YHDP Round 4 & 5
New Project Application
May 5, 2022
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Introduction

• Learning Objectives:
  • Navigate to the project application in e-snaps
  • Complete the application formlets (i.e., screens)
  • Submit the project application
• Communication during Zoom
  • Use the chat box
• Questions
  • Chat box
  • TA providers
  • youthdemo@hud.gov
  • HUD Exchange AAQ – application questions, select “e-snaps”
    https://www.hudexchange.info/program-support/my-question/
Agenda

• Overview of application deadlines
• Resources
• Accessing the Project Application in *e-snaps*
• Application requirements
• Application submission
### Overview of Application Deadlines

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2022 for UFAs</td>
<td>Final date to submit applications to ensure July 1, 2022 start date</td>
</tr>
<tr>
<td>July 1, 2022</td>
<td>Final date to submit applications to receive funds in FY 2022 funding cycle (which ends 9/30/22)</td>
</tr>
</tbody>
</table>

Questions? Email the Youth demo mailbox at [youthdemo@hud.gov](mailto:youthdemo@hud.gov)
Resources

• CoC Program interim rule
  https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/

• YHDP Application Resources page:
  https://www.hud.gov/program_offices/comm_planning/yhdp

• FY 2019/20 YHDP NOFA
  • YHDP R4 & R5 – New Project Application – HUD Detailed Instructions
  • YHDP R4 & R5 – New Project Application – Navigational Guide

• e-snaps resources page:  https://www.hudexchange.info/programs/e-snaps/

• Your TA Provider

• HUD Exchange AAQ – e-snaps
  https://www.hudexchange.info/program-support/my-question/
Video – Accessing the YHDP Project Application in e-snaps

- Navigate the process from creating a user login and password to accessing the project application screens
- The video is from Round 3, but the process is still the same in e-snaps. Funding Opportunity for Round 4 & 5 is “YHDP New Project Application FY 2020”
Create a User Profile and Log In to e-snaps

- **e-snaps login page**: [https://esnaps.hud.gov/grantium/frontOffice.jsf](https://esnaps.hud.gov/grantium/frontOffice.jsf)
- **User profile** = Username and Password
- **Create a Profile if you are a first-time user**

Navigate Within e-snaps

Accessing the Project Application

1. Ensuring the Project Applicant Profile is in "Complete" status
2. Selecting the appropriate Funding Opportunity
3. "Creating" or establishing the Project Application
4. Accessing and opening the Project Application on the "Submissions" screen
Step 1. Complete the Applicant Profile

• Applicant Profile = the organization = Project Applicant (not an individual)
  • Existing = has applied for funds via e-snaps before, has a Profile
  • New = has NEVER applied via e-snaps before, creates a Profile
• Registered user = e-snaps recognizes that your user profile is connected to an organizational Applicant Profiles
• Submission Summary screen = “This e.Form has been marked as complete”
Step 2. Register for the Funding Opportunity

• Funding Opportunity Registration = intent to apply

• One for each type of funds = YHDP New Project Application FY2020 (This covers both FY 2019 and FY 2020 YHDP Funding)

(During CoC Program Competition = Renewal, New, CoC planning, UFA, YHDP Renewal, YHDP Replacement)
Step 3. Create a Project

- Create a project = establish a project application
- Use the project’s name
- Access the actual application on a different screen = the Submissions screen

Select “YHDP New Project Application FY 2020”

*Add* icon appears after selection in dropdown menu
Step 4. Access the Project Application formlets

- On the Submissions screen on the left menu bar, access the project application that you created on the Projects screen in Step 3.
- Screens = formlets
Part 1: SF-424

- HUD form SF-424
- Complete in its entirety prior to seeing the remainder of the application
Part 1: SF-424

- Pre-populated data from the Applicant Profile
- Correct Errors in the Applicant Profile (e-snaps resource: Putting the Applicant Profile in Edit-Mode)

Verify the data is accurate

NOTE: This section populates the Alternate Contact from the Applicant Profile.
HUD Form 2880

- Project Application Part 1, and Project Applicant Profile

- How to Complete the 2880 in e-snaps

Subrecipients

• Recipient
  ✓ Grant agreement
  ✓ Applicant Profile – ONLY ONE

• Subrecipient
  X Does NOT have Grant agreement with HUD
  ✓ Subrecipient agreement with the recipient
  
  X Does NOT have an Applicant Profile
  ✓ Recipient can give access to staff to assist with application
2A. Subrecipient Detail

• One entry for each subrecipient
• Organizational information
2B. Applicant and Subrecipient Experience

- Applies to you, the applicant
  - Narrative descriptions of experience
- If subrecipients, then include subrecipient experience
- Question #5 is a new question in the application
3A. Project Detail

<table>
<thead>
<tr>
<th>Component (6)</th>
<th>Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Housing</td>
<td>PH</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>TH</td>
</tr>
<tr>
<td>Joint Transitional Housing and Permanent Housing</td>
<td>Joint TH and PH: RRH</td>
</tr>
<tr>
<td>Safe Havens</td>
<td>SH</td>
</tr>
<tr>
<td>Homeless Management Information Systems</td>
<td>HMIS</td>
</tr>
<tr>
<td>Supportive Services Only</td>
<td>SSO</td>
</tr>
</tbody>
</table>

- Permanent Supportive Housing: PSH
- Rapid Rehousing: RRH
- SSO Coordinated Entry: SSO-CE
- SSO non-Coordinated Entry: SSO non-CE
3B. Project Description

- Information required on: project description, milestones, target population, coordinated entry participation, and housing
- Project Description broken out into 5 narrative fields
- Read the HUD Detailed Instructions!!
- HOW you answer is different depending on the project type

3B. Project Description: 
Question 1 – 1d: Project Description

- Regular requirement
  - Entire scope of the proposed project, target population, plan for identifying housing/service needs, coordination with other organizations

- PSH, RRH, TH, JOINT and SSO non-CE
  - Incorporate positive youth development (PYD) and trauma informed care (TIC) into the project; community partnerships; measures and outcomes

- Joint:
  - YHDP for both TH and RRH; if not both, detailed information if non-HUD funding will support one component (TH or RRH)

- SSO-CE
  - Role in the coordinated community response; implementation of the youth-specific component of CE process; incorporate PYD and TIC

- HMIS
  - Implement or expand youth specific HMIS system components (e.g., adding youth-specific data standards); develop YHDP specific reports); add youth organizations to the HMIS
3B. Project Description: Question 5: Housing First

- Question 5. Housing First
- Answer 5a, 5b, and 5c
- 5d will auto-populate based on responses
3B. Project Description: Question 9: SSO Projects

- SSO: question 9 is about SSO-CE ONLY. These questions will only appear for SSO-CE.
3B. Project Description: Question 10: PSH Projects

- PSH: question 10 is about DedicatedPlus
- YHDP projects do not need to be DedicatedPLUS
Youth Homelessness Demonstration Project

This screen has been updated with new questions (#1, 3, 5 & 6)
Special YHDP Activities

Default is “select” when you arrive to this screen.

If “Yes” selected, the full list of Special YHDP Activities will populate.
Special YHDP Activities

Select checkboxes by clicking on them.

Checkboxes selected for Q4 will have an additional textbox to fill out.
If you have questions on ANY portion of the Special YHDP Activities, please send your questions to the youth demo mailbox at youthdemo@hud.gov or connect with your assigned TA contact.
Part 4

4A. Supportive Services for Participants (all)
4A. HMIS Standards (HMIS projects only)

4B. Housing Type and Location (all)
4B. HMIS Training (HMIS projects only)
4A. Supportive Services for Participants

• Question 1a is a new question
• HMIS and SSO-CE: continue to the next screen
• All others: complete the questions
4A. Supportive Services for Participants

- This chart on 4A must match up with the SS budget chart.

24 CFR 578.53 Supportive Services

<table>
<thead>
<tr>
<th>Supportive Services</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Service Needs</td>
<td>select ✓</td>
</tr>
<tr>
<td>Assistance with Moving Costs</td>
<td>select ✓</td>
</tr>
<tr>
<td>Case Management</td>
<td>select ✓</td>
</tr>
<tr>
<td>Child Care</td>
<td>select ✓</td>
</tr>
<tr>
<td>Education Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Employment Assistance and Job Training</td>
<td>select ✓</td>
</tr>
<tr>
<td>Food</td>
<td>select ✓</td>
</tr>
<tr>
<td>Housing Search and Counseling Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Legal Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Life Skills Training</td>
<td>select ✓</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Outreach Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Substance Abuse Treatment Services</td>
<td>select ✓</td>
</tr>
<tr>
<td>Transportation</td>
<td>select ✓</td>
</tr>
<tr>
<td>Utility Deposits</td>
<td>select ✓</td>
</tr>
</tbody>
</table>

6F. Supportive Services Budget

- A quantity AND description must be entered for each requested cost.

<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Quantity AND Description (max 450 characters)</th>
<th>Annual Assistance Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assessment of Service Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Assistance with Moving Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Case Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Child Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Education Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Employment Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Housing/Counseling Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Legal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Life Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Mental Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Outpatient Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Outreach Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Substance Abuse Treatment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Utility Deposits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Operating Costs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Annual Assistance Requested</th>
<th>Grant Term</th>
<th>2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding requests on screen 6F. Supportive Services must have a corresponding entry on this screen 4A.
Questions 4, 5, and 6a are new to the application.
4A. HMIS Standards

- HMIS dedicated projects will complete
- All else – go to 4B. Housing Type and Location
**e-snaps Functionality:**

“Add” icon and “Detail” screen for Housing Info

1. Select “Add”
2. Complete “Detail” screen
3. “Save and Back to List”

Each “Detail” entry will appear in this list.

Auto-calculates the totals based on entries on each Detail screen.

Entries on each Detail screen auto-calculated on the main screen.
4B. Housing Type and Location

- Different versions of 4B
  - RRH, TH, SSO (prior screen)
  - PSH (to the right)
  - Joint TH and PH-RRH (below)
4B. Housing Type and Location Detail

• Question 1
  • HMIS and SSO-CE = “none”
  • All housing projects: complete the questions
  • SSO non-CE = “none” or complete the questions
4B. HMIS Training

- HMIS dedicated projects complete this screen
  * e-snaps won’t flag an error if you accidentally skip this screen
- All else can leave the fields blank and proceed to Part 5
Part 5: Participant Screens

- Who the project will serve
  - New projects = prospective data
  - Maximum capacity in a single night

- Two parts
  - 5A. Households
  - 5B. Subpopulations

- Everyone must enter data because it is a *required screen

- Applies to
  - PH (PSH and RRH), TH, Joint TH and PH-RRH, SSO non-CE

- Does not apply to
  - SSO-CE, HMIS
  - Must enter a digit on each screen (e.g. 0)

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Key Resources:
YHDP Round 4/5 New Project Application
- Detailed Instructions
- Navigational Guide
5A. Households

• 3 Household Types (composition of adults and children)
  • HH with **at least** 1 adult and 1 child
  • Adult HH **without** children
  • HH with **Only** children

• Characteristics (age and accompaniment)
  • Under 18, 18-24, over 24
  • Under 18 – accompanied or not
5B. Subpopulations

- 3 Data tables = corresponds to each HH type
- By age categories

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>CH (Not Veterans)</th>
<th>CH Veterans</th>
<th>Veterans (Not CH)</th>
<th>Chronic Substance Abuse</th>
<th>HIV/AIDS</th>
<th>Severely Mentally Ill</th>
<th>DV</th>
<th>Physical Disability</th>
<th>Developmental Disability</th>
<th>Persons Not Represented by a Listed Subpopulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons over age 24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Persons ages 18-24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Children under age 18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- Mutually exclusive classifications
  - CH veteran, CH non-veteran, veteran not CH, other

- Subpopulation categories
  - (e.g., physical disability, developmental disability, domestic violence)
Part 5 – Special Considerations

• Permanent Supportive Housing
  • If serving 100% chronically homeless, must ensure the number of CH individuals in Part 5 matches the number of CH beds in Part 4 (4B. Housing Type and Location)

• Host Homes
  • Only project participants should be included in the totals under 5b, even if funds are provided to support the increased costs to the household
Part 6 Budgets

• 6A. Funding Request
• Grant agreement no later than September 30, 2022.
• 2-year term
• Indirect costs
• Funding requests
• CoC Program interim rule: 24 CFR part 578

https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
6A. Indirect Costs

- Inform HUD of intent to use a federally-negotiated indirect cost rate
- Alternative: 10% de minimis
- No budget line item

- 10% de minimis costs are NOT the same as the 10% Project Administrative costs

- Alternative: neither ICR or 10% de minimis
- Staff and overhead costs eligible when implementing activities
24 CFR 578.43 – 578.57
Project Administrative Costs

• No separate budget screen
• Only a dollar amount in the summary budget
• Eligible costs
  • Salaries, wages
  • Administrative services third-party contracts or agreements
  • Goods and services (e.g., equipment, insurance, utilities)
• Eligible activities
  • Preparing program budgets
  • Developing compliance systems and monitoring
  • Developing agreements (e.g., with subrecipients)
  • Preparing reports
  • Evaluating program results
  • Management, supervision

• 578.59 Project Administrative Costs
e-snaps Functionality: “Add” icon and “Detail” screen for Budget Info

1. Select “Add” Entries on each Detail screen auto-calculated on main screen

2. Complete “Detail” screen

3. “Save and Back to List”

- Each “Detail” entry will appear in this list.

- Auto-calculates the totals based on entries on each Detail screen.

- Budget screen calculates the total for all entries on budget detail screens.

The following list summarizes the funds being requested for one or more structures leased for operating the projects. Information to the list, select the icon. To view or update information already listed, select the icon.
Leasing and Rental Assistance: fundamental differences

<table>
<thead>
<tr>
<th></th>
<th>Leasing</th>
<th>Rental Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease with the landlord</td>
<td>Recipient</td>
<td>Participant</td>
</tr>
<tr>
<td></td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td>Recipient and participant= sublease or occupancy agreement</td>
<td>Receiptant and landlord=subsidy agreement/housing assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>payment contract</td>
</tr>
<tr>
<td>Rent responsibility</td>
<td>Recipient</td>
<td>Participant, per lease</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recipient, per landlord agreement</td>
</tr>
<tr>
<td>Tenant contribution</td>
<td>Optional</td>
<td>PSH: Required, calculate per interim rule</td>
</tr>
<tr>
<td></td>
<td>If charged, calculate per interim rule</td>
<td>RRH: Variable, calculate per CoC written policies</td>
</tr>
</tbody>
</table>

- **578.49 Leasing**
- **578.51 Rental Assistance**

See the HUD Exchange for examples of lease agreements
6C. Leased Units budget

- Select FY 2022 Fair Market Rent (FMR) area
- Units, by size
- Option: HUD Paid Rent (actual rent)
- Auto-calculation

578.49 Leasing
6D. Leased Structures budget

- Recipient – landlord lease is for all or portion of a building
- Budget detail screen for each structure
- HUD Paid Rent (actual rent)

- 578.49 Leasing
6E. Rental Assistance budget

• Rental assistance type
• Select FY 2022 FMR area
• Units, by size
• Auto-calculation
• Units versus households
  • Short- and medium-term RA, one unit in 12 months may house 2-4 households
• 578.51 Rental Assistance
Leasing and Rental Assistance: other considerations

• Eligible costs:*
  • Rent, security deposits
  • Leasing/rental assistance administration
    • Staff time for tenant income and rent calculations,
      determining rent reasonableness,
      inspecting units, processing payments to landlords)

• Unit configuration over the course of the grant
• Grant savings

*not an exhaustive list – see the CoC Program interim rule, 24 CFR 578.49 Leasing 578.51 Rental Assistance
e-snaps Functionality: “Quantity and Description” and “Amount” for Budgets

- Quantity and Description
- Annual Assistance Requested

- Budget screen calculates the total budget for all cost categories.
6F. Supportive Services budget

- Cost categories line up with 578.53 eligible costs
  - 1-16 all projects
  - 17 only for SSO projects
- 6F services costs must match 4A project services
- 578.53 Supportive Services
- Special YHDP Activity services should be budgeted here. Refer to Detailed Instructions
6G. Operations budget

- Cost categories line up with 578.55 eligible costs
- Eligible program costs when own, operate a structure
- Restriction: cannot combine with RA in same unit/structure
- Ineligible: participant costs
- Replacement reserves

- 578.55 Operations
6H. HMIS budget

- HMIS dedicated project AND HMIS budget line item in another project type
- 5 categories based on 578.57 eligible activities

- 578.57 HMIS
6L. Match

- Key to determining eligibility as match is to determine whether it would be eligible if you paid for it using program funds
- 25% budget (calculated on total budget, except leasing)
- Application: identify match by source and type
  - 3 types: cash, in-kind goods, in-kind services
  - Does not need to correspond to a grant budget line item
- Documentation
  - Application: In-kind services documentation required (“7A In-Kind MOU Attachments” screen)
  - Grant agreement: all documentation required
- If applying for the 25% match exemption under the Special YHDP Activity Screen, you must still certify that you will have the match in case the exemption is not approved. This means filling out the Sources of Match Detail screen. No documentation required unless In-Kind
- 578.73 Match
6J. Summary Budget

- Budgets auto-calculate
  - 2-year grant
- Exception: Admin entered manually
- Match auto-calculates
- Errors? – Navigate back to the Budget forms
7. Attachments

• What “Required? No” means

Potential required documents:
• Subrecipient nonprofit
• Replacement reserves
• YHDP Lead and the Youth Action Board letters
• Federally approved indirect rate doc
7D. Certification

Authorized Representative certification

• The proposed program will comply with the various laws as outlined in the NOFO.

• The organization has an active SAM registration that is renewed annually. (System for Award Management)
Submission Summary

• Required
  • Green check mark = DONE
  • Red “X” = incomplete

• “No input required” for e-snaps, but may be required for project

• Review Detailed Instructions

• “This e.Form has been submitted.”
Questions?

• Follow up with your TA providers
• Submit questions to youthdemo@hud.gov
• Submit Round 4 & 5 new application technical questions to the AAQ: https://www.hudexchange.info/program-support/my-question/
  • Select e-snaps in step 2 under the Reporting Systems
Next Steps

• Watch the video
  Accessing the Round 3 YHDP Project Application in e-snaps
  https://www.hudexchange.info/resource/6031/video-how-to-access-the-project-application-in-e-snaps/
  • The video is from Round 3, but the process is still the same in e-snaps.
  Funding Opportunity for Round 4 &5 is “YHDP New Project Application FY 2020”

• Use the resources
  • CoC Program interim rule
    https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
  • YHDP Application Resources page:
    https://www.hud.gov/program_offices/comm_planning/yhdp
  • e-snaps resources page: https://www.hudexchange.info/programs/e-snaps/

Thank you!