

CoC Planning Project Application Detailed Instructions

FY 2022 Youth Homelessness Demonstration Project (YHDP)



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

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FY 2021 CoC Planning Project Application Detailed Instructions

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Detailed Instructions for Completing the FY 2022 YHDP Planning Project Application

Introduction

This document provides supplementary instructions for organizations completing the Fiscal Year (FY) 2022 YHDP planning project applications for funding available through the Notice of Funding Availability (NOFO) for the FY 2022 YHDP. It provides detailed information for each field within the planning project application to help applicants unfamiliar with the process understand each question in the electronic grants management system called *e-snaps*. If you have any questions about these guides, please contact youthdemo@hud.gov or ask your TA provider.

The YHDP Planning project application is divided into the six parts listed in Table 1. Each part must be completed in its entirety for the application to be submitted and considered for funding.

For questions pertaining to *e-snaps* technical issues, submit a question to the *e-snaps* HUD Exchange Ask a Question (AAQ) located at www.hudexchange.info/get-assistance/my-question/.

Reminders from Previous Years

- HUD Forms and Certifications:** HUD has built the following forms directly into the project application: HUD-2880: Applicant/Recipient Disclosure/Update Report, HUD-50070: Certification for a Drug Free Workplace, Certification Regarding Lobbying and SF-LLL: Disclosure of Lobbying Activities. To accommodate project applicants with more than one project, HUD has also built the HUD-2880 into the project applicant profile so that project applicants only need to fill out the form's fields once.

Planning Project Application Screens in e-snaps

Table 1: YHDP Planning Project Application Screens in e-snaps

Screen Title
Before Starting
Part 1 - HUD Forms and Certifications
1A. SF-424 Application Type
1B. SF-424 Legal Applicant
1C. SF-424 Application Details
1D. SF-424 Congressional District(s)
1E. SF-424 Compliance
1F. SF-424 Declaration
1G. HUD-2880
1H. HUD-50070
1I. Certification Regarding Lobbying
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Part 2 - Project Information
2A. Project Detail
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Part 3 – CoC Governance
3A. Governance and Operations
3B. Committees
Special YHDP Activities
Part 4 – Budget Information
4A. Match
4B. Funding Request
Part 5 - Attachments and Certification
5A. Attachments
5B. Certification
Part 6 - Submission Summary
6A. Summary

Part 1: HUD Forms and Certifications

The Youth Demo program requires project applicants to submit several forms in Part 1 of an *e-snaps* project application. All other Parts of an *e-snaps* project application will remain hidden until all the required Part 1 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. Project applicants will enter data for this form in the **Project Applicant Profile** for the **combined total** amount of all their organizations annual CoC Program project applications. Once a HUD-2880 is completed in the **Project Applicant Profile**, the information will populate with the required information in all the project applications the applicant submits in *e-snaps*;
- **Please note:** YHDP project applicants must consult with their local CoC and/or Collaborative Applicant (CA) to complete the HUD-2880
- **HUD-50070: Certification for a Drug Free Workplace;** Screen 1H;
- **Certification Regarding Lobbying;** Screen 1I; and
- **SF-LLL: Disclosure of Lobbying Activities;** Screen 1J.

Prior to beginning Part 1 of the project application, project applicants must update their [Project Applicant Profile](#), including the HUD-2880. Most of the information in Part 1 automatically populates from the 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. It is the project applicant’s responsibility to review all information and ensure accuracy. 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 instruction on how to complete the HUD 2880, refer to the additional instructions available on the HUD Exchange at:

[Project Applicant Profile Navigational Guide and How to Complete the HUD Form 2880 in e-snaps](#)

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. Then 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," then 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 toward the bottom of the screen. Once in edit mode, the entire profile can be updated.
4. After project applicants have completed all updates and screens have been "Saved," return to "6. Submission Summary" and select the "Complete" button toward the bottom of the screen.
5. Next, 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

1. **Type of Submission.** No action required.
2. **Type of Application.** No action required if this field indicates "YHDP Planning." Applicants made this selection when "registering" an *e-snaps* **Funding Opportunity** before opening the application. The different *e-snaps* **Funding Opportunities** include: Renewal, New, CoC Planning, UFA Costs, YHDP Renewal, YHDP Replacement and YHDP Planning. If the field is not correct, return to the *e-snaps* **Funding Opportunity** screen and create a project application using the funding opportunity for "YHDP Planning" project. 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, the project applicant selects "Submit" on the "Submission Summary" screen.
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.

Screen 1B. SF-424 Legal Applicant

All fields 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. Surrogate names, abbreviations, or acronyms should not be listed. **The applicant must be the CoC Collaborative Applicant unless the Collaborative Applicant has**

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designated another entity to be the recipient. A letter indicating this designation and signed by the CoC's Collaborative Applicant must be attached to the planning project application in e-snaps.

YHDP planning grant application submissions also require the CoC CA or designee to apply and submit on behalf of the YHDP community.

Note: HUD will contact the person listed in field “F” for any curable deficiencies or other matters concerning the project application using the information in the “**Alternate Contact**” located in the Project Applicant Profile. It is a best practice that the alternate contact person is the person most knowledgeable about the project application. HUD recommends organizations provide a second contact person so, that multiple contacts are available.

Screen 1C. SF-424 Application Details

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

9. **Type of Applicant.** No action required. Eligible project applicants are: nonprofits, state, and local governments, instrumentalities of state or local government, and public housing agencies (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 fields 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) in which the proposed 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 the project applicant 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 new project name will appear.
16. **Congressional District(s).** No action required. HUD uses the district(s) selected here to report certain 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. Provide the expected operating start and end dates for the proposed project using the calendar fields provided. If a project application is conditionally awarded, the official operating dates will be recorded in HUD's electronic Line of Credit Control System (*e*LOCCS) and will be set to the first day of the month according to the month of the first project expense.

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- 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

Project applicants must complete all the fields 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-February-2019](#).

States not listed under the resource link above have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If your organization is located within a state that does not have a SPOC, it may send application materials directly to a federal awarding agency. For projects proposing to serve persons in more than one state, the project applicant should contact the SPOC of each affected state as early as possible to alert them to the application and receive any necessary instructions on the state process used under this EO. Project applicants should allow time for the state’s review process to occur prior to submitting their funding application. In cases where the SPOC has not reviewed an application prior to the application submission deadline, project applicants should submit the application to meet the FY 2019 CoC Program Competition application deadline.

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

- Select option “**a**,” and indicate the date on which the application was made available to the state(s).
- Select option “**b**” if 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 the project applicant owes debt to any federal agency. It is HUD’s policy, consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that project applicants with an outstanding federal debt will not be eligible to receive HUD funds, unless:

- a. a negotiated repayment schedule is established, and the repayment schedule is not delinquent; or
- b. 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 with a project applicant.

Screen 1F. SF-424 Declaration

On Screen 1F, project applicants must select 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, the project applicant agrees to be bound by all terms and conditions associated with this funding request and certifies that data and content in the project application (including all attachments) are true and correct. Screen 1F **must** identify the person authorized to act for the project applicant’s organization and assume the obligations imposed by the all federal laws, program regulations, NOFA requirements, and conditions for a conditional grant award. All fields are read-only and populate

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from the **Authorized Representative** listed in the **Project Applicant Profile** and should be updated, if needed.

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

Before opening project applications, project applicants must update the HUD-2880 form in *e-snaps* for their **Project Applicant Profile**. For additional Profile and HUD-2880 guidance go to: **Updating the-Project Applicant Profile**. Once the HUD-2880 form is updated, completed, and submitted in the Project Applicant Profile, Screen 1G of the project application will populate the necessary information for this screen. To correct inaccurate information appearing on Screen 1G, project applicants must return to the **Project Applicant Profile** to make updates.

Note: The HUD-2880 uses standard agency terminology that does not clearly match terminology used for the CoC Program and the CoC 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 CoC Program project applications; regardless of how many individual CoC project applications are submitted in a CoC Program Competition. Therefore, information in an *e-snaps* HUD-2880 includes the accumulated total amount of all the CoC Program project applications applying for funds in the **FY 2022 YHDP program**. For example, if organization XYZ is applying for three separate **YHDP** Program project applications for an accumulated 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. Therefore, the requirements to complete Part II and Part III of the HUD-2880 are required.

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 “**Authorized Representative**” screen of the **Project Applicant Profile**.
- 3. HUD Program.** No action required. This information populates with “**Continuum of Care Program.**”
- 4. Amount of HUD Assistance Requested/Received.** No action required. This field remains blank at the **Project Applicant Profile** level. Upon submission, all separate project applications, the HUD-2880 data in the profile will represent a single form submitted to HUD. The amount in this field will be the total funds requested for this project application from the “**Summary Budget**” screen and the accumulated total will represent the total HUD-2880 form. Once the summary budget total is accurate upon submission, this amount will also be accurate.
- 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 refers to is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail, and 4B. Housing Type and Location.

HUD-2880 Part I. Threshold Determinations–Project Applicants Only. Part I provides information to help a project applicant 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 field populates with “**Yes.**”

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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 2022 YHDP project applications**. If updates are needed to this question return to the **Project Applicant Profile**.

If the answer is “No” and Part II and Part III of this form will not appear and can be submitted after the “I agree” checkbox is selected. If “Yes” is selected, Part II and Part III of the form will appear and must be completed. For instructions for completing Parts II and III of the HUD-2880 refer to pages 2-3 of this form available at <https://www.hud.gov/sites/documents/2880.PDF>.

Required HUD-2880 Certification: The “I agree” certification will appear at the bottom of this screen and also at the bottom of the copies of this form in all project applications your organization submits in a CoC Program Competition. Project applicants must certify in both the Project Applicant Profile and the individual project applications that the information provided is accurate and complete.

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

The HUD-50070 populates information from the **Project Applicant Profile** and relevant data from the FY 2018 project application. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Check to ensure that the Authorized Representative information is accurate. If any information on this form is not accurate, see “**Basic Instructions to Access a Project Applicant Profile**” above. For further clarification or questions concerning the HUD-50070 review the full form instructions at <https://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf>.

Certification Regarding Lobbying: Screen 1I

Per 2 CFR part 200, all federal agencies must require project applicants to submit the Certification Regarding Lobbying form, which populates information from the **Project Applicant Profile** and relevant data from the FY 2019 project application. This form helps to clarify which organizations must select “Yes” on the next screen for the SF-LLL: Disclosure of Lobbying Activities form. **Project applicants must read and certify by checking the box toward the bottom of the screen.** Check to ensure that the “**Authorized Representative**” information is accurate. If any information on screen 1I is not accurate, see “**Basic Instructions to Access a Project Applicant Profile**” above.

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

The SF-LLL populates information from the **Project Applicant Profile** and relevant data from the FY 2019 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 at www.hudexchange.info/resource/308/hud-form-sflll/.

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 “No” if your organization and subrecipient(s) are **not engaged** in lobbying associated with the CoC Program. Select “Yes” if your organization or subrecipient(s) **is engaged** in lobbying and answer the questions as they appear on the screen. Project applicants must read, certify, and sign by checking the box toward the bottom of the screen (the check box will not appear until project applicants answer the question above).

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Check to ensure the “**Authorized Representative**” information is accurate. If any information on this form is not accurate, see “**Basic Instructions to Access a Project Applicant Profile**” above.

Part 2: Project Information

Part 2 allows project applicants to provide basic project detail and a description of the proposed activities.

Screen 2A. Project Detail

All fields on Screen 2A are required to be completed for submission of this application.

- 1a. CoC Number and Name:** Select the CoC number and name from the dropdown menu to which the applicant intends to submit this project application. **Selecting the correct CoC is critical.** The dropdown menu contains all CoCs that successfully registered in the FY 2021 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, *e-snaps* will send this project application to the CoC selected—once it is complete and submitted.
- 1b. CoC Collaborative Applicant Name:** Select the name of the CoC Collaborative Applicant for the CoC to which the project applicant intends to submit the project application. The dropdown menu for this field are based on the CoC Number and Name selected above. This list is populated with the CoC’s designated Collaborative Applicant name that registered during the FY 2021 CoC Program Registration process. YHDP Planning grant application submissions require the CoC CA or designee to apply and submit on behalf of the YHDP community.
- 2. Project Name:** No action required. This field populates from the *e-snaps* “**Project**” screens. Project applicants cannot modify the populated name in this field; however, project applicants can modify the project name by exiting the project application screens and opening the *e-snaps* “**Project**” screens by selecting “**Projects**” from the left menu.
- 3. Component Type:** Project applicants must select “**YHDP Planning Project Application.**”

Screen 2B. Description

Screen 2B must be completed to include a comprehensive and concise description of the project. References to ineligible activities or failing to provide an adequate description of the project may significantly reduce the likelihood of funding and/or receive conditions to the awarded amount that must be satisfied prior to executing the grant agreement.

- 1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant (YHDP Community) will use grant funds to comply with the provisions of 24 CFR 578.7:** Briefly describe the project, including its purpose and role in supporting the planning of coordinated community response to end youth homelessness in the selected community.
Describe how the specific activities of this planning grant, as opposed to planning in general, will help to evaluate the CoC’s (YHDP Community) success at preventing and ending youth homelessness in the community
- 2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work:** This is a required field. The description must clearly demonstrate the estimated schedule of implementing the proposed activities, the management plan in place to ensure timely start of the project if awarded, and a description of how the YHDP Community will complete the proposed activities.
- 3. How will the requested funds improve the CoC’s ability to evaluate the outcome of YHDP project applications?** Use this field to answer the following question: “Describe how the project will improve the ability to evaluate the CoC’s success at preventing and ending youth

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homelessness. This is a required field. The narrative must include at least **one strategy** for improving the CoC's ability to evaluate the outcome of funded projects that combat youth homelessness.

4. Please describe any special YHDP activities you plan to apply under this YHDP Planning project.. Use this field to describe what Special YHDP Activities you plan on applying for. If none, write None.

Part 3: CoC Governance

Part 3 is designed to capture information concerning CoC governance that will provide necessary context for HUD to evaluate the CoC Planning project application request.

Screen 3A. Governance and Operations

Screen 3A requires project applicants to detail important aspects of their CoC's governance structure and operations.

1. **“How often will the YHDP Team conduct meetings with the full list of stakeholders included in the YHDP NOFO application submitted to HUD?”** Required. Select an option from the dropdown menu to indicate how often the YHDP conducts meetings with the full CoC membership—meaning the group organized to carry out the responsibilities required under 24 CFR 578.7. For YHDP meetings, groups included should be members of the youth action board and all the organizations included in the collaboration chart attached to the community's YHDP NOFO application.
2. **Are CoC meetings inclusive and open to youth experiencing homelessness or those who formerly experienced homelessness?.”** Required. Select **“Yes”** if the CoC membership includes at least one person who's currently experiencing homelessness or has formerly experienced homelessness. Select **“No”** if there are no person who's currently experiencing homelessness or formerly experiencing homelessness of the CoC
- 2a. **What role does the Youth Action Board (YAB) play in the CoC membership/Board? (Select all that apply)** Select the role(s) that most accurately reflect the current affiliation of YAB under the CoC. Select all that apply. For CoCs that do not include the YAB as part of the CoC membership/Board, select **“None.”**
3. **Does the CoC's governance charter incorporate written policies and procedures for each of the following?** Select **“Yes”** for each of the following if it is included in the CoC's governance charter. Select **“No”** for each of the following if is **not** included in the CoC's governance charter.
 - a. **Coordinated Entry? (Also, known as centralized or coordinated assessment)**
 - b. **Youth specific access point for coordinated entry?**

If No, please explain why written policies and procedures for Youth Specific access points in Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if “No” is selected for question “b” above. **Note:** The establishment of Coordinated Entry system is a regulatory requirement. An example explanation could be that the CoC is currently drafting or reviewing such procedures for incorporation.
 - c. **Process for monitoring outcomes of YHDP recipients?**
 - d. **CoC policies and procedures?**
 - e. **Written process for board selection?**

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- f. Code of Conduct for board members that includes a recusal process?
 - g. Written standards for administering assistance?
4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? Were there any that specifically dealt with youth service providers or the YAB? Select “Yes” or “No” if there were any written complaints, **from any source**, received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months prior to the FY 2022 CoC Program Competition application deadline. If “Yes” click on “Save” for 4a text box to appear.
- 4a. If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.** This question will appear if “Yes” is selected for question 4 above. Describe the written complaint(s) from any organization related to the project application review, selection or other items related to 24 CFR 578.7 or 24 CFR 578.9 within the 12 months before the FY 2019 CoC Program Competition application deadline and include how the complaint(s) was resolved and date of the resolution.

Screen 3B. Committees

Screen 3B provides an opportunity for project applicants to list the CoC committees that meet regularly regarding CoC-wide planning and policy **that specifically address youth homelessness**. Provisions at 24 CFR 578.7 requires CoCs to create additional committees, subcommittees, or work groups.

In the table for 3B, provide information for up to five of the most active CoC-wide planning committees, subcommittees or workgroups, to address **youth homeless** needs in the CoC’s geographic area that recommend and set policies priorities for the CoC. The table includes a brief description of the role and the frequency of the meetings. Only include committees, subcommittees or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services such as delivery of housing and services or advocacy.

Examples of CoC-wide planning and policy committees, subcommittees, or workgroups are: project review and selection; discharge planning; disaster preparedness planning; completion of the CoC Application; conducting the Point-in-Time (PIT) count and Housing Inventory Count (HIC); ensuring equal access in all CoC Program-funded projects; 10-year coordination; Housing First; coordinated entry; HMIS, etc.

- **Committee Name:** List the name of the group
- **Role of the Committee:** Briefly describe the content area, policy or planning function of the committee. This field has a maximum of 750 characters.
- **Meeting Frequency:** Use the dropdown to indicate how frequently the committee meets throughout the year.
- **Names of Individuals and/or Organizations Represented:** Provide a list of the individuals and organizations who regularly participate in the committee meetings.

Special YHDP Activities

1. **Is the YHDP Planning project applicant requesting a Special YHDP Activity, Exemption or Innovative Activity?** Required.

Yes, this project is requesting a Special YHDP Activity, Exemption, or Innovative Activity

No, this project does not carry out any of those activities.

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2. **Check the appropriate box(s) for the Special YHDP Activity the applicant is requesting (Select all that apply).** Required if “Yes” to question 1 above, select one or more of the available options. If your project does not plan to apply for these Special YHDP Activities, select “None”
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)** Required if “Yes” to question 1 above, select one or more of the available options. If your project does not plan to apply for these Special YHDP Activities, select “None”
4. **Check the appropriate box(s) 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)** Required if “Yes” to question 1 above, select one or more of the available options. A required additional textbox for each selected checkbox will appear for the applicant to explain why they need to apply for this Special YHDP Activity – Exemption. If your project does not plan to apply for these Special YHDP Activities, select “None”
5. **Innovative Activities**

5a. Is the applicant requesting an innovative activity that is not currently allowed under 24CFR 578 or the above YHDP Special Activities? Required if “Yes” to question 1 above. A required additional textbox for the Innovative Activity will appear for the applicant to explain why they need to apply for this Special YHDP Innovative Activity.

Yes, this project is requesting an Innovative Activity.

No, this project does not carry out any of those activities.

5b. 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)? Required if “Yes” to question 5 above

Yes, this activity will likely achieve a positive outcome in at least one of the four core outcomes.

No, this activity will not achieve a positive outcome in at least one of the four core outcomes. Please explain why in the textbox.

5c. Is the activity cost free? Required if “Yes” to question 5 above

Yes, this activity is cost free.

No, this activity is not cost free. Please explain why in the textbox.

5d. Does the activity conflict with fair housing, civil rights or environmental regulations?

Required if “Yes” to question 5 above

Yes, this activity conflicts with fair housing, civil rights or environmental regulations. Please explain why in the textbox.

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No, this activity does not conflict with fair housing, civil rights or environmental regulations.

5e. Is the activity approved by the YAB? Required if “Yes” to question 5 above

Yes, this activity is approved by the YAB.

No, this activity is not approved by the YAB. Please explain why in the textbox.

5f. Is the activity approved by the CoC? Required if “Yes” to question 5 above

Yes, this activity is approved by the CoC.

No, this activity is not approved by the CoC. Please explain why in the textbox.

Part 4: Budget Information

Part 4 captures information concerning match, and specific budget details. An acceptable budget will present a detailed description of reasonable and appropriate cost amounts for the scope of the eligible activities listed in 24 CFR 578.39. The budget should also demonstrate how requested funds will augment already available funds (e.g., cash match and in-kind resources).

Screen 4A. Sources of Match

The “**4A. Sources of Match**” screen is applicable to all project applications and enables project applicants to enter the CoC Program required match, including the type of source and the value of the match commitment.

For detailed information that describes CoC Program match requirements see 24 CFR 578.73.

Note: Program income **may** be counted as match for CoC Program funds. CoC Program eligible costs paid for by program income may be considered match for grants awarded in the **FY 2022 YHDP program**

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? Select “Yes” or “No.” If “No,” no further response is required. If “Yes,” the following questions and text box will appear:

1a. Briefly describe the source of the program income: Enter a description of the source of the program income. **Note:** CoC-generated program income includes occupancy charges paid to the recipient or subrecipient. These amounts are considered program income and may be used as match funds.

1b. Estimate the amount of program income that will be used as Match for this project: Enter estimated amount in the field provided.

Match funds are acquired from sources outside of this grant’s funding request. The match information entered in *e-snaps* should be based on the **current commitments at the time of project application, covering the requested grant operating period (i.e., grant term), and NOT based on projections.** HUD expects the amount(s) listed on this screen to be accurate, with a commitment letter(s) in place that includes the amount(s) listed. Match contributions can be cash, in-kind, or a combination of both. For match to be counted as cash or in-kind, amounts must be used for CoC Program eligible costs. For CoC Planning projects match must be equal to or greater than 25 percent of the total grant request for all eligible costs. **Example:** If the “**Total Assistance Requested**” from the project applicant is \$100,000

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then the project applicant must secure commitments for match funds equal to or greater than \$25,000. The match amount could be all cash, all in-kind contributions, or a mixture of both, and used for any CoC Program eligible activities the project applicant chooses.

HUD strongly encourages project applicants to review the FAQs at www.hudexchange.info/coc/faqs/, by searching for the keyword “**match**.”

The primary “**Sources of Match**” screen presents a summary for match that will aggregate multiple cash and in-kind commitments entered in the “**Sources of Match Detail**” screen(s) expected from each source and then calculate the totals. To add a match commitment, click the add  icon to access a new “**Sources of Match Detail**” screen for each commitment. To view and edit detail screen(s) click the view  icon. To delete, click the delete  icon.

Complete the following fields in the “Sources of Match Detail” screen for each match commitment:

- **This commitment will be used as Match.** “Yes” is the default of this read-only field.
- **Type of Commitment:** Select Cash or In-kind (non-cash) to indicate the type of contribution that describes this match commitment.
Note: If applications include third-party In-Kind match on Screen 6D a separate 7A attachment screen will appear that project applicants should use to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.
- **Type of source:** Select “**Private**” or “**Government**” to indicate the source of the contribution. Funds from HUD-VASH (VA Supportive Housing program) and other federal programs are eligible sources of match and are considered Government sources. HUD encourages project applicants to include funds from these sources when possible.
- **Name the Source of the Commitment:** Be specific and include the office or grant program as applicable. Enter the name of the entity providing the contribution. It is important that project applicants provide sufficient detail so that HUD can quickly identify and approve the commitment source.
- **Date of written commitment:** Enter the date of the written contribution.
- **Value of written commitment:** Enter the total dollar value of the contribution.

After the project applicant saves the primary “**Sources of Match**” screen, the values entered on the “**Sources of Match Detail**” screen(s) will populate the summary amounts. The Cash, In-Kind, and Total Match will also automatically populate the “**Summary Budget**” screen where the 25 percent match requirements will be calculated and applied. If the amounts on the “**Summary Budget**” screen are too low, additional match funds must be added to the “**Sources of Match Detail**” screen(s).

Screen 4B. Funding Request

All fields on Screen 4B must be completed for submission of this application.

As a reminder, grants for YHDP planning funds may only be used for the costs of planning activities at 24 CFR 578.39 as it relates to preventing and ending youth homelessness in the selected community (e.g., developing youth specific guidance for PIT Counts or developing the Youth Action Board).

1. **Will it be feasible for the project to be under grant agreement by September 30, 2023?**
Select “Yes” or “No” to indicate whether the project will begin operating by September 30, 2023. Unobligated funds will not be available after September 30, 2023. Project applicants will not be

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able to submit project applications that cannot feasibly meet the September 30, 2025 deadline. **All YHDP projects must answer Yes;**

2. **Does this project propose to allocate funds according to an indirect cost rate?** Select “Yes” or “No” to indicate whether the project has an approved indirect cost plan in place **or** will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, refer to 2 CFR 200.203(c)(2) and contact your local HUD CPD field office.

***If “Yes,” project applicants must respond to the following questions:**

2a. Complete the indirect cost rate schedule below: Complete at least one row using information from either your approved plan or your proposal.

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate (dropdown)
	%		

2. **Select a grant term:** This field is populated with the value “1 Year” and cannot be edited.

The project and funding request information is followed by an itemized budget chart and summary. **A quantity AND description must be entered for each requested cost.** The itemized budget chart includes 8 eligible costs for CoC Planning projects listed in 24 CFR 578.39:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Coordination Activities 2. Project Evaluation 3. Project Monitoring Activities 4. Participation in the Consolidated Plan 5. CoC Application Activities | <ol style="list-style-type: none"> 6. Determining Geographical Area to be Served to prevent and end youth homelessness in the selected community 7. Developing a Youth System 8. HUD Compliance Activities |
|---|---|

Note: There is no “Other” line item available. The listed budget line items are broad and you must choose the most relevant eligible cost listed for each requested expense. Refer to 24 CFR 578.39 for additional details on how each of these costs is defined.

Once applicable costs are identified, project applicants must enter the quantity AND detail and the requested dollar amount for each activity. **Note:** Match is read-only and entered on Screen 4A. In addition, there are no administrative costs budget line item as administrative costs are not applicable for CoC Planning projects.

- **Eligible Costs:** For items 1 through 8, enter the “**Quantity AND Description**” and amount of assistance for each activity for which funds are being requested. Quantity and description details should be thorough (e.g., staff position title–1 FTE @ \$45,000 including benefits or 50 hours @ \$25 per hour including benefits). **Note:** Simply stating 1 FTE is **NOT** providing quantity and description details” and limits HUD’s understanding of costs being requested. Failure to enter adequate “**Quantity AND Description**” will result in HUD placing conditions on the conditional award and will delay funding. Once quantity, description and annual requested amounts have been entered into one or more of the items, click “**Save.**”
- **Total Costs Requested:** This field is automatically calculated based on the total amount requested for each eligible cost.

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- **Cash Match:** This field is automatically populated based on the information entered on screen “4A. Sources of Match.” If the information needs to be changed, return to screen “4A. Sources of Match” to make changes to this field.
- **In-Kind Match:** This field is automatically populated based on the information entered on screen “4A. Sources of Match.” If the information needs to be changed, return to screen “4A. Sources of Match” to make changes to this field.
- **Total Match:** This field will automatically calculate the total combined value of the cash and in-kind match. The total match amount must equal 25 percent of the request listed in the field “Total Eligible Costs Request.” There is no upper limit for match; however, if the match amount exceeds 25 percent, HUD expects your project to have the excess amount available for matching the grant. If an ineligible amount is entered, the system will report an error and prevent application submission. To correct an inadequate level of match, return to screen “4A. Sources of Match” to make changes.

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC Program regulations. Compliance with eligibility requirements will be verified at grant agreement.

- **Total Budget:** The total budget automatically calculates when project applicants click the “Save” button

The Total Costs Requested field will automatically calculate the total of all of the above fields when the screen is saved.

A minimum of 25 percent total match is required for all requested CoC Planning project costs. *e-snaps* will alert project applicants if an ineligible amount is displayed and will include a warning message that will prevent the project application from being submitted when the screen is saved. If the warning message appears, project applicants must return to Screen 4A and increase the amount of in-kind or cash match.

Part 5: Attachments and Certification

Part 5 allows project applicants to upload attachments and to certify this application.

Screen 5A. Attachments

Screen 5A includes several links labeled Other Attachment(s) that are available for additional supporting documentation, as needed.

Note: If applications include third-party In-Kind match on Screen 4A a separate 5A attachment screen will appear that should be used to attach MOU(s) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution, if HUD conditionally awards the project.

YHDP specific attachments are as follows:

1. Letters from both the YHDP Lead and the Youth Action Board
2. Special YHDP Activity requests and notifications (if applicable): Include a description of the special YHDP activity request. If HUD approval is required, also include a justification for why the special YHDP is needed.
3. Additional documentation needed to explain project innovations

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Screen 5B. Certification

Screen 5B is populated with the project applicant organization and the information for its authorized representative. A date must be selected to complete the certification. If the project applicant is a Public Housing Authority (PHA), the PHA number must also be provided here. By completing the certification, the Authorized Representative agrees to the terms and conditions provided on the screen, on behalf of the project applicant organization. Project applicants must complete the certification in order to submit the project application.

Part 6: Submission Summary

Part 6 includes one screen, Screen 6A: Submission Summary. Screen 6A provides a summary of the project application and is visible to all project applicants regardless of CoC-approval status.

Screen 6A. Summary

Screen 6A provides a summary of the complete and incomplete project application screens, as well as any screens not required to be completed in order to submit the application. The “**Last Updated**” column provides the status of each screen listed, and the date on which the screen was completed. After the Project Applicant Profile is completed, all project application screens are completed, and all appropriate attachments are uploaded into *e-snaps*, the project application can be submitted in *e-snaps*. All submitted project applications are routed to the CoC identified on Screen 2A.

After the application is submitted, 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 2022 YHDP Program Competition, contact your YHDP Dedicated Desk Officer.