



FY 2022 YHDP New Project Application

e-snaps Navigational Guide

Version 1

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Introduction

Welcome to the YHDP New Project Application Navigational Guide. This navigational guide covers important information about accessing and completing the Project Application for YHDP new projects.

The organization submitting the Project Application for funding is the Project Applicant. Project Applications **MUST** be submitted prior to the July 1, 2024 deadline. If extensions are needed, please contact your YHDP Designated Desk Officer as soon as possible.

Prior to using this navigational guide, Project Applicants **must** have completed the Project Applicant Profile. To meet that requirement, the Project Applicant Profile's "Complete" button must be selected during the competition period. A separate Project Applicant Profile Navigational Guide is available at:

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

All Project Applicants are strongly encouraged to read the FY 2022 YHDP NOFO at:

- https://www.hud.gov/program_offices/comm_planning/yhdp/FY22-competition

This navigational guide supplements the New Project Application Detailed Instructions.

Have a question?

The e-snaps AAQ on HUD Exchange is no longer active. For questions related to the FY2022 NOFO or navigating e-snaps, send questions to the appropriate HUD.gov email address:

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

Objectives

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

- Access *e-snaps*
- Register for the FY 2022 YHDP New Project Application funding opportunity.
- Create a YHDP New Project Application under the funding opportunity
- Enter a YHDP New Project Application from the "Submissions" screen
- Complete and submit a YHDP New Project Application
- Only if needed*, coordinate with HUD and the YHDP Lead Community prior to the submission deadline to make changes to a Project Application in *e-snaps*

Posted Resources

HUD has determined that some CoC and e-snaps related resources need to be posted to HUD.gov as HUD's official website, rather than to the HUD Exchange, which focuses on technical resources for communities and grant recipients. FY 2022 YHDP NOFO information (e.g., detailed instructions), including the FY 2022 e-snaps Navigational Guides, will be shared via email with communities and TA.

Overview of the Project Application Process

FY 2022 Project Applicants must complete a Project Applicant Profile and Project Application using *e-snaps*, a web-based portal accessible at:

- <https://esnaps.hud.gov/>.

Each Project Applicant must complete a Project Applicant Profile and submit its Project Application(s) in *e-snaps* by July 1, 2024.

Overview of this Navigational Guide

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

- **Accessing e-snaps.** All *e-snaps* users need usernames and passwords to log in to *e-snaps*. To see an organization's Project Applicant Profile and Project Applications, the *e-snaps* user needs to be associated as a "registrant" with the organization's *e-snaps* account. This section identifies the steps required to create user profiles and add/delete registrants.
- **Project Applicant Profile.** Project Applicants must review the Project Applicant Profile, update the information as needed, and select the "Complete" button to proceed with the Project Application process.
 - The Project Applicant Profile section of this navigational guide briefly highlights key information for Project Applicants that are getting ready to complete their Project Applications.
 - For instructions on completing the Project Applicant Profile, go to the Project Applicant Profile navigational guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>
- **Establishing and accessing the Project Application.** After the Project Applicant Profile is complete, Project Applicants need to follow a series of steps to access the Project Application screens. The steps discussed in this section include registering the Project Applicant for the FY 2022 YHDP New Project Application funding opportunity, creating an FY 2022 project, and accessing the Project Application screens.

- **Project Application.** After accessing the FY 2022 YHDP New Project Application, Project Applicants will complete a series of screens asking for information about the project for which they are applying for funding. This section provides instructions on how to complete each screen. After providing all the required information, the Project Applicant will submit the Project Application to the Collaborative Applicant via *e-snaps*.
- **Submitting the Project Application.** This section discusses what occurs after the Project Applicant submits the YHDP New Project Application in *e-snaps*. HUD will assess these projects to determine if they meet program requirements.
- **Amending the Project Application.** If changes need to be made to the Project Application, please contact your YHDP Designated Desk Officer and assigned TA. Notification for amending a project back to the applicant occurs outside of *e-snaps*.

Amending an Application

If HUD amends the project application back to the Project Applicant for revision or correction, it is the Project Applicant's and YHDP Lead community's responsibility to ensure the Project Application is resubmitted in e-snaps.

Highlights in e-snaps for the FY 2022 YHDP Program

This section highlights several items in *e-snaps* this year.

- **Summary Budget BLI breakdown**
The Summary budget has added a BLI breakdown chart showing how much by percentage, each BLI makes up of the overall budget request, excluding match.
- **Youth Action Board**
The application contains a new screen devoted to answering questions about your communities' Youth Action Board. All questions are required.
- **Special YHDP Activities**
Project applicants may choose to select special YHDP activities to integrate into the project design in their application. Applicants should select these activities if they anticipate needing to utilize these special activities during the 2-year period of the grant, even if they are not regularly used (e.g. applicants may select a less than one-year lease special activity, even if the applicant anticipates that most leases will be for one year). Please note that not all special activities are applicable to each project type. The applicable project types are indicated after each special activity.

Helpful Reminders from Prior Years

This section highlights several items that are not new but are included as useful reminders.

- **Special YHDP Activities.** Applicants will find a screen consisting of a list of checkboxes. Please select Special YHDP Activities that your organization will find applicable to your project
- **Unique Entity Identifier (UEI).**
The DUNS number has been replaced with what is called the Unique Entity Identifier (UEI). The UEI is a requirement for all federal grantees. Below are a few tips on how to find your organizations UEI number:

If your entity is already registered in SAM.gov, your Unique Entity ID (UEI) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records

Follow this link:

https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a05adbae1b59f8982fe5ed7ae54bcba to learn how to find your unique UEI on SAM.gov

Follow this link:

https://www.fsd.gov/sys_attachment.do?sys_id=3866d0061b13b8106397ec21f54bcb72 on how to get a UEI ID if you currently do not have one.

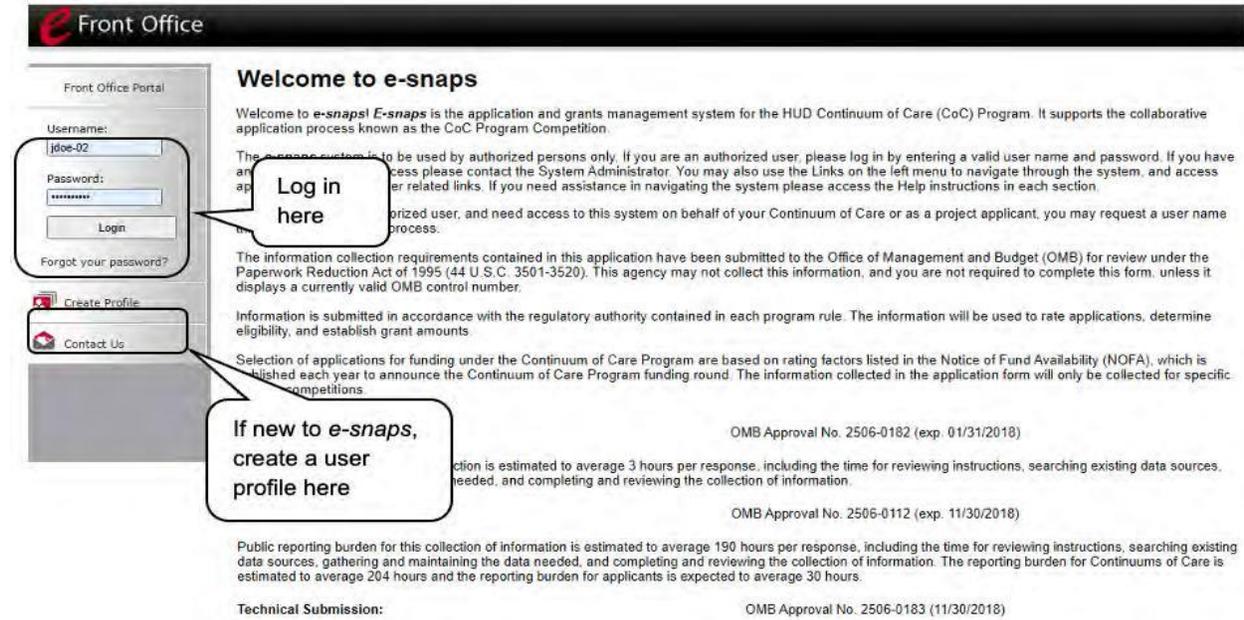
- **HUD 2880 (Applicant/Recipient Disclosure/Initial Report).** As with prior years, the HUD Form 2880 is no longer uploaded as an attachment. This form is related to the Project Applicant Profile and the fields are not editable in the forms in the Project Applications. For instructions on completing the HUD Form 2880 in both the Project Applicant Profile and the Project Applications (new, renewal, YHPD, CoC planning, and UFA costs), refer to the following resource:
 - <https://files.hudexchange.info/resources/documents/How-to-Complete-the-HUD-Form-2880-in-e-snaps.pdf>.
- **Prepopulating Data from the Project Applicant Profile.** Some data will automatically populate fields on several screens from the information entered into your Project Applicant Profile. If this information is incorrect, changes can be made by exiting the application and returning to the Project Applicant Profile.
- **The "Project Application"**
 - The Project Application includes the information submitted by renewal and new Project Applicants for funding consideration.
- **Applicant Field and Dropdown Menu.** When *e-snaps* users log in to the system, they will see an "Applicant" field at the top of the screen. This field identifies the organization's account in which the user is working.

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

This feature appears when working on the Applicants, Funding Opportunity, Projects, and Submissions screens. Only the items (e.g., Projects) pertaining to the Applicant listed in the field appear on the screen. Users must ensure they are working in the correct Applicant account.

Accessing e-snaps

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



NOTE:

Each e-snaps user must have his or her unique log-in credentials.

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

Existing Users

Steps

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

New e-snaps Users

Steps

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

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

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



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

- <https://files.hudexchange.info/resources/documents/Give-Staff-Access-to-Your-Organizations-e-snaps-Account.pdf>

Project Applicant Profile

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

This section in the YHDP New Project Application Navigational Guide highlights key information needed to successfully complete this step. It does NOT provide detailed instructions.



For detailed instructions, see the Project Applicant Profile navigational guide at:

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

- **Access the Project Applicant Profile.** To access the Project Applicant Profile, log in to *e-snaps*, select "Applicants" on the left menu bar, ensure that the correct Project Applicant name in the "Applicants" field at the top left side of the screen is selected, and select the orange folder to the left of the Project Applicant name on the screen.
- **Organizations that are Collaborative Applicants and Project Applicants.** If the organization applying for funding as a Project Applicant is also serving as the Collaborative Applicant, the organization will have two Applicant Profiles—one for the Project Applicant and one for the Collaborative Applicant.
The "Applicant" field dropdown menu at the top left side of the screen contains the list of Applicants that a user can access. If you have issues with finding the correct Project Applicant, submit an email to e-snaps@HUD.gov. The *e-snaps* AAQ on HUD Exchange is no longer active.
- **First-time Applicant.** If an organization is new to *e-snaps* (i.e., submitting a Project Application for the first time), the organization must establish itself as a Project Applicant in *e-snaps*. Review the Project Applicant Profile Navigational Guide at:
 - <https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf>

An organization will establish itself as a Project Applicant in *e-snaps* one time only.



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

Contact the HUD Exchange Ask-A-Question if you need assistance at:

- <https://www.hudexchange.info/get-assistance/my-question/>.

Establish the Project Application

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

- Funding Opportunity Registration
- Creating projects
- Accessing Project Applications from the Submissions screen

Funding Opportunity Registration

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

Terminology

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

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

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

The screenshot shows the 'Front Office' interface with the 'Funding Opportunity Registrations' screen. The top navigation bar includes 'Front Office', 'Applicant!' (Interior Alaska Center for Non-Violent Living (92-0063636)), and 'Institutions Logout Help'. The left sidebar has a menu with 'Funding Opportunity Registrations' highlighted. The main content area is a table with columns: Register, View, Funding Opportunity Name, Applicants Registered, Start Date, and End Date. The table lists various project applications, including 'CoC Planning Project Application FY2023', 'CoC Planning Project Application FY2024', 'Renewal Project Application FY2023', 'Renewal Project Application FY2024', 'YHDP New Project Application FY2021', 'YHDP New Project Application FY2022', 'YHDP Planning Project Application FY2022', 'YHDP Renewal Project Application FY2024', 'YHDP Replacement Project Application FY2022', and 'YHDP Replacement Project Application FY2023'. Four callout boxes provide instructions: 1. Select 'Funding Opportunity Registrations' in the left menu. 2. Confirm the correct applicant listed in the field. 3. Note Funding Opportunity Name. 4. Select 'Register' icon.

Register	View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
[Register Icon]		CoC Planning Project Application FY2023	1	Mar 23, 2023	Dec 31, 2026
[Register Icon]		CoC Planning Project Application FY2024	1	Mar 24, 2023	Dec 31, 2027
[Register Icon]		Renewal Project Application FY2023	1	Mar 30, 2023	Dec 31, 2028
[Register Icon]		Renewal Project Application FY2024	0	Jan 23, 2024	Dec 31, 2029
[Register Icon]			0	Apr 29, 2015	Apr 26, 2025
[Register Icon]			0	Apr 29, 2015	Apr 26, 2025
[Register Icon]			0	Apr 29, 2015	Apr 26, 2025
[Register Icon]		Project Application FY2024	0	Mar 23, 2024	Dec 31, 2027
[Register Icon]		YHDP New Project Application FY2021	2	Mar 6, 2023	Apr 30, 2025
[Register Icon]		YHDP New Project Application FY2022		Feb 6, 2024	Apr 30, 2026
[Register Icon]		YHDP Planning Project Application FY2022		Mar 20, 2024	Dec 31, 2025
[Register Icon]		YHDP Renewal Project Application FY2024		Jan 23, 2024	Dec 31, 2028
[Register Icon]		YHDP Replacement Project Application FY2022		Jun 9, 2022	Dec 31, 2027
[Register Icon]		YHDP Replacement Project Application FY2023	1	Apr 11, 2023	Dec 31, 2028

Steps

1. Select "Funding Opportunity Registrations" on the left menu bar.
2. The "Funding Opportunity Registrations" screen will appear.
3. Select the "Register" icon  next to "YHDP New Project Application FY 2022."
4. The "Funding Opportunity Details" screen will appear.

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: Help the People (123456789012356)

Funding Opportunity Details

Funding Opportunity Name: YHDP New Project Application FY2022
Start Date: 2024-02-06 00:00:00.0
End Date: 2026-04-30 23:59:00.0

Funding Opportunity Registration

Are you sure you wish to register Help the People (123456789012356)?

Yes Cancel

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Grantium

Steps

1. When the question appears asking if you want to register the Project Applicant for the funding opportunity, select "Yes" to confirm that you want to register your organization.
2. The screen will then indicate that the Project Applicant has been registered.
3. Select the "Back" button to return to the "Funding Opportunity Registrations" screen.



Remember, the "Applicant" field with the dropdown menu located at the top left side of the screen identifies the Applicant Profile under which you are working. Please ensure you are working under the correct one.

The following image shows the screen that appears when the organization has successfully registered for the New Project Application funding opportunity.

The screenshot displays the 'Front Office' web application interface. At the top, the 'Front Office' logo is on the left, and user information 'brendakays' with 'Logout' and 'Help' links is on the right. A left-hand navigation menu includes 'Front Office Portal', 'Profile', 'My Account Change Password', 'Workspace', 'Applicants Funding Opportunity Registrations Projects Submissions', and 'Contact Us'. The main content area shows the 'Applicant' dropdown set to 'Help the People (123456789012356)'. Below this, the 'Funding Opportunity Details' section lists: 'Funding Opportunity Name: YHDP New Project Application FY2022', 'Start Date: 2024-02-06 00:00:00.0', and 'End Date: 2026-04-30 23:59:00.0'. The 'Funding Opportunity Registration' section contains the message 'Help the People (123456789012356) has been registered.' and a 'Back' button. At the bottom left, it shows 'Page Generation Time: 0.234s', and at the bottom right, the 'Grantium' logo is visible.

Creating the Project Application Project

Project Applicants must create a project for the YHDP New Project Application in *e-snaps* on the "Projects" screen. Creating a project is an intermediate step. Organizations do NOT enter the Application from the "Projects" screen to complete the Application screens; instead, they access the application from the "Submissions" screen.

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

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

The screenshots illustrate the process of creating a project application in the Front Office system. The top screenshot shows the 'Projects' screen for the applicant 'Interior Alaska Center for Non-Violent Living (92-0063639)'. A dropdown menu for 'Funding Opportunity Name' is open, and 'YHDP New Project Application FY2021' is selected. A callout box points to this selection with the text 'Select YHDP New Project Application FY2021'. The bottom screenshot shows the same screen after selection, with a small icon appearing in the 'Project Name' column. A callout box points to this icon with the text 'Add icon appears after selection in dropdown menu'.

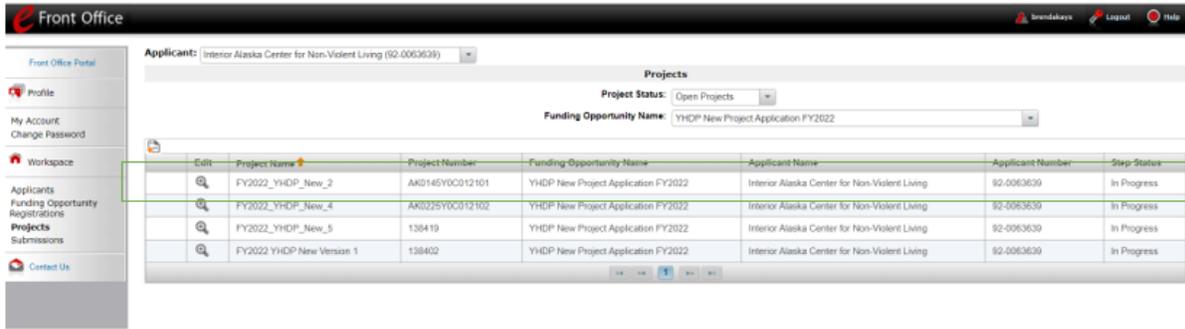
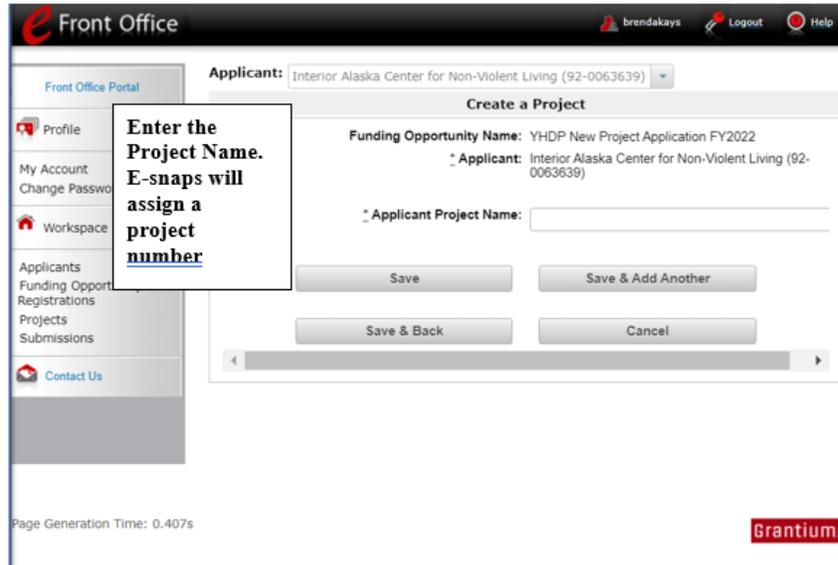
Project Number	Funding Opportunity Name	Number	Step Status
AK0145YOC012101	YHDP New Project Application FY2022		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress
AK0228YOC012102	YHDP New Project Application FY2021		In Progress

Steps

1. Select "Projects" on the left menu bar.
2. The "Projects" screen will appear.
3. Select "YHDP New Project Application FY 2022" from the "Funding Opportunity Name" dropdown.
4. The screen refreshes and an "Add" icon  appears on the left side of the screen above the column headings.
5. Select the "Add" icon. 
6. The "Create a Project" screen will appear.



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



Steps

1. On the "Create a Project" screen, the Project Applicant Name will be pre-populated.
2. In the "Applicant Project Name" field, enter the name of the project.
3. You should enter the name that you want to appear in the grant award letter.
4. Select "Save & Back" to return to the "Projects" screen.
5. The project name is listed in the menu.
6. Select the "View" icon  to view project details; however, it is not necessary to enter any notes on that page.

Submissions

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

Terminology

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

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

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

Steps

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

Front Office

Applicant: Interior Alaska Center for Non-Violent Living (02-0003630)

Submissions

Applicant Project Name: FY2022_YHDP_New_5

Date Submitted: FY2022_Unsheltered_Homeless_1

Project Status: FY2022_Unsheltered_Homeless_2

Submission Version: FY2022_Unsheltered_App_3

Associate Type: FY2022_Unsheltered_App_4

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_YHDP_New_5 138419	YHDP New Project Application FY2022 YHDP New Project Application FY2022	Feb 6, 2024	Apr 30, 2025	Primary Applicant	1	

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FY 2022 Project Application

This section identifies the steps for completing the New Project Application screens in *e-snaps*.

NOTE:

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

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

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

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

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

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

Review the instructions in the [Submitting the Project Application](#) section in this guide.

Accessing the YHDP New Project Application

Access the New Project Application through the "Submissions" screen.

The screenshot shows the Front Office portal interface. The left sidebar contains a menu with 'Submissions' highlighted. The main content area displays a form for selecting an applicant and project. A dropdown menu for 'Applicant' is set to 'Interior Alaska Center for Non-Violent Living (92-0063629)'. A dropdown for 'Applicant Project Name' is set to 'FY2022_YHDP_New_5'. Below this is a table with columns: Actions, Project Name, Funding Opportunity Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The table contains one row with a folder icon in the Actions column. A 'Grantium' logo is in the bottom right corner.

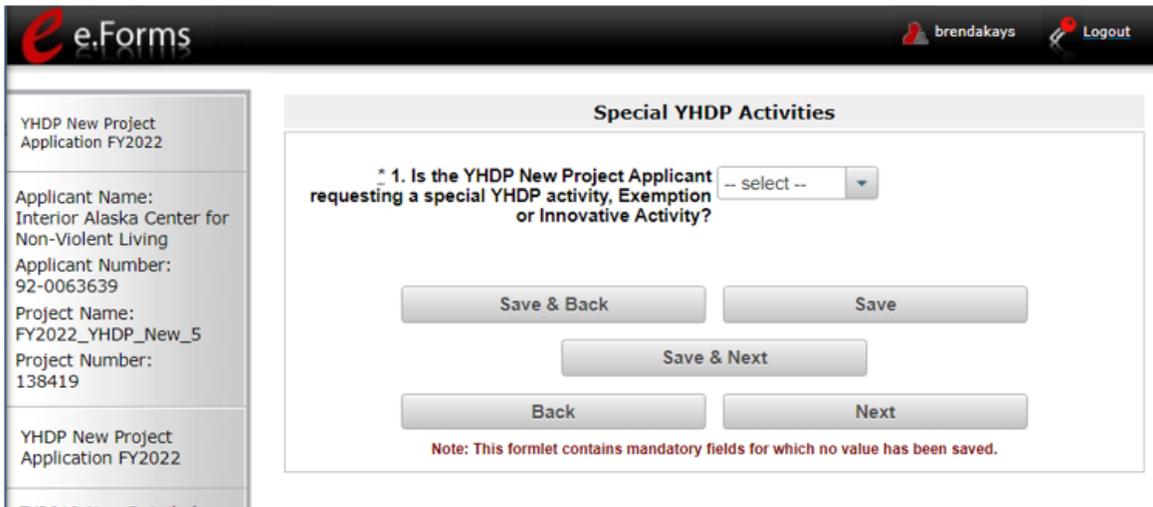
Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_YHDP_New_5 138419	YHDP New Project Application FY2022 YHDP New Project Application FY2022	Feb 6, 2024	Apr 30, 2026	Primary Applicant	1	

Steps

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

Accessing the Special YHDP Activities Screen

The Special YHDP Activity screen lists all the Special YHDP Activities applicants can apply for in the YHDP New project. The applicant is not required to select a Special YHDP Activity. However, if the applicant wants to, they must select “Yes” from the dropdown.



The screenshot shows the 'Special YHDP Activities' form in the e.Forms system. On the left, a sidebar displays application details: 'YHDP New Project Application FY2022', 'Applicant Name: Interior Alaska Center for Non-Violent Living', 'Applicant Number: 92-0063639', 'Project Name: FY2022_YHDP_New_5', and 'Project Number: 138419'. The main form area contains a question: '* 1. Is the YHDP New Project Applicant requesting a special YHDP activity, Exemption or Innovative Activity?'. A dropdown menu next to the question is currently set to '-- select --'. Below the question are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. At the bottom of the form, a red note reads: 'Note: This formlet contains mandatory fields for which no value has been saved.'



This screenshot shows the same 'Special YHDP Activities' form, but the dropdown menu for the question '* 1. Is the YHDP New Project Applicant requesting a special YHDP activity, Exemption or Innovative Activity?' is now set to 'Yes'. The sidebar and other form elements remain the same as in the previous screenshot.

Once “Yes” is selected from the dropdown menu, applicants are given the full list of Special YHDP Activities.

Below is what the Special YHDP Activity screen in *e-snaps* will look like. This screen is editable.

Special YHDP Activities

1. Is the YHDP New Project Applicant requesting a special YHDP activity, Exemption or Innovative Activity?

2. Check the appropriate box(es) for the Special YHDP Activity the applicant is requesting.
Reminder, certain activities require a Supportive Services budget connection. Review the Detailed Instructions to learn more.

1.C.1.a(1) Leases under 12 months (minimum 1 month) - (ELIGIBLE ONLY FOR PH, TH & JOINT)

1.C.1.a(2) Uninsured Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing (RRH) - (ELIGIBLE ONLY FOR PH, TH & JOINT)

1.C.1.a(3) HUD funding for Planning grants - (ELIGIBLE ONLY FOR PLANNING)

1.C.1.a(4) YHDP planning grants and administrative funds may be used for capacity building activities for Youth Action Board staff who are also youth with lived experience

1.C.1.a(5) Project admin funds used to employ youth with lived experience for project implementation, execution, and improvement - (ELIGIBLE ONLY FOR PROJECTS WITH AN ADMIN COST BLI)

1.C.1.a(6) Project admin funds used to attend non-HUD sponsored or approved conferences (must be relevant to youth homelessness) - (ELIGIBLE ONLY FOR PROJECTS WITH AN ADMIN COST BLI)

1.C.1.a(7) Employ youth receiving recipient services (document nature of work and no conflicts of interest) - (ELIGIBLE ONLY FOR PH, TH, JOINT & SSO)

1.C.1.a(8) Use habitability standards in 24 CFR 578.503(c) rather than HQS in 24 CFR 578.75 for up to 24 months of housing assistance (document standards applied to units and proof of compliance) - (ELIGIBLE ONLY FOR PH, TH & JOINT)

1.C.1.a(9) Provide moving expense more than one time to a program participant - (ELIGIBLE ONLY FOR PH, TH, JOINT & SSO)

1.C.1.a(10) Provide payments for families that provide housing under host homes and kinship care (up to \$500 per month) - (ELIGIBLE ONLY FOR HOST HOME & KINSHIP CARE)

1.C.1.a(11) YHDP recipients may continue program participation for up to 12 months after the program participant exits homelessness, transitional housing or other program

No Special YHDP Activities Requested

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

1.C.1.a(12)(a) Security deposits (not to exceed 2 months of rent) - Covered under the Rental Assistance BLI if included in project, not under Supportive Services <input type="checkbox"/>	1.C.1.a(12)(g) Payment of rental arrears (up to 6 months) <input type="checkbox"/>
1.C.1.a(12)(b) Pay for damage to units (not to exceed 2 months rent) - Covered under the Rental Assistance BLI if included in project, not under Supportive Services <input type="checkbox"/>	1.C.1.a(12)(h) Payment of utility arrears (up to 6 months) <input type="checkbox"/>
1.C.1.a(12)(c) Costs to provide household cleaning supplies <input type="checkbox"/>	1.C.1.a(12)(i) Payment of utilities (Up to 3 months) <input type="checkbox"/>
1.C.1.a(12)(d) Housing start-up expenses (not to exceed \$300 per participant) <input type="checkbox"/>	1.C.1.a(12)(j) Pay gas a mileage for participant personal vehicle for trips for eligible services <input type="checkbox"/>
1.C.1.a(12)(e) Purchase cell phone and service (cost must be reasonable and housing related) <input type="checkbox"/>	1.C.1.a(12)(k) Payment of Legal fees <input type="checkbox"/>
1.C.1.a(12)(f) Cost of Internet (costs must be reasonable) <input type="checkbox"/>	1.C.1.a(12)(l) Payment of insurance, registration and past driving fines <input type="checkbox"/>
None <input checked="" type="checkbox"/>	

The applicant will select a Special YHDP Activity for their project by clicking on the checkbox next to the Special YHDP Activity. Questions 2 and 3 above do not require additional documentation in e-snaps. The text in red references where this Special YHDP Activity can be found in the YHDP NOFO or Appendices.

The following Special YHDP Activities/Innovative Activity (Questions 4 &5) will require additional information in e-snaps. If this is not included, the Special YHDP Activity may not be accepted.

If you have questions on Special YHDP Activities, please contact the Youth Demo mailbox at YouthDemo@hud.gov.

*** 4. Check the appropriate box(es) for the Special YHDP Activity - Exemptions the applicant is requesting, if a special activity is selected, the applicant must provide a narrative response addressing the criteria in the special activity. (Select all that apply)**

- I.C.1.a(1) A recipient may provide up to 36 months of Rapid Rehousing rental assistance to a program participant if the recipient demonstrates (1) the method will use to determine which youth need rental assistance beyond 24 months and (2) the services and resources that will be offered to ensure youth are able to sustain their housing at the end of the 36 months of assistance. **(ELIGIBLE ONLY FOR RA-SSB and JCBN)**
- I.C.1.a(2) YHDP recipients may continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, transitional housing or after the end of housing assistance if the recipient demonstrates: 1) the proposed length of extended services to be provided; 2) the method of cost recovery; and 3) how these services will result in self-sufficiency and ensure stable housing for the YHDP program participant. **(ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES AND)**
- YHDP recipients may continue providing supportive services to program participants for up to 30 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence Initiative, or if the recipient can demonstrate that extended supportive services ensure continuity of case workers for program participants. **(ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES ONLY)**
Note: Supportive Services for 30 months is only for projects that are pairing supportive services with other housing assistance programs.
- I.C.1.a(3) Recipients will not be required to meet the 25% match requirement provided for in 6.C of the YHDP NDFO and 24 CFR 578.73 if the recipient is able to identify multiple non-YHDP resources in the community that assist youth experiencing homelessness and can provide a narrative description of 1) how the resources will assist youth who are clients under the YHDP project and 2) how the recipient will facilitate connections to these resources to ensure that youth are aware of them and able to access the resources. **(ELIGIBLE FOR ALL PROJECTS)**
Note: Specify why resources cannot be used as match for the project.
- I.C.1.a(4) Recipients will not be required to meet the 25% match requirement provided for in 6.C of the YHDP NDFO and 24 CFR 578.73 if the recipient does not have other currently active CAC or YHDP grants. If permitted by future Appropriations Acts, HUD will continue the match requirement for the YHDP grant funded under this NDFO until the first and second renewal or replacement of the project under the Continuum of Care competition.
- I.C.1.a(5) Foster assistance may be provided with leasing or operating funds in the same building, provided that the recipient submits a project plan that includes safeguards to ensure that no part of the project would remove a eligible subsidy. **(ELIGIBLE ONLY FOR PROJECTS WITH RENTAL ASSISTANCE, LEADING OR OPERATING SUI)**
- I.C.1.a(6) YHDP recipients may provide payments of up to \$1000 per month for families that provide housing under a host home and wrap care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program. **(ELIGIBLE ONLY FOR HOST HOME & WRAP CARE)**
- I.C.1.a(7) YHDP recipients may pay for short-term (up to three months) emergency lodging in motels or shelters as the transitional housing component in a joint transitional housing/wrap-around (TW-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services.
- No Exemptions Requested.

Enter required additional information about your YHDP Special Activity Request. Requirements for YHDP Special Activities can be found in the NDFO status included on this screen. Please answer ALL requirements prior to submission.

I.C.1.a(1):

I.C.1.a(2):

I.C.1.a(3):

I.C.1.a(4):

I.C.1.a(5):

I.C.1.a(6):

I.C.1.a(7):

Textbox will appear for each Special YHDP Activity under Question 4. A detailed explanation is [required](#)

5. Innovative Activities I.C.1.b(8)

*** a. Is the applicant requesting an Innovative Activity that is not currently allowed under 24 CFR 578 or the above YHDP Special Activities?** Yes

If yes selected, b. to f. will appear.

*** Provide a description of the Innovative Activity:**

3500 characters remaining.

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

*** c. Is the activity cost-effective?**

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

*** e. Is the activity approved by the YAB?**

*** f. Is the activity approved by the CoC?**

8B. Submission Summary

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

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

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

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

NOTE:

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

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

HUD, however, may require you to address the particular item prior to entering into a grant agreement if conditionally awarded.

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

After submitting the Project Application, Project Applicants should notify the Collaborative Applicant. Notification is recommended to provide a heads-up to the Collaborative Applicant that the application is ready for their review and ranking.

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

8B. Submission Summary
Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
-	1A. SF-424 Application Type	No Input Required	No
-	1B. SF-424 Legal Applicant	No Input Required	No
-	1C. SF-424 Application Details	No Input Required	No
✓	1D. SF-424 Congressional District(s)	04/15/2024	Yes
✓	1E. SF-424 Compliance	04/15/2024	Yes
✓	1F. SF-424 Declaration	04/15/2024	Yes
✓	1G. HUD 2880	04/15/2024	Yes
✓	1H. HUD 50070	04/15/2024	Yes
✓	1I. Cert. Lobbying	04/15/2024	Yes
✓	1J. SF-LLL	04/15/2024	Yes
✓	1K. SF-424B	04/15/2024	Yes
-	2A. Subrecipients	No Input Required	No
-	2B. Experience	04/15/2024	Yes
✓	3A. Project Detail	04/15/2024	Yes
✓	3B. Description	04/15/2024	Yes
✓	Youth Homeless Demonstration Projects	04/15/2024	Yes
✗	Youth Action Board	Please Complete	Yes
✗	Special YHDP Activities	Please Complete	Yes
✓	4A. Services	04/15/2024	Yes
-	4A. HHS Standards	No Input Required	No
-	4B. HHS Training	No Input Required	No
✓	4B. Housing Type	04/15/2024	Yes
-	5A. Household	No Input Required	No
-	5B. Subrecipients	No Input Required	No
✓	5A. Funding Request	04/15/2024	Yes
✓	5B. Acq/Rehab/Const	04/15/2024	Yes
✓	5C. Leased Units	04/15/2024	Yes
✓	5D. Leased Structures	04/15/2024	Yes
✓	5E. Rental Assistance	04/15/2024	Yes
✓	5F. Supp Svcs Budget	04/15/2024	Yes
✓	5G. Operating	04/15/2024	Yes
✓	5H. HHS Budget	04/15/2024	Yes
✓	5I. Match	04/15/2024	Yes
-	5K. Summary Budget	No Input Required	No
-	7A. Attachment(s)	No Input Required	No
✓	7D. Certification	04/15/2024	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Inactive Submit Button

Page Generation Time: 4.192s

Crantium

Steps

1. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. When you have an active "Submit" button, continue to the next section.

Submitting the Project Application

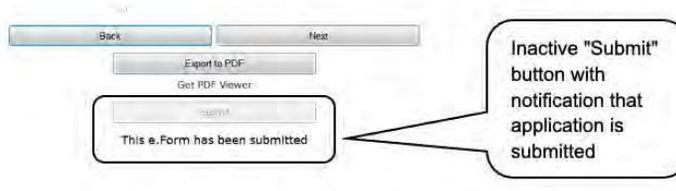
The following image shows an active "Submit" button on the Project Application "Submission Summary."



Steps

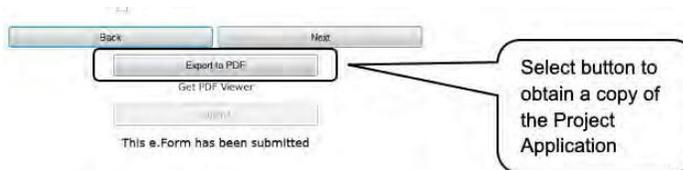
1. If you are not already on the "Submission Summary" screen, select it on the left menu bar.
2. Select the "Submit" button.
3. Notify the Collaborative Applicant that you have submitted your Project Application.

The following image shows the completed Project Application "Submission Summary" screen. Note that the "Submit" button is no longer active, but instead appears gray-shaded. The screen is marked "This e.Form has been submitted."



Exporting to PDF

Project Applicants can obtain a hard copy of the Project Application using the "Export to PDF" button located at the bottom of the Submission Summary screen under the navigation buttons.



Steps

1. Select the "Export to PDF" button.
2. On the "Configure PDF Export" screen, select the screen(s) you would like included.
3. Select "Export to PDF."

Troubleshooting when you cannot submit the Project Application

Applicants may encounter issues when trying to submit the Project Application. If the "Submit" button is gray (i.e., "grayed-out"), it is not active and you cannot select it. You will not be permitted to complete your form at this time. The "Submit" button will appear gray if information is missing on any of the required Project Application forms or in the Applicant Profile.

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

88. Submission Summary
Applicant must click the submit button once all forms have a status of Complete.

Complete	Page	Last Updated	Mandatory
-	1A. SF-424 Application Type	No Input Required	No
-	2B. SF-424 Legal Agreement	No Input Required	No
-	3C. SF-424 Application Detail	No Input Required	No
✓	3D. SF-424 Comprehensive Database	04/15/2024	Yes
✓	3E. SF-424 Compliance	04/15/2024	Yes
✓	3F. SF-424 Description	04/15/2024	Yes
✓	3G. HUD 2880	04/15/2024	Yes
✓	3H. HUD 50070	04/15/2024	Yes
✓	3I. Cert. Licensure	04/15/2024	Yes
✓	3J. SF-441	04/15/2024	Yes
-	3K. SF-424B	04/15/2024	Yes
-	3L. Subrecipient	No Input Required	No
✓	3M. Enclosures	04/15/2024	Yes
✗	3N. Project Detail	Please Complete	Yes
✓			Yes
✗			Yes
✗			Yes
✓	4A. Services	04/15/2024	Yes
-	4A. HRMS Standards	No Input Required	No
-	4B. HRMS Training	No Input Required	No
✗	4B. Housing Type	Please Complete	Yes
-	4A. Household	No Input Required	No
-	3B. Subrecipient	No Input Required	No
✓	5A. Funding Request	04/15/2024	Yes
✓	5B. Acq/Rehab/Const	04/15/2024	Yes
✓	5C. Leased Units	04/15/2024	Yes
✓	5D. Leased Structures	04/15/2024	Yes
✓	5E. Rental Assistance	04/15/2024	Yes
✓	5F. Support Service Budget	04/15/2024	Yes
✓	5G. Operating	04/15/2024	Yes
✓	5H. HRMS Budget	04/15/2024	Yes
✓	5I. Misc	04/15/2024	Yes
-	5K. Summary Budget	No Input Required	No
-	5L. Attachments	No Input Required	No
✓	7D. Certificate	04/15/2024	Yes

Review Notes

- 4B. Housing Type list contains 2 incomplete items. [

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Back to Submissions List, Submit

Steps

1. Review your Submission Summary screen to determine which Project Application form needs to be completed. For the item(s) that state "Please Complete," either select the link under the "Page" column or select the item on the left menu bar.
2. Complete the screen, saving the information on each screen.
3. Return to the Submission Summary screen and select the "Submit" button.

What the “Last Updated” column tells you. A date identifies a form with complete information for all required fields. It is the most recent date on which the completed form was saved.

- "Please Complete" identifies a form with information missing in one or more required fields.
- "No Input Required" identifies the form that are not required for completion by all projects. You are strongly encouraged to double-check these forms to ensure that all appropriate project information is completed.

What the “Notes” section at the bottom of the screen tells you. Notes are not a standard section on the “Submission Summary” screen, so you will not see this section all the time.

- If Notes appear on the screen, they are located under the two-column list and above the navigational buttons.
- The Notes provide information on the errors in the Project Application. Some Notes include a link to the applicable form and error(s).

NOTE:

If you are still unable to submit the New Project Application after following these instructions, please submit a question to the HUD Exchange Ask A Question, at: <https://www.hudexchange.info/get-assistance/my-question/>, under the e-snaps Reporting System.

In the question field, please provide specific details regarding the issue you are encountering while trying to submit and provide a screenshot whenever possible.

Updating the Applicant Profile

If an Applicant needs to edit the Project Applicant Profile in order to correct information, the Applicant must do the following:

Steps

1. Select “Back to Submissions List.”
2. Select “Applicants” in the left menu bar.
3. Ensure your Applicant name is selected in the dropdown menu at the top of the screen.
4. Select the "Open Folder" icon  to the left of the Applicant Name.
5. Select “Submission Summary” on the left menu bar.
6. Select the “Edit” button.
7. Navigate to the applicable screen(s), make the edits, and select “Save.”
8. Select “Submission Summary” on the left menu bar and select the “Complete” button.
9. Selects “Back to Applicants List” on the left menu bar.
10. Select “Submissions” on the left menu bar.
11. Select the orange folder to enter the Project Application. The change should have pulled forward.

NOTE:

The “View Applicant Profile” link in the left menu bar, within the project application, is intended only to view the Project Applicant Profile and not to make any updates.

Next Steps

Congratulations on submitting your YHDP New Project Application!

For additional resources go to the HUD.gov and *e-snaps* webpages at:

- https://www.hud.gov/program_offices/comm_planning/coc/competition
- <https://www.hudexchange.info/programs/e-snaps/>
- https://www.hud.gov/program_offices/comm_planning/yhdp/FY21-competition
- https://www.hud.gov/program_offices/comm_planning/yhdp
- Email any question to youthdemo@hud.gov