



FY 2023 Youth Homeless Demonstration Program (YHDP) Grants

YHDP Priority Listing Detailed Instructions

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

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Purpose

HUD is introducing a new process for YHDP project applications for FY2023 (Round 8) YHDP communities that requires the CoC Collaborative Applicant to review all YHDP projects in the community prior to submission to HUD. This new process will streamline the process for Youth Action Board and Collaborative Applicant approval of projects and ensure that the projects fully use their awarded funds. This document provides detailed instructions for completing the FY2023 YHDP Priority Listing for the FY2023 YHDP New Grants.

For the YHDP Application to be considered a complete submission, you must ensure the Priority Listing and Project Applications(s) are fully completed and submitted prior to the HUD established submission deadlines. Collaborative Applicants or their designee are required to review YHDP project applications to ensure that:

- All proposed program participants will be eligible for the program component type selected;
- The proposed activities are eligible under 24 CFR part 578, except as otherwise stated in Appendix A of the FY2023 YHDP NOFO;
- All proposed activities meet the criteria stated in II and III of Appendix A of the FY2023 YHDP NOFO;
- Each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by the FY2023 YHDP NOFO;
- The data provided in various parts of the project application are consistent and accurate; and
- All required attachments correspond to the attachments list in this Appendix, and the attachments contain accurate and complete information.

Additionally, Collaborative Applicants or their designee are required to confirm that:

- The Youth Action Board approves all project applications, as evidenced by a letter of support from the YAB. This letter must be added to the Attachments screen;
- The total project funding requested, including the amount awarded in the Initial Planning Grant, equals the amount of YHDP funding HUD awarded to the community; and
- The CoC approves all project applications, as evidenced through submission of the Priority Listing.

The FY 2023 YHDP Priority Listing includes project listings for YHDP project applications submitted for:

- YHDP New Projects- this includes all housing, services, and HMIS projects
- YHDP Planning- this includes any planning applications submitted by the Collaborative Applicant or its designee

You should use these CoC Priority Listing Detailed Instructions in conjunction with:

- [Notice of Funding Opportunity for the Fiscal Year \(FY\) 2023 Youth Homeless Demonstration Program Grants](#) (NOFO); and
- [CoC Priority Listing Navigational Guide.](#)

YHDP Priority Listing Overview

The YHDP Priority Listing can be accessed via “Submissions” located on the left-menu in *e-snaps*. All project applications submitted in *e-snaps* to the CoC will appear on one of the two Project Listings that make up the YHDP Priority Listing. Projects are uploaded to the applicable Project Listing after the project applicant submits the project application in *e-snaps* and the Collaborative Applicant updates the applicable list for each Project Listing.

The two types of FY 2024 Project Listings include:

1. **YHDP New Project Listing (Not Ranked)** Lists new YHDP project applications that must be reviewed, assessed, and approved according to the CoC’s local competition process.
2. **YHDP Planning Project Listing (Not Ranked).** Lists the YHDP planning project application(s) submitted by the CoC’s designated Collaborative Applicant or its designee. The Collaborative Applicant must review and accept or amend the CoC planning project application. A YHDP planning project application should only be rejected if it was submitted by an organization other than the Collaborative Applicant or its designee.

Amending Project Applications



Once project applications have been submitted into e-snaps, the collaborative applicant must ensure those projects meet the basic requirements of the YHDP program and YHDP community:

- The approved project listing from the CCP matches the Project Priority Listing
- The total project funding requested, including the amount awarded in the Initial Planning Grant, equals the amount of YHDP funding HUD awarded to the community;
- Housing Ratios and Staffing ratios meet the required amount; and
- The CoC approves all project applications, as evidenced through submission of the Priority Listing.

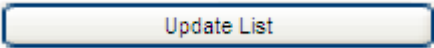
If any of these basic elements of the YHDP program have not been met, the Collaborative Applicant can amend projects back to the applicant to update their project applications.

You can amend a project application submission back to the project applicant for changes or corrections when necessary (e.g., to have a project applicant correct a requested budget amount). If you need to amend a project you must update the applicable Project Listing after it has been resubmitted *e-snaps*.

Special Instructions and Requirements for Amending Project Applications

1. Click the  icon to send the project application back to the project applicant for correction.
2. **Notify the project applicant in writing** (outside of e-snaps) that the project application has been returned to the project applicant and include the reason(s). After clicking the  icon, the project is no longer included in the Project Listing. The project application must be resubmitted to the Collaborative Applicant and the Project listing must be updated to include the revised project application and rank to be included in the Priority Listing submission.

If you submit the YHDP Priority Listing before the amended project application is resubmitted by the project applicant or before the Project Listing is updated for the project to appear on the Project Listing, and approved, the amended project application is not reviewed by HUD and will not be eligible for funding consideration.

3. The project applicant must make the necessary changes, submit the project application in *e-snaps*, and notify you in writing that the project application has been resubmitted.
4. You must return to the appropriate Project Listing and click . The project application will appear in the list .

Use the following Amendment Checklist to ensure you complete all necessary steps required to ensure an amended project application is included on the appropriation Project Listing *before you submit the CoC Priority Listing*.

Amendment Checklist:

- ☐ Amend the project application via *e-snaps*, notify the project applicant in writing, preferably via email, that the project application has been amended and include:
 - ☐ the reason for the amendment; and
 - ☐ the date by which the project application must be resubmitted to the CoC.
- ☐ Project applicant returns to *e-snaps* to make the change(s) required and resubmits the project application in *e-snaps*.
- ☐ Project applicant notifies you in writing that the required change(s) was made and the project application was resubmitted to the CoC.
- ☐ Collaborative Applicant updates the appropriate Project Listing(s) in *e-snaps* to review

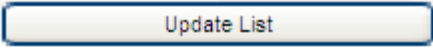
FY 2024 Project Priority Listing Forms

1. Continuum of Care (CoC) Identification

The field on this form lists the Collaborative Applicant Name. This field is read-only and references the Collaborative Application name entered on the CoC Applicant Profile.

-- Project Listings --

Two Project Listings make up the YHDP Priority Listing: YHDP New and YHDP Planning. Initially, all the lists will be empty. To import the project applications submitted to the Collaborative Applicant, click




on **each** of the forms, *e-snaps* will search for all of the project applications submitted to date under each of the two categories. This process might take several minutes depending on the number of project applications for each category that *e-snaps* must locate to populate the list.

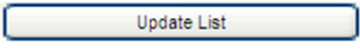
Review Project Applications. HUD strongly encourages Collaborative Applicants to thoroughly review each project application submitted by project applicants to the CoC Project Listings to ensure accuracy of the information and completeness of the forms. You must review and either:

- approve or amend each project application on the YHDP New and YHDP Planning Project Listings.

To review a project application submission, click the  icon next to the project. This allows Collaborative Applicants to review the entire project application that was submitted to the applicable CoC Project Listing.

Amend Project Applications. To amend a project application submission, click the amend  icon to send the project application back to the project applicant for correction.


Approve Project Applications. To Approve a project application, click the  icon next to each project to view the basic project details. If all looks fine, nothing else is needed.

After you approve or Amend each project application, an entry will be visible beside each project application in the Project Listing table. It is recommended that you periodically update Project Listings by clicking . Continuously updating each of the Project Listings to periodically view project application submissions until the local competition deadline ensures you have considered all submitted project applications.

2A. Youth Homeless Demonstration Project (YHDP) New Project Listing

You can approve or amend a YHDP New Project Application from being considered by HUD for funding.

To Approve or Amend a YHDP new project application

1. Click “Update List” on the YHDP New Project Listing screen. Projects that have indicated the applicable Collaborative Applicant will appear on this screen
2. Click the  icon next to the project application you will review.
3. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number


- Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
4. Once that is complete, select the folder icon to review the full project submission and determine if it meets the requirements the CoC set for that project. If the project meets all requirements, no changes are necessary. If the project does NOT meet requirements, you may amend the project back to the applicant and follow the amendment procedure referenced in the beginning of this document.
 5. Click **Save & Back to List**.

2B. YHDP Planning Project Listing

You have the option to either approve or amend a Planning Costs project application.

The CoC planning project application must be submitted by the Collaborative Applicant and total planning project costs, including the funds made available in the initial planning grant, cannot exceed the 10% amount of the overall community award provided by HUD.

To Accept or Amend a YHDP Planning project application

6. Click “Update List” on the YHDP Planning Project Listing screen. Projects that have indicated the applicable Collaborative Applicant will appear on this screen
7. Click the  icon next to the project application you will review.
8. Verify the accuracy of the project information imported from the project application:
 - Project Name
 - Project Number
 - Date Submitted
 - Applicant Name
 - Budget Amount
 - Project Type
 - Component Type
 - Grant Term
9. Once that is complete, select the folder icon to review the full project submission and determine if it meets the requirements of the project. If the project meets all requirements, no changes are necessary. If the project does NOT meet requirements, you may amend the project back to the applicant and follow the amendment procedure referenced in the beginning of this document.
10. Click **Save & Back to List**.

After you finalize the lists for YHDP New and YHDP Planning project(s), you can click **Save and Next** to access the **Funding Summary**.

Funding Summary

The “**Funding Summary**” form lists the amount of funds requested from each of the Project Listings. If you make changes to any of the Project Listings (e.g., amend a project application) after the Project Listings are originally populated, you must click **Refresh Calculations** to ensure the information on this screen is accurate as the amounts for each category **will not** update automatically.

1. **YHDP New Amount.** The total amount of YHDP New funds the CoC is submitting that were approved on the YHDP New Project Listing.
2. **YHDP Planning Amount.** The amount of funds for the YHDP planning project submitted by the Collaborative Applicant on the YHDP Planning Project Listing
3. **Acquisition/Rehab/New Construction Amount.** The total amount of Acquisition/Rehab/New Construction funds all YHDP projects are requesting under this Priority Listing.
4. **Rental Assistance Amount.** The total amount of Rental Assistance Construction funds all YHDP projects are requesting under this Priority Listing.
5. **Leasing Amount.** The total amount of Leasing funds all YHDP projects are requesting under this Priority Listing.
6. **Leased Structures Amount.** The total amount of Leased Structures Construction funds all YHDP projects are requesting under this Priority Listing.
7. **Supportive Services Amount.** The total amount of Supportive Services funds all YHDP projects are requesting under this Priority Listing.
8. **Operating Amount.** The total amount of Operating Construction funds all YHDP projects are
9. **HMIS Amount.** The total amount of HMIS funds all YHDP projects are requesting under this Priority Listing.
10. **VAWA Amount.** The total amount of VAWA funds all YHDP projects are requesting under this Priority Listing.
11. **Admin Amount.** The total amount of Admin funds all YHDP projects are requesting under this Priority Listing.
12. **Total CoC Request.** The total amount of funds the CoC is requesting in the FY 2023 YHDP Competition.
13. **Breakout of BLI Costs.** The total amount of Housing Costs (Leased Units, Leased Structures, Operating and Rental Assistance) compared to the total amount of Services (Supportive Services, HMIS, VAWA and Admin), not including planning project costs. Housing must exceed 50% of costs.

In reviewing the Funding Summary, Collaborative Applicants or their designee must confirm that the total amount applied for in the project equals the total amount of funding awarded to the community minus the

amount the community used for the Initial planning grant. YHDP DDOs will send out communication to each YHDP community, including the collaborative applicant or its designee, stating the total award amount, total amount of the initial planning grant, and the amount of funding available for award.

Attachments

The Attachment form allows Collaborative Applicants to upload the required document, *YAB Approval Letter* for submission and any optional items.

Required Attachment:

- YAB Approval Letter.
 - You must attach the YAB Approval Letter that is signed by the appropriate jurisdiction's YAB and properly dated as outlined in the NOFO.
 - All project applications submitted to HUD must be included in the YAB Approval Letter.

Optional Attachment:

- CoC Approval Letter- Submission of the Priority Listing is evidence of CoC support; additional letter of approval may be attached but is not required.
- Other

To attach a document:

1. Click on the item under **Document Type**.
2. On the next screen, provide a **document description**.
3. Click the **Choose File** button next to **file name**.
4. Select the relevant document and select **open**—the file selected should appear.
5. To complete the upload, click **Save** or the **Save & Back to List** button at the bottom of the screen.
6. Repeat this process for all the necessary documents.

After Collaborative Applicants upload the YAB Approval Letter and any optional attachments select the **Next** button to move to the **Submission Summary**.

Submission Summary

This screen provides a summary of all forms associated with the YHDP Priority Listing and the **Submit** button. The **Last Updated** column provides the status of each form listed, and the date when the screen was completed. The **Mandatory** column indicates that the form must be completed to click **Submit**.

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

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

After the YHDP Priority Listing is submitted, you should export and save as a PDF file by selecting the **export to PDF** link at the bottom of the left navigation menu to save the application as a PDF or to print a hard copy. The PDF version of the application serves as a record of submission.