” field. If you request Administrative Costs for this project, enter the amount of requested funds. If you enter an amount in this field, you may be required to return to the **Sources of Match** screen to update the match amount for this project application. The total amounts are calculated by *e-snaps* when you select “**Save**”.

- **Admin:** Enter the amount of requested administrative funds. You can only request up to 10 percent of the amount listed in the field “**7. Sub-Total Costs Requested**”. If an ineligible Admin amount is entered, *e-snaps* will report an error when the screen is saved; “**The Administrative Costs exceed 10 percent of the Sub-Total Costs Requested**”. The error message will inform you of the maximum amount of administrative costs you can request, and you will need to update the **Admin** amount.

The summary budget also includes the amount of Cash, In-Kind, and Total Match entered on Screen 6D. To adjust match amounts, return to Screen 6D. If an ineligible match amount is entered, *e-snaps* will report an error when the screen is saved; “**The Total Match amount is less than 25 percent**”. The error message will inform you of the minimum amount of match funds you are required to have for this project, and you

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

will need to return to a “**Sources of Match Detail**” screen to make the necessary adjustments to increase the match amount for this project application.

All Projects – Part 7: Attachments and Certification

Part 7 is available in all project applications to upload attachments and complete the certification.

Screen 7A. Attachments

This screen includes three links that allow you to upload and attach supplementary information to the project application. While *e-snaps* will allow you to submit the project application without attaching supplementary documentation, below is a list of items you should attach if your project application includes one or more of the following:

- **Subrecipients.** Attach nonprofit documentation for each nonprofit organization identified on Screen 2A “**Subrecipients**”. Nonprofit status is documented by submitting either: (1) a copy of the Internal Revenue Service (IRS) final determination letter providing tax-exempt status under Section 501(c)(3) of the IRS Code (preferred); or (2) a certification from a licensed CPA that the organization meets each component of the definition of a private nonprofit organization as defined by 24 CFR 578.3.
- **Third-Part In-Kind Match.** If your project application includes a third-party in-kind match commitment on the “**Sources of Match**” screen you have a separate “**7A Attachments**” screen that should be used to attach the required Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) between your organization and the organization providing the in-kind match. Documentation is required prior to issuance of the grant agreement if your renewal project is selected for conditional award.
- **Replacement Reserve.** If your project application will utilize replacement reserve as part of the CoC Program operating budget, you must attach supporting documentation that includes:
 - total amount of funds that will be placed in reserve during the grant term;
 - system(s) to be replaced that includes the useful life of the system(s); and
 - repayment schedule that includes the payment amount.
- **Federally Approved Indirect Cost Rate.** If your organization has a Federally approved indirect cost rate agreement as entered on the “**6A Funding Request**” screen, the approved agreement must be attached to this project application.
- **YHDP Waivers/ Alternative Requirements:** Project applications that have requested a waiver as reported for question 5 on the **Youth Homeless Demonstration Projects** Screen.

Failure to include the attachment for any of the above items that are part of the project application may result in delays of grant processing if selected for conditional award as this information must be sent to the local HUD CPD field office for review. If the information is attached, conditional awards can be processed timely.

Screen 7B. Certification

Screen 7B populates with the name and information of the project applicant’s Authorized Representative from the **Project Applicant Profile**. You must read, certify, and sign by checking the box at the bottom of the screen to submit the project application. If your organization is a Public Housing Agency (PHA), you must also include the PHA number. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of your organization. To make changes to

FY 2021 CoC Program Renewal YHDP Project Detailed Instructions

information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** above.

All Projects – Part 8: Submission Summary

Part 8 includes Screen “**8B Submission Summary**”, which is available for all project applications.

Screen 8B. Submission Summary

Screen 8B provides a summary of all project application screens and the “**Submit**” button. The “**Last Updated**” column provides the status of each screen listed, and the date the screen was completed. The “**Mandatory**” column indicates whether a screen must be fully completed to submit the project application to the Collaborative Applicant in *e-snaps*. After the **Project Applicant Profile** is confirmed accurate, all required project application screens are completed, and all appropriate attachments are uploaded, the project application can be submitted in *e-snaps*. All submitted project applications are sent to the CoC identified on Screen 3A. **If “No CoC”** is selected on Screen 3A, the project application will be sent directly to HUD for consideration.

The following table explains the columns on the Submission Summary page.

Complete	Page	Last Updated	Mandatory
-- = no information is required. Green √ = Ok Red X = incomplete screen.	Provides the name of each Screen.	Date (MM/DD/YYYY) = date information on the screen was updated and saved. Please Complete = the screen identified has errors or has not been fully completed. No Input Required = No information is required on this screen to submit.	Yes = screen includes questions that must be answered to submit. No = screen does not include questions that must be answered to submit.

If the **Submission Summary** page has the following for each **Row**, you will be able to click “**Submit**” and your project application will be sent to your CoC for review, scoring and ranking. All project applications accepted and ranked by the CoC will be included in the CoC Consolidated Application once it is submitted to HUD by the application submission deadline in the NOFO.

- All green √ or -- in the **Complete** column; and
- Date (MM/DD/YYYY) in the **Last Updated** column.

After the application is submitted in *e-snaps*, use the “**export to PDF**” link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.

For more information concerning the FY 2021 CoC Program Competition, visit [HUD’s website](#).