



YHDP Round 8 New Project Application

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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
- Project Priority Listing



Overview of Application Deadlines

Deadline	Action
May 15, 2025 for UFAs	Final date to submit applications to ensure July 1, 2025 start date
July 1, 2025	Final date to submit applications to receive funds in FY 2023 funding cycle (which ends 9/30/25)

Questions? Email the Youth demo mailbox at
youthdemo@hud.gov



Resources

- CoC Program interim rule
<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>
- 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
- Access from the FY 2018 YHDP Application Resources page

<https://www.hudexchange.info/programs/yhdp/fy-2018-yhdp-application-resources/>

- The video is from Round 3, but the process is still the same in e-snaps. Funding Opportunity for Round 8 is “YHDP New Project Application FY 2023”



 HUD EXCHANGE

Home > Resources > Video: Accessing the Round 3 YHDP New Project Application in e-snaps

Webinars and Virtual Trainings

Video: Accessing the Round 3 YHDP New Project Application in e-snaps


Date Published: May 2020

 Print  ShareThis

Description

This short video provides step-by-step instructions on how to access the Round 3 YHDP New Project Application in e-snaps.

Accessing the Project Application



Resource Links

- [Video: Accessing the Round 3 YHDP New Project Application in e-snaps \(HTML\)](#)
- [Transcript \(PDF\)](#)

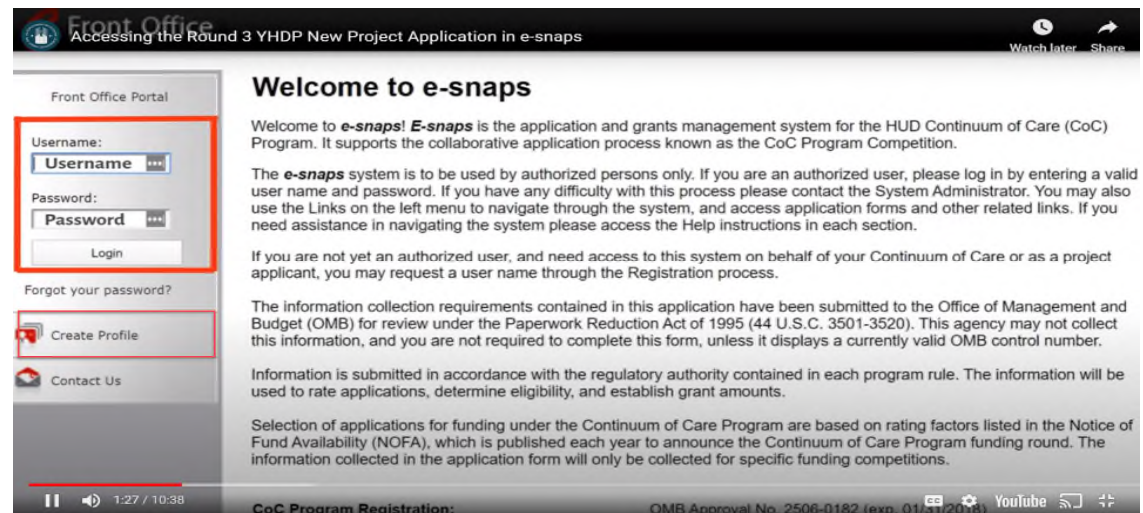
Tags: CoC e-snaps

Author Organization
HUD

Resource Approver
HUD Approved

Create a User Profile and Log In to *e-snaps*

- *e-snaps* login page: <https://esnaps.hud.gov/grantium/frontOffice.jsf>
- User profile = Username and Password
- Create a Profile if you are a first-time user
- Access organization's *e-snaps* account
(Add/Delete Registrants)
<https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>



The screenshot shows the 'Front Office Portal' for 'Accessing the Round 3 YHDP New Project Application in e-snaps'. The page has a dark header with the HUD logo and navigation links like 'Watch later' and 'Share'. The main content area is titled 'Welcome to e-snaps' and contains a welcome message, login instructions, and a 'Create Profile' button. The login form on the left has fields for 'Username' and 'Password', both with red boxes around them, and a 'Login' button. Below the login form are links for 'Forgot your password?', 'Create Profile', and 'Contact Us'. The footer includes a video player with a play button and a timestamp of 1:27 / 10:38, and a 'CoC Program Registration' section with an OMB Approval No. 2506-0182 (exp. 01-31-2018).



Navigate Within *e-snaps*

Accessing the Project Application



1

Ensuring the Project Applicant Profile is in "Complete" status

2

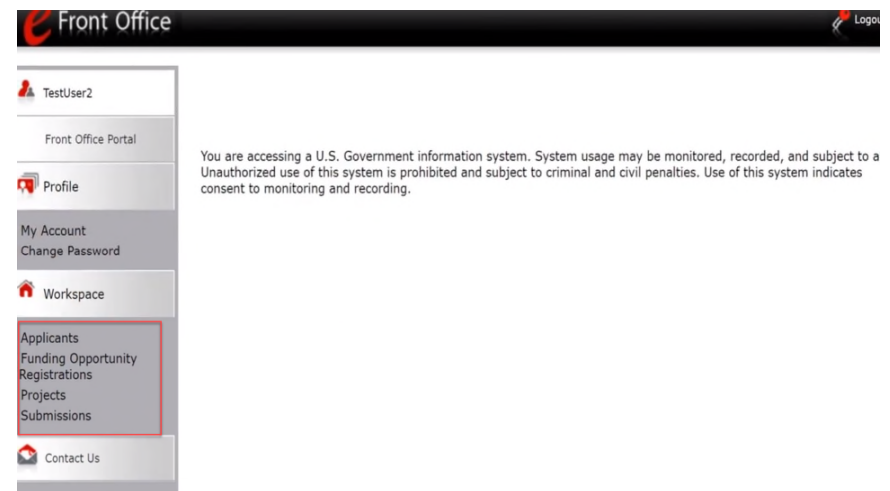
Selecting the appropriate Funding Opportunity

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
(<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-YHDP-New-Project-Application-Navigational-Guide.pdf>)
- 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”

Complete	Page	Last Updated	Mandatory
✓	1. Profile Type	04/09/2019	Yes
✓	2. Organization Information	06/28/2017	Yes
---	3. Contact Information	No Input Required	No
✓	Authorized Representative	06/19/2018	Yes
✓	Alternate Contact	12/17/2018	Yes
✓	4. Additional Information	06/15/2017	Yes
---	5. Forms & Attachments	No Input Required	No
✓	HUD Form 2880	09/07/2017	Yes
---	Code of Conduct	No Input Required	No
---	Nonprofit Document	No Input Required	No
---	Survey on EEO	No Input Required	No
---	Other Attachment	No Input Required	No

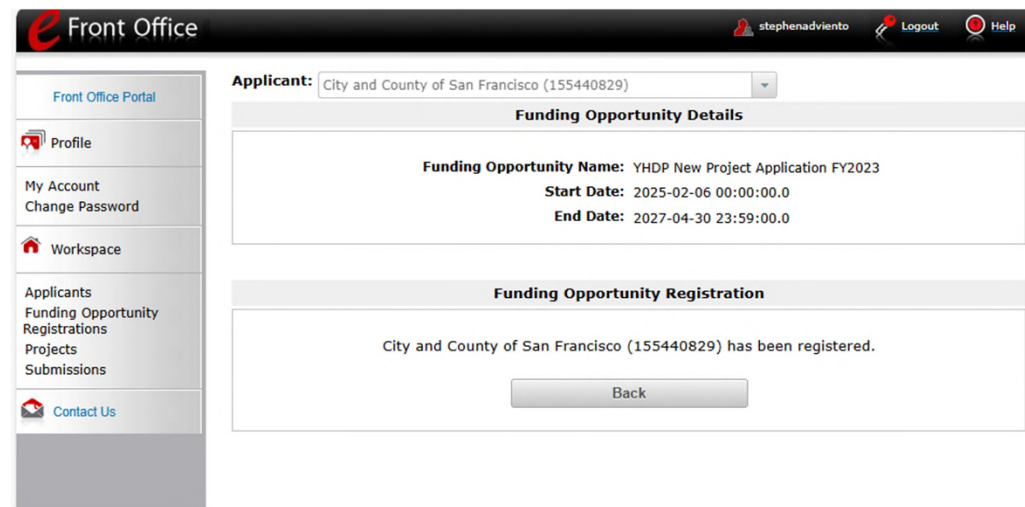
Back Next

Export to PDF
Get PDF Viewer
EIS

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 FY 2023
- (During CoC Program Competition = Renewal, New, CoC planning, UFA, YHDP Renewal, YHDP Replacement)



The screenshot displays the 'Front Office' web application interface. On the left is a sidebar menu with options: '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 'City and County of San Francisco (155440829)'. Below this, the 'Funding Opportunity Details' section lists: 'Funding Opportunity Name: YHDP New Project Application FY2023', 'Start Date: 2025-02-06 00:00:00.0', and 'End Date: 2027-04-30 23:59:00.0'. The 'Funding Opportunity Registration' section shows a confirmation message: 'City and County of San Francisco (155440829) has been registered.', with a 'Back' button below it. The top right of the page includes a user profile 'stephenadviento' and links for 'Logout' and 'Help'.



Step 3. Create a Project

Front Office

Applicant: City and County of San Francisco (155440829)

Project Status: Open Projects

Funding Opportunity Name: All Funding Opportunities

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	1075 Le Conte	CA1168L9T011200	New Project Application FY2012	City and County of San Francisco	155440829	In Progress
	15-ytest	136453	Renewal Project Application FY2019	City and County of San Francisco	155440829	In Progress
	187875_test	137635	Renewal Project Application FY2021	City and County of San Francisco	155440829	In Progress
	187875_test_2	137636	Renewal Project Application FY2021	City and County of San Francisco	155440829	In Progress
	2015updateSS	CA0888L9T012222	New Project Application FY2015	City and County of San Francisco	155440829	In Progress
	2017updateSS	CA0888L9T012333	New Project Application FY2017	City and County of San Francisco	155440829	In Progress
	2018hudapr	136355	Renewal Project Application FY2018	City and County of San Francisco	155440829	In Progress
	2018renhudapadjust	CA1532L9T011842	Renewal Project Application FY2018	City and County of San Francisco	155440829	In Progress

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

Front Office

Applicant: City and County of San Francisco (155440829)

Project Status: All Projects

Funding Opportunity Name: YHDP New Project Application FY2023

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	2023_yhdp_new_ca501_1	138769	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_1	138774	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_15	138778	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_2	138775	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_PLN_4	138772	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress



Step 3. Create a Project Continued

Front Office stephenadviento Logout Help

Front Office Portal

Applicant: City and County of San Francisco (155440829)

Create a Project

Funding Opportunity Name: YHDP New Project Application FY2023
 Applicant: City and County of San Francisco (155440829)

Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Enter the Project Name. E-snaps will assign a project number

Profile
 My Account
 Change Password
 Workspace
 Applicants
 Funding Opportunity
 Registrations
 Projects
 Submissions
 Contact Us

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

Front Office stephenadviento Logout Help

Front Office Portal

Applicant: City and County of San Francisco (155440829)

Projects

Project Status: Open Projects
 Funding Opportunity Name: YHDP New Project Application FY2023

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	2023_yhdp_new_ca501_1	138769	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_1	138774	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_15	138778	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_New_2	138775	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2023_YHDP_PLN_4	138772	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2024_YHDP_New_10	138777	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress
	FY2024_YHDP New Version 8	138779	YHDP New Project Application FY2023	City and County of San Francisco	155440829	In Progress

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



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

The screenshot shows the eFront Office interface. On the left is a navigation menu with 'Submissions' highlighted. The main area displays a form for selecting a project application. Annotations with green boxes and arrows indicate the following steps:

- 1. Select Submissions**: Points to the 'Submissions' link in the left menu.
- 2. Confirm the correct applicant**: Points to the 'Applicant' dropdown menu, which is set to 'Interior Alaska Center for Non-Violent Living (92-0063638)'.
- 3. Use the filters to find the correct project**: Points to the filter buttons '[Hide Filters]' and '[Clear Filters]'.
- 4. Access the project application**: Points to the 'Actions' column in the table, specifically to an icon representing a project application.

The table below shows the project application details:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2024_YHDP New Version 8 138779	YHDP New Project Application FY2023 YHDP New Project Application FY2023	Feb 6, 2025	Apr 30, 2027	Primary Applicant	1	

Page Generation Time: 0.274s

Grantium

Part 1: SF-424

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

The screenshot shows the 'eForms' application interface. The top header includes the 'eForms' logo and a user icon labeled 'KBECK'. The main content area is titled 'Before Starting the Project Application' and contains a paragraph stating that all project applications should review the following information before beginning. Below this is a 'Things to Remember' section with a bulleted list of instructions and links. At the bottom of the main content area, there are 'Back' and 'Next' buttons. On the left side, there is a sidebar menu with a 'Before Starting' section highlighted, containing a list of application steps from 1A to 1K, with 1A 'SF-424 Application Type' currently selected.

eForms KBECK

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applications should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> and <https://www.hudexchange.info/programs/yhdp/>.
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the Youth Demo Mailbox; YouthDemo@hud.gov.
- Project applicants are required to have a Universal Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Years (FY) 2021-2023 Youth Homeless Demonstration Program (YHDP). For more information see FY 2023 YHDP NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 YHDP NOFO and the Appendices.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigation guides, which will be shared via email from HUD SNAPS.
- Before completing the project application, all project applicants must complete and update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable cost, technical deficiency).
- HUD reserves the right to reduce or reject any YHDP project that fails to adhere to (24 CFR part 578) and application requirements set forth in FY 2023 YHDP NOFO.

On June 20, 2024, President Biden issued a Major Disaster Declaration for areas in New Mexico affected by the New Mexico South Fork and Salt Fires. Based on the authority in section IV.B.3 of the FY2023 YHDP NOFO, HUD is extending the project application due date for applicants in these areas. Applications from organizations with primary operations in these areas must submit their YHDP new project applications in e-snaps by August 1, 2024.

Before Starting

Part 1 - Forms

- 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. Cert. Lobbying
- 1J. SF-LLL
- 1K. SF-424B

YHDP New Project Application FY2023

Applicant Name: City and County of San Francisco

Applicant Number: 155440829

Project Name: FY2024_YHDP New Version 8

Project Number: 138779

YHDP New Project Application FY2023

FY2019 New Detailed Instructions

Back Next

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](#))
- Make sure you have an Active UEI. Cannot go to Grant Agreement without an Active UEI

eForms

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services
Applicant Number: MO-500 Project Applicant
Project Name: FY2022 YHDP New Version 2
Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting
Part 1 - Forms
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. Cert. Lobbying
1J. SF-LLL
1K. SF-424B
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Experience
Part 3 - Project Information
3A. Project Detail
3B. Description
Youth Homeless Demonstration Projects
Youth Action Board
Special YHDP Activities
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. HMIS Training
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: xxxxxxxx

b. Employer/Taxpayer Identification Number (EIN/TIN): 12-1234567

c. UEI: 10000aaaaaa0

d. Address

Street 1: 1234 Main St

Street 2:

City: St. Louis

County: St. Louis

State: Missouri

Country: United States

Zip / Postal Code: 60000

e. Organizational Unit (optional)

Department Name: xxxxx

Division Name: Homeless Services

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Wilma

Middle Name:

Last Name: Flagstone

Suffix: -- select --

Title: Program Manager, Homeless Services

Organizational Affiliation: xxxxxxxx

Telephone Number: (314) 555-5555

Extension:

Fax Number: (314) 555-5555

Email: jane@123.org

Back Next

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

<https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/>

e.Forms KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arien Housing Services
Applicant Number: MO-500 Project Applicant
Project Name: FY2022 YHDP New Version 2
Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting
Part 1 - Forms
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. Cert. Lobbying
1J. SF-LLL
1K. SF-424B
Part 2 - Recipient and Subrecipient Information
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Youth Action Board
Special YHDP Activities
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. HMIS Training
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget Information
6A. Funding Request
6F. Supp Svcs Budget
6G. Operating
6H. HMIS Budget

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 250-0044 (exp.02/28/2027)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: xxxxxxxx

Prefix: Mr.

First Name: Hank

Middle Name:

Last Name: Hill

Suffix: -- select --

Title: County Executive

Organizational Affiliation: Arien Housing Services

Telephone Number: (314) 555-5555

Extension:

Email: hank@123.org

City: St. Louis

County: St. Louis

State: Missouri

Country: United States

Zip/Postal Code: 60000

2. Employer ID Number (EIN): 12-1234567

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$300,020.00
(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.
Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? (For further information, see 24 CFR Sec. 4.3). Yes

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

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

If you are still trying to select subrecipients during project submission, it is ok to leave this screen blank. However, selection must be made prior to Grant Agreement



2A. Subrecipient Detail

- One entry for each subrecipient

The screenshot shows the 'eForms' application interface. On the left is a sidebar with a table of contents including sections like 'YHDP New Project Application FY2022', 'Applicant Information', 'Before Starting', 'Part 1 - Forms', 'Part 2 - Recipient and Subrecipient Information', 'Part 3 - Project Information', and 'Part 4 - Housing, Services, and HMIS'. The main content area is titled '2A. Project Subrecipients Detail'. It contains several form fields: 'a. Organization Name', 'b. Organization Type' (with a dropdown), 'c. Employer or Tax Identification Number', 'd. UEI', 'e. Physical Address' (with fields for Street 1, Street 2, City, State, and Zip Code), and 'f. Congressional District(s)' (with a list of available districts and a 'Selected Items' box). At the bottom, there are two dropdown menus: 'g. Is the subrecipient a Faith-Based Organization?' and 'h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?'.

- Organizational information

This screenshot shows a detailed view of the organizational information form. It includes dropdown menus for 'g. Is the subrecipient a Faith-Based Organization?' and 'h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?'. A text field for 'i. Expected Sub-Award Amount' is present. A section titled 'j. Contact Person' contains dropdowns for 'Prefix' and 'Suffix', and text fields for 'First Name', 'Middle Name', 'Last Name', 'Title', 'E-mail Address', 'Confirm E-mail Address', 'Phone Number', 'Extension', and 'Fax Number'. A red note at the bottom states: 'Note: All projects must have Subrecipient non-profit documentation attached to their application prior to submission.' At the very bottom are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

2B. Applicant and Subrecipient Experience

- Applies to you, the applicant
 - Narrative descriptions of experience
- If subrecipients, then include subrecipient experience

2B. Experience of Applicant, Subrecipient(s), and Other Partners

* 1. Describe your organization's (and subrecipient(s) if applicable) experience in effectively utilizing federal funds and performing the activities proposed in the application.

* 2. Describe your organization's (and subrecipient(s) if applicable) experience in leveraging Federal, State, local and private sector funds.

* 3. Describe your organization's (and subrecipient(s) if applicable) financial management structure.

* 4. Are there any unresolved HUD monitoring or OIG audit findings for any HUD grants (including ESG) under your organization? -- select --

* 5. Does the applicant and subrecipient have access to the Line of Credit Control System (LOCCS)? -- select --

3A. Project Detail

eForms KBECK Logout

3A. Project Detail

* 1a. CoC Number and Name: GU-500 - Guam CoC

* 2. CoC Collaborative Applicant Name: Government of Guam/Guam Housing & Urban Renewal Au

3. Project Name: FY2022 YHDP New Version 2

* 4. Project Status: Standard

* 5. Component Type: TH

* 6. Does this project include Replacement Reserves? No

Back Next

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services

Applicant Number: MO-500 Project Applicant

Project Name: FY2022 YHDP New Version 2

Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting

Component (6)	Acronym
Permanent Housing	PH
Transitional Housing	TH
Joint Transitional Housing and Permanent Housing-Rapid Rehousing	Joint TH and PH: RRH
Safe Havens	SH
Homeless Management Information Systems	HMIS
Supportive Services Only	SSO

Permanent Supportive Housing	PSH
Rapid Rehousing	RRH

SSO Coordinated Entry	SSO-CE
SSO non-Coordinated Entry	SSO non-CE



3A. Project Detail –SSO subtypes

3A. Project Detail

* 1a. CoC Number and Name: AL-501 - Mobile City & County/Baldwin County CoC

* 2. CoC Collaborative Applicant Name: Housing First, Inc.

3. Project Name: FY2023/HDP New Version 3

* 4. Project Status: Standard

* 5. Component Type: SSO

* 5a. Select the type of SSO Project: -- select --

* 6. Does this project include Replacement Reserves?

Save & Back

Save

Back

-- select --

Street Outreach

Housing Project or Housing Structure Specific

Coordinated Entry

Standalone Supportive Services

Host Homes/Kinship Care

Note: This formlet contains mandatory fields for which no value has been saved.



3B. Project Description

- Information required on: project description, milestones, target population, coordinated entry participation, and housing
- Project Description broken out into 4 narrative fields
- Read the HUD Detailed Instructions!!
- HOW you answer is different depending on the project type

<https://www.hud.gov/sites/dfiles/CPD/documents/Round-7-YHDP-New-Detailed-Instructions.pdf>

eForms

KSECK Logout

YHDP New Project Application FY2022

Applicant Name: Arien Housing Services

Applicant Number: MO-500 Project Applicant

Project Name: FY2022 YHDP New Version 2

Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting

Part 1 - Forms

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. Cert. Lobbying

1J. SF-LLL

1K. SF-424B

Part 2 - Recipient and Subrecipient Information

2A. Subrecipients

2B. Experience

Part 3 - Project Information

3A. Project Detail

3B. Description

Youth Homeless Demonstration Projects

Youth Action Board

Special YHDP Activities

Part 4 - Housing, Services, and HMIS

4A. Services

4A. HMIS Standards

4B. HMIS Training

4B. Housing Type

Part 5 - Participants

5A. Households

5B. Subpopulations

Part 6 - Budget Information

6A. Funding Request

6F. Supp Svcs Budget

6G. Operating

6H. HMIS Budget

3B. Project Description

* 1. Provide a description of the project. This MUST include the following: Entire scope, who the project will serve, activities offered and staffing (staff/client ratio).

sf

* 1a. Specify how this project will incorporate the principles of Positive Youth Development?

sf

* 1b. Specify how this project will incorporate the principles of Trauma Informed Care?

sf

* 1c. How does this project help the community meet the shared vision, goals and objectives of the coordinated community plan?

sf

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

*

Project Milestones	Days from Execution of Grant Agreement A	Days from Execution of Grant Agreement B	Days from Execution of Grant Agreement C	Days from Execution of Grant Agreement D
Begin hiring staff or expending funds	25			
Begin program participant enrollment				
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin				
Leased or rental assistance units or structure, and supportive services near 100% capacity				
Closing on purchase of land, structure(s), or execution of structure lease				
Start rehabilitation				
Complete rehabilitation				

3B. Project Description:

Question 1 – 1c: Project Description

- Regular requirement
 - Entire scope of the proposed project, who the project will serve, plan for identifying housing/service needs, coordination with other organizations. Staff/client ratios
- 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 9a-9g: SSO Projects

- SSO: question 9 is about SSO-CE ONLY. These questions will only appear for SSO-CE.

9. As a SSO-Coordinated Entry project answer the following questions:

* 9a. Will the coordinated entry process cover the CoC's entire geographic area?

* 9b. Will the coordinated entry process be affirmatively marketed and easily accessible by program participants seeking assistance?

* 9c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

* 9d. Will the coordinated entry process use a comprehensive, standardized assessment process?

* 9e. Describe the standardized assessment and referral process that directs individuals and families to appropriate housing and services.

* 9f. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups: (1) adults without children;
(2) adults accompanied by children;
(3) unaccompanied youth;
(4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and
(5) persons at risk of homelessness?

* 9g. Will coordinated entry project refer program participants to projects that specifically coordinates and integrates mainstream health, social services, and employment programs for which they may be eligible?

Note: This formlet contains mandatory fields for which no value has been saved.



Youth Homelessness Demonstration Project

eForms KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services
Applicant Number: MO-300 Project Applicant
Project Name: FY2022 YHDP New Version 2
Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting
Part 1 - Forms
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. Cert. Lobbying
1J. SF-LLL
1K. SF-424B
Part 2 - Recipient and Subrecipient Information
2A. Subrecipients
2B. Experience
Part 3 - Project Information
3A. Project Detail
3B. Description
Youth Homeless Demonstration Projects
Youth Action Board
Special YHDP Activities
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. HMIS Training
4B. Housing Type
Part 5 - Participants
5A. Households
5B. Subpopulations
Part 6 - Budget Information
6A. Funding Request
6F. Supp Svcs Budget

Youth Homeless Demonstration Projects

* 1. What services are provided to engage the family and youth? (You may select more than one)

Family counseling	<input checked="" type="checkbox"/>
Conflict Resolution	<input type="checkbox"/>
Parenting Supports	<input type="checkbox"/>
Relative or kinship caregiver resources	<input type="checkbox"/>
Targeted substance abuse and mental health treatment	<input checked="" type="checkbox"/>
Housing Search Assistance	<input type="checkbox"/>
Landlord-Tenant mediation	<input type="checkbox"/>
Legal Services	<input type="checkbox"/>
Utility or Security Deposits	<input type="checkbox"/>
One time moving assistance	<input type="checkbox"/>
Rental Application fees	<input type="checkbox"/>
Utility or Rental Arrears	<input type="checkbox"/>
Other (if other selected, use textbox to explain the potential service)	<input type="checkbox"/>

* 2. Is this a Host Homes Project OR will this project dedicate funding under the Supportive Services budget to host homes? Yes ☐ No ☐

* 2a. What experience does this applicant have in administering a host homes project?
sdf

* 2b. How will this project recruit hosts?
sdf

* 2c. How will this project match youth with hosts?
sdf

* 2d. What services will be provided to ensure the host home is successful?
sdf

* 2e. At project capacity, how many youths will be in host homes?
sdf

This screen has been updated with new questions related to Host Homes (#2)

* 3. Does this project plan to use Rental Assistance? Yes ☐ No ☐

* 3a. Will this project use Rental Deposits? -- select --

* 3b. Will this project cover first months rent? -- select --

* 3c. Short Term Rental Assistance: -- select --

* 3d. Medium Term Rental Assistance: -- select --

* 4. Will your project offer any specialized services for youth living with HIV/AIDS? Yes ☐ No ☐

* a. If Yes, please provide detail of those services.
3500 characters remaining.

Save & Back Save Save & Next

Back Next

Youth Action Board – New Questions

- New screen added to the application
- 2 required questions related to the YAB

Youth Action Board

* 1. Is there a project level Youth Action Board (YAB)?

* 1a. If Yes, how many active members are currently involved in the YAB?

3500 characters remaining.

* 1b. What is the compensation policy for YAB Members?

3500 characters remaining.

* 1c. How will the applicant ensure that the YAB will be involved in the implementation and evaluation of this project?

3500 characters remaining.

* 1d. How will the applicant plan recruitment and sustainability policies for the YAB?

3500 characters remaining.

* 2. Describe your continuous quality improvement plan and how the YAB is involved.

3500 characters remaining.

Special YHDP Activities

eForms KBECK Logout

YHDP New Project
Application FY2022

Applicant Name:
Arlen Housing Services

Applicant Number:
MO-500 Project Applicant

Project Name:
FY2022 YHDP New
Version 3

Project Number:
138435

YHDP New Project

Special YHDP Activities

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

Note: This formlet contains mandatory fields for which no value has been saved.

Default is
"select"
when you
arrive to
this screen

eForms KBECK Logout

YHDP New Project
Application FY2022

Applicant Name:
Arlen Housing Services

Applicant Number:
MO-500 Project Applicant

Special YHDP Activities

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

If "Yes"
selected, the
full list of
Special
YHDP
Activities will
populate



Special YHDP Activities – Questions 2 & 3

YHDP New Project Application FY2022

Applicant Name: Arien Housing Services

Applicant Number: IO-500 Project Applicant

Project Name: FY2022 YHDP New Version 2

Project Number: 138434

Eligibility Requirements highlighted in Blue

Special YHDP Activities

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

Yes

* 2. Check the appropriate box(s) for the Special YHDP Activity the applicant is requesting. (Select all that apply)

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) Use of leasing, Sponsored Based Rental Assistance (SRA) and Project Based Rental Assistance (PRA) in Rapid Rehousing (RRH) - (ELIGIBLE ONLY FOR PH & JOINT)

1.C.1.a(3) Use 10% of total YHDP 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 members or recipient 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 576.503(c) rather than HQS in 24 CFR 578.75 for up 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)

Select Activities by clicking checkboxes.

* 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

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

1.C.1.a(12)(c) Costs to provide household cleaning supplies

1.C.1.a(12)(d) Housing start-up expenses (not to exceed \$300 per participant)

1.C.1.a(12)(e) Purchase cell phone and service (cost must be reasonable and housing related)

1.C.1.a(12)(f) Cost of Internet (costs must be reasonable)

None

1.C.1.a(12)(g) Payment of rental arrears (up to 6 months)

1.C.1.a(12)(h) Payment of utility arrears (up to 6 months)

1.C.1.a(12)(i) Payment of utilities (Up to 3 months)

1.C.1.a(12)(j) Pay gas a mileage for participant personal vehicle for trips for eligible services

1.C.1.a(12)(k) Payment of Legal fees

1.C.1.a(12)(l) Payment of insurance, registration and past driving fines

Select checkboxes by clicking on them.

Special YHDP Activities – Question #4

Appropriate box(s) for the Special YHDP Activity - Exemptions the applicant is requesting, if a special activity is requested, the applicant must provide a narrative response addressing the criteria in the special activity. (Select all that apply)

I.C. 1.b(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 it 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 PH-RRH and JOINT)

☐

I.C. 1.b(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 it will use to determine whether services are still necessary; and 3) how those services will result in self-sufficiency and ensure stable housing for the YHDP program participant. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)

☐

Important YHDP requirements highlighted in Red

Continue providing supportive services to program participants for up to 24 months after the program participant exits homelessness, if the services are in connection with the project, such as the Foster Youth to Independence initiative, or if the recipient demonstrates that the extended supportive services ensure continuity of case workers for the project. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)

For 36 months is only for projects that are pairing supportive services with rental assistance programs

Not be required to meet the 25% match requirement provided for in 24 CFR 578.73 if the recipient is able to identify multiple non-community resources that assist youth experiencing homelessness and can demonstrate 1) how the resources will assist youth who are clients under the project and 2) how the recipient will facilitate connections to these resources to ensure they are aware of them and able to access the resources. - (ELIGIBLE FOR ALL)

☐

Note: specify why resources cannot be used as match for this project

I.C. 1.b(4) Recipients will not be required to meet the 25% match requirement provided for in III.C of the YHDP NOFO and 24 CFR 578.73 if the recipient does not have other currently active CoC or YHDP grants. If permitted by future Appropriations Acts, HUD will continue the match exemption for the YHDP grant funded under this NOFO under the first and second renewal or replacement of the project under the Continuum of Care competition

☐

I.C. 1.b(5) Rental assistance may be combined 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 receive a double subsidy. - (ELIGIBLE ONLY FOR PROJECTS WITH RENTAL ASSISTANCE, LEASING OR OPERATING BLI)

☐

I.C. 1.b(6) YHDP recipients may provide payments of up to \$1000 per month for families that provide housing under a host home and kinship care model, provided that the recipient can show that the additional cost is necessary to recruit hosts to the program. - (ELIGIBLE ONLY FOR HOST HOMES & KINSHIP CARE)

☐

I.C. 1.b(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-rapid rehousing (TH-RRH) project, provided that the recipient can demonstrate that use of the hotel or motel room is accessible to supportive services

☒

No Exemptions Requested.

☐

Select checkboxes by clicking on them.

Checkboxes selected for Q4 will have an additional textbox to fill out

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

* I.C. 1.b(1):

* I.C. 1.b(2):

* I.C. 1.b(3):

* I.C. 1.b(4):

* I.C. 1.b(5):

Special YHDP Activities – New

1.C.1.a(12) Projects using grant leasing funds may pay above Fair Market Rent (FMR) for individual units as long as the amount paid is consistent with the reasonable rent standards at 24 CFR 578.51(g)



New Special Activities under Round 8

1.C.1.a(14) Recipients may use YHDP funds to pay for owner incentive and retention payments for RRH, TH, TH-RRH, and PSH projects before occupancy of the unit, or at any point thereafter, provided that the overall amount paid with program funds per unit does not exceed three times the monthly rent charged for the unit and the incentive and/or retention payment results in the unit being occupied by a program participant. Recipients that utilize this special YHDP activity must maintain documentation that the incentive 4 and/or retention payment resulted in the unit being occupied by a program participant and that incentive and/or retention payment did not create a conflict of interest.

These payments may include signing bonuses (a payment offered to an owner as an incentive for leasing a unit to be occupied by a program participant), repairs to bring a unit that failed inspection into compliance with program requirements, or holding fees to reserve a unit for an individual or family experiencing homelessness



Special YHDP Activities – Innovative Activities

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.

Textboxes will appear if additional information is required

If "Yes", questions 5b-5f will appear.

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?

* Please give a detailed description of your innovative activity.

* 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)?

* If no, explain why.

* c. Is the activity cost-effective?

* If no, explain why.

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

* If yes, explain why.

* e. Is the activity approved by the YAB?

* If no, explain why.

* f. Is the activity approved by the CoC?

* If no, explain why.

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

- HMIS and SSO-CE: continue to the next screen
- All others: complete the questions

4A. Supportive Services for Participants

* 1. Describe how program participants will be assisted to obtain and remain in permanent housing.

* 2. Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.

* 3. How will this project leverage non-HUD funded supportive services?



4A. Supportive Services for Participants

- Select the Supportive Services being provided in the project
- Does not need to match SS budget
- Provider selection: Applicant, Subrecipient, Partner, Non-Partner
- Frequency: Daily, Weekly, Bi-weekly, Monthly, Bi-Monthly, Quarterly, Semi-annually, Annually, As needed
- 16 different supportive services available to select

24 CFR 578.53 Supportive Services

4. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Daily
Assistance with Moving Costs	-- select --	Daily
Case Management	Applicant	-- select --
Child Care	Subrecipient	-- select --
Education Services	Partner	-- select --
Employment Assistance and Job Training	Non-Partner	-- select --

4. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Daily
Assistance with Moving Costs	Applicant	Weekly
Case Management	-- select --	Bi-weekly
Child Care	-- select --	Monthly
Education Services	-- select --	Bi-monthly
Employment Assistance and Job Training	-- select --	Quarterly
Food	-- select --	Semi-annually
Housing Search and Counseling Services	-- select --	Annually

4A. Supportive Services for Participants

- As a reminder, HMIS and SSO-CE will skip these questions
- All other component types must answer these questions

6C. Leased Units
6D. Leased Structures
6E. Rental Assistance
6F. Supp Svcs Budget
6G. Operating
6H. HMIS Budget
6J. Match
6K. Summary Budget
Part 7 - Attachment(s) & Certification
7A. Attachment(s)
7D. Certification
Part 8 - Submission Summary
8B. Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

* 4. How will the project allow youth the ability to choose the providers and interventions that fit their needs?

n

* 5. How will the project respond to the different needs for service type, intensity, and length of supports for youth?

m

Identify whether the project will include the following activities:

* 6. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes

* 6a. Transportation assistance to clients to attend Youth Action Board (YAB) meetings and other community events? Yes

* 7. Annual follow-ups with program participants to ensure mainstream benefits are received and renewed? Yes

* 8. Program participants have access to SSI/SSDI technical assistance provided by this project the applicant, a subrecipient, or partner agency? Yes

* 8a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Yes

Save & Back Save Save & Next

Back Next

SSO-Non CE Outcomes Question

- New question for SSO – Non CE projects only
- Must select at least one checkbox

* 10. What outcomes will your project track to determine success?

- | | |
|-----------------------------------|--------------------------|
| Positive housing exit destination | <input type="checkbox"/> |
| Positive School Status | <input type="checkbox"/> |
| Increased income/ employment | <input type="checkbox"/> |
| Community Connections | <input type="checkbox"/> |
| Increased Well-being | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Save & Back

Save

Save & Next

Back

Next



4A. HMIS Standards

- HMIS dedicated projects will complete
- All else – go to 4B. Housing Type and Location

The screenshot displays the 'eForms' application interface. On the left is a sidebar menu with the following items: 'YHDP New Project Application FY2022', 'Applicant Name: Arlen Housing Services', 'Applicant Number: MO-500 Project Applicant', 'Project Name: FY2022 YHDP New Version 2', 'Project Number: 138434', 'YHDP New Project Application FY2022', 'FY2019 New Detailed Instructions', 'Before Starting', 'Part 1 - Forms', '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. Cert. Lobbying', '1J. SF-LLL', '1K. SF-424B', 'Part 2 - Recipient and Subrecipient Information', '2A. Subrecipients', '2B. Experience', 'Part 3 - Project Information', '3A. Project Detail', '3B. Description', 'Youth Homeless Demonstration Projects'. The main content area is titled '4A. HMIS Standards' and contains eight numbered questions. Questions 1, 2, 3, and 4 each have a dropdown menu with '-- select --'. Questions 5 and 6 have large text input areas. Questions 7 and 8 each have a dropdown menu with '-- select --'. The top right of the application shows the 'eForms' logo, a user profile icon for 'KBECK', and a 'Logout' link.

eForms KBECK Logout

4A. HMIS Standards

1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the FY 2022 HMIS Data Standard Manual? -- select --

2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Report (APR)/CoC reporting, Consolidated Annual Performance and Evaluation Report (CAPER)/ESG reporting, Longitudinal System Analysis (LSA)/Annual Homeless Assessment Report, System Performance Measures (SPM), and Data Quality Table, etc.). -- select --

3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS? -- select --

4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC? -- select --

5. Describe your organizations process and stakeholder involvement for updating your HMIS Governance Charters and HMIS Policies and Procedures.

6. Who is responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?

7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards? -- select --

8. What is the CoC's policy and procedures for managing a breach of Personally Identifiable Information (PII) in HMIS?

e-snaps Functionality: “Add” icon and “Detail” screen for Housing Info

e.snaps KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services
Applicant Number: MO-500 Project Applicant
Project Name: FY2022 YHDP New Version 3
Project Number: 138435

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting
Part 1 - Forms

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units: 10
Total Beds: 20
Total Dedicated CH Beds: 10

[Show Filters] [Clear Filters]

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
		Scattered-site apartments (...)	---	10	20	10

Back Next

Each "Detail" entry will appear in this list.

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

2. Complete "Detail" screen

* 1. Housing Type: Scattered-site apartments (including efficiencies)

Maximum number of units and beds available for project participants at the selected housing site.

* a. Units: 10
* b. Beds: 20

Total beds in "2b. Beds" are dedicated to the chronically homeless? 10

This includes both the "dedicated" and "prioritized" beds.

* 4. Beds for Youth: 20

* 5. If applicable, how will this project leverage non-HUD funded housing units/beds?
dsf

6. Address:

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

* Street 1: dsdo
* Street 2:
* City: sdo
* State: Alaska
* ZIP Code: 99555

7. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)

Available Items:
090089 San Benito County
093853 Upland
090756 Clovis City
090997 Sonoma County
092822 Oxnard
093858 Vacaville
092274 Milpitas City
091145 Elk Grove
092340 Monterey Park
091740 Inglewood

Selected Items:
090025 Imperial County

Note on Site Control (CFR 578.25): PH-PSH: Yes, Only for Project-Based & Sponsor-Based Structures

Save Save & Add Another
Save & Back to List Back to List

Entries on each Detail screen auto-calculated on main screen

2. Complete "Detail" screen

4. Site Control Warnings

3. "Save and Back to List"

4B. Housing Type and Location Detail

The screenshot shows the 'eForms' application interface. On the left, a sidebar contains the text 'YHDP New Project Application FY2022' and applicant details: 'Applicant Name: Arlen Housing Services', 'Applicant Number: MO-500 Project Applicant', 'Project Name: FY2022 YHDP New Version 3', and 'Project Number: 138435'. The main content area is titled '4B. Housing Type and Location Detail'. It features a dropdown menu for '1. Housing Type:' with 'None' selected. Below this are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'. A horizontal scrollbar is visible at the bottom of the main content area.

• Question 1

- HMIS and SSO-CE = “none”
- All housing projects: complete the questions
- SSO non-CE = “none” or complete the questions

The screenshot shows the '4B. Housing Type and Location Detail' form. It includes the following sections:

- 1. Housing Type:** A dropdown menu with 'Scattered-site apartments (including efficiencies)' selected.
- 2. Indicate the maximum number of units and beds available for project participants at the selected housing site.** Fields for 'a. Units:' (10) and 'b. Beds:' (20).
- 3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?** A field with the value '10'. A note below states: 'This includes both the "dedicated" and "prioritized" beds.'
- 4. Beds for Youth:** A field with the value '20'.
- 5. If applicable, how will this project leverage non-HUD funded housing units/beds?** A text area containing 'dsf'.
- 6. Address:** A section with instructions for entering the address. Fields for 'Street 1:' (dsdc), 'Street 2:', 'City:' (sdc), 'State:' (Alaska), and 'ZIP Code:' (55555).
- 7. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered. (for multiple selections hold CTRL key)** A section with two lists: 'Available Items:' (060009 San Benito County, 063852 Upland, 060756 Clovis City, 060097 Sonoma County, 062822 Oxnard, 063858 Vacaville, 062274 Milpitas City, 061145 Elk Grove, 062340 Monterey Park, 061740 Inglewood) and 'Selected Items:' (060026 Imperial County).

At the bottom, there is a red note: 'Note on Site Control (CFR 578.25): PH-PSH: Yes, Only for Project-Based & Sponsor-Based Structures'. Below this are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

4B. Housing Type and Location - JOINT

eForms

KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services

Applicant Number: MO-500 Project Applicant

Project Name: FY2022 YHDP New Version 3

Project Number: 138435

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting Part 1 - Forms

4B. Housing Type and Location Detail

* 1. Is this housing type and location for the TH portion or the RRH portion of the project? TH

* 2. Housing Type: Clustered apartments

* 3. What is the funding source for these units and beds? CoC
(If multiple sources, select "Mixed" from the dropdown menu)

4. Indicate the maximum number of units and beds available for project participants at the selected housing site.
* a. Units: 10
* b. Beds: 20
* 5. Beds for Youth: 20

eForms

KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services

Applicant Number: MO-500 Project Applicant

Project Name: FY2022 YHDP New Version 3

Project Number: 138435

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting Part 1 - Forms

4B. Housing Type and Location Detail

* 1. Is this housing type and location for the TH portion or the RRH portion of the project? RRH

* 2. Housing Type: Clustered apartments

* 3. What is the funding source for these units and beds? Mixed Funding
(If multiple sources, select "Mixed" from the dropdown menu)
Please enter "Other" or "Mixed Funding" source: sfsd

4. Indicate the maximum number of units and beds available for project participants at the selected housing site.
* a. Units: 20
* b. Beds: 40
* 5. Beds for Youth: 40

The Housing Type and the Units/Beds is pulled from this screen to the 4B Housing Home screen.

Note on Site Control (CFR 578.25): JOINT: Yes, Only for TH portion of Project-Based & Sponsor-Based Structures



4B. Housing Type and Location

- Different versions of 4B
 - RRH, TH, SSO (first screen)
 - PSH (to the right)
 - Joint TH and PH-RRH (prior screen and below)

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

List all CoC-funded and Non CoC-funded units and beds for this project

	TH	RRH	Total
Total Units:	10	20	30
Total Beds:	20	40	60

[Show Filters] [Clear Filters]

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
		---	Clustered apartments	10	20	
		---	Clustered apartments	20	40	

[1] [Back] [Next]

Save & Back Save Save & Next

Back Next

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

Total Units:	10
Total Beds:	20
Total Dedicated CH Beds:	10

[Show Filters] [Clear Filters]

Delete	View	Housing Type	Housing Type (JOINT)	Units	Beds	Dedicated CH Beds
		Scattered-site apartments (...)	---	10	20	10

[1] [Back] [Next]

Back Next



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

e.Forms KBECK Logout

4B. HMIS Training

Indicate the last training date or proposed training date for each HMIS training, as applicable.

Activity	Enter date of last training or proposed next training (mm/yyyy)
Basic Computer Training	<input type="text"/>
HMIS Software Training for Sys Admin	<input type="text"/>
HMIS Software Training	<input type="text"/>
Data Quality Training	<input type="text"/>
Security Training	<input type="text"/>
Privacy/Ethics Training	<input type="text"/>
HMIS PIT Count Training	<input type="text"/>
Other (must specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Back Next

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)

Key Resources:

YHDP Round 8 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

5A. Project Participants - Households			
	Households with <u>at Least One Adult and One Child</u>	Adult Households <u>without</u> Children	Households with <u>Only</u> Children
Number of Households	10		
Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without</u> Children	Persons in Households with <u>Only</u> Children
Adults over age 24	0		
Persons ages 18-24	16		
Accompanied Children under age 18	12		
Unaccompanied Children under age 18			
Total Persons	28	0	0

5B. Subpopulations

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

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

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

- Mutually exclusive classifications
 - CH veteran, CH non-veteran, veteran not CH, other
- Subpopulation categories
 - (e.g., physical disability, developmental disability, domestic violence)



Part 6 Budgets

- 6A. Funding Request
- Grant agreement no later than September 30, 2025.
- 2-year term
- Funding requests
- Extended Grant Term (25-30 months)
- *CoC Program interim rule: 24 CFR part 578*

<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

6A. Funding Request

* 1. Will it be feasible for the project to be under grant agreement by September 30, 2026? -- select --

* 2. What type of CoC funding is this project applying for under the Youth Homeless Demonstration Program? YHDP

* 3. Select a grant term: 2 Years

4. Select the costs for which funding is requested:

Acquisition/Rehabilitation/New Construction ☐

Leased Units ☐

Leased Structures ☐

Rental Assistance ☐

Supportive Services ☐

Operating ☐

HMIS ☐

VAWA ☐

* 5. If conditionally awarded, is this project requesting an initial grant term greater than 24 months? (25 to 30 months) -- select --

Save & Back

Save

Save & Next

Back

Next

Note: This formlet contains mandatory fields for which no value has been saved.

6A. Indirect Costs Cert Form

6L. Indirect Cost Information

Indirect Cost Information Form
OMB Number: 2501-0044
Expiration Date: 2/28/2027

Program/Activity Receiving Federal Grant Funding: CoC Program

* Applicant Name: City and County of San Francisco

Indirect Cost Rate Information for the Applicant/Recipient:

Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.

The Applicant/Recipient will not charge indirect costs using an indirect cost rate. ☐

The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time. ☐

The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs. ☒

Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.

The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E, and the applicable appendix that is listed under 2 CFR 200.414(e).

Agency/Department/Major Function	Indirect Cost Rate	Type of Direct Cost Base	Type of Rate
agency department	22%	MTDC	Predetermined
			-- select --
			-- select --

* Submission Type: Update

* Effective Date: 03/29/2025

* Certification of Authorized Representative for the Applicant/Recipient: ☐

** Under penalty of perjury, I certify on behalf of the Applicant/Recipient that:

(1) all information provided on this form is true, complete, and accurate, and

(2) Applicant/Recipient will provide HUD with an update to this form immediately upon learning change in the information provided on this form, and

(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this

**Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 207, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

Authorized Representative:

Pref: Ms.
First Name: Joyce JJJ TT test
Middle Name:
Last Name: Crum CCC test
Suffix: Ph.D.
Title: DDDDDirector, Housing & Homeless Programs
Telephone Number: (415) 557-0444
Fax Number: (415) 557-0033
Email: joyce.crum@sf.gov.org

Signature of Authorized Representative: Considered signed upon submission in e-signs.

Date Signed: 03/29/2025

Save & Back

Save

Save & Next

Back

Next

- Inform HUD of intent to use a federally-negotiated indirect cost rate
 - Alternative: 15% de minimis
 - No budget line item
 - 15% de minimis costs are NOT the same as the 10% Project Administrative costs
 - Alternative: neither ICR or 15% 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 – 10% of subtotal max
- 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*

7. Sub-total Costs Requested

\$375,280

8. Admin
(Up to 10%)

\$30,000

9. Total Assistance
Plus Admin Requested

\$405,280

e-snaps Functionality: “Add” icon and “Detail” screen for Budget Info

6D. Leased Structures Budget

The following list summarizes the funds being requested for one or more structures leased for operating the projects. To add information to the list, select the icon. To view or update information already listed, select the .

Summary:

- Total Annual Assistance Requested: \$6,000
- Grant Term: 2 Years
- Total Request for Grant Term: \$12,000
- Total Structures: 1

Table:

Delete	View	Structure Name	HUD Paid Rent	Total Annual Assistance Requested	Total Assistance Requested
		sfsf	\$500	\$6,000	\$12,000

1. Select "Add"

2. Complete "Detail" screen

Leased Structures Budget Detail

Structure Name: dgdf

Street Address 1: fdgf

Street Address 2:

City: dfg

State: Arizona

Zip Code: 12344

HUD Paid Rent (per Month): \$800

12 Months: 12

Total Annual Assistance Requested: \$10,788

Grant Term: 2 Years

Total Request for Grant Term: \$21,578

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

Entries on each Detail screen auto-calculated on main screen

3. "Save and Back to List"

Click the 'Save' button to automatically calculate the Total Assistance Requested.

Buttons: Save, Save & Add Another, Save & Back to List, Back to List

Each "Detail" entry will appear in this list.

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



Leasing and Rental Assistance: fundamental differences

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

- *Recipients cannot use leasing funds for any building that they own*
- *578.49 Leasing*
- *578.51 Rental Assistance*

See the HUD Exchange for examples of lease agreements



6C. Leased Units budget

- Select FY 2024 Fair Market Rent (FMR) area
- Units, by size
- Option: HUD Paid Rent (actual rent)
- Auto-calculation

• *578.49 Leasing*

Warning on how leasing funds can be used

Leased Units Budget Detail

Instructions: [Show Instructions](#)
In the chart below, enter the appropriate values in the "Number of units" and "HUD Paid Rent" fields.

Metropolitan or non-metropolitan fair market rent area:

Leased Units Annual Budget

Size of Units	Number of units (Applicant)		FMR (Applicant)	HUD Paid Rent (Applicant)		12 months		Total request (Applicant)
SRO	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
0 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
1 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
2 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
3 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
4 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
5 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
6 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
7 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
8 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
9 Bedroom	<input type="text"/>	x	<input type="text"/>	<input type="text"/>	x	<input type="text" value="12"/>	=	<input type="text"/>
Total units and annual assistance requested:			<input type="text"/>					<input type="text"/>
Grant term:								<input type="text" value="2 Years"/>
Total request for grant term:								<input type="text" value="\$0"/>

Note: Leasing funds may not be used to lease units or structures owned by the recipient, subrecipient, their partner organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause. Refer to CFR 578.49 (a) (1)

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)

Leased Structures Budget Detail

* Structure Name: ?

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:

*

HUD Paid Rent (per Month):	<input type="text" value="\$899"/>
12 Months:	<input type="text" value="12"/>
Total Annual Assistance Requested:	<input type="text" value="\$10,788"/>
Grant Term:	<input type="text" value="2 Years"/>
Total Request for Grant Term:	<input type="text" value="\$21,576"/>

Click the 'Save' button to automatically calculate the Total Assistance Requested.

- *578.49 Leasing*



6E. Rental Assistance budget

- Rental assistance type
- Select FY 2024 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
- *Can add Security Deposits as a separate line*
- *578.51 Rental Assistance*

instructions: [show instructions](#)

* Type of Rental Assistance: -- select --

The RRH component of a Joint TH-RRH project can only use TRA. The TH component of a Joint TH-RRH project part of the component can only use PRA and SRA or the Leased Units budget.

* Metropolitan or non-metropolitan fair market rent area: AK - Bristol Bay Borough, AK (0206099999)

Size of Units	# of Units (Applicant)	FMR Area (Applicant)	12 Months	Total Request (Applicant)
SRO	<input type="text"/>	\$577	12	\$0
0 Bedroom	<input type="text"/>	\$769	12	\$0
1 Bedroom	<input type="text"/>	\$833	12	\$0
2 Bedrooms	<input type="text" value="10"/>	\$1,097	12	\$131,640
3 Bedrooms	<input type="text"/>	\$1,559	12	\$0
4 Bedrooms	<input type="text"/>	\$1,665	12	\$0
5 Bedrooms	<input type="text"/>	\$1,915	12	\$0
6 Bedrooms	<input type="text"/>		12	\$0
7 Bedrooms	<input type="text"/>		12	\$0
8 Bedrooms	<input type="text"/>		12	\$0
9 Bedrooms	<input type="text"/>		12	\$0
Total Units and Annual Assistance Requested	<input type="text" value="10"/>			\$131,640
Security Deposits				<input type="text" value="\$50,000"/>
Total Units and Annual Assistance Requested + Security Deposits				<input type="text" value="\$181,640"/>
Grant Term			<input type="text" value="2 Years"/>	
Total Request for Grant Term				<input type="text" value="\$363,280"/>

New Security Deposit line on the RA Budget Detail Screen

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.

6G. Operating

Instructions: [Show Instructions](#)
* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair	<input type="text"/>	<input type="text"/>
2. Property Taxes and Insurance	<input type="text"/>	<input type="text"/>
3. Replacement Reserve	<input type="text"/>	<input type="text"/>
4. Building Security	<input type="text"/>	<input type="text"/>
5. Electricity, Gas, and Water	<input type="text"/>	<input type="text"/>
6. Furniture	<input type="text"/>	<input type="text"/>
7. Equipment (lease, buy)	<input type="text"/>	<input type="text"/>
Total Annual Assistance Requested		<input type="text" value="\$0"/>
Grant Term		<input type="text" value="2 Years"/>
Total Request for Grant Term		<input type="text" value="\$0"/>

Click the 'Save' button to automatically calculate totals.
Total Request for Grant Term must be greater than \$0.

6F. Supportive Services budget

- Cost categories line up with 578.53 eligible costs
 - 1-16 all projects
 - 17 only for SSO projects
 - Budget is split between Staff costs and Activity Costs
 - *578.53 Supportive Services*
 - *Special YHDP Activity services (Question 2 and 3)*
- should be budgeted here. Refer to Detailed Instructions*

6F. Supportive Services Budget		
* A quantity AND description must be entered for each requested cost.		
STAFF ONLY Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1a. Assessment of Service Needs (STAFF COSTS ONLY)	sdds	\$10
2a. Assistance with Moving Costs (STAFF COSTS ONLY)		
3a. Case Management (STAFF COSTS ONLY)		
4a. Child Care (STAFF COSTS ONLY)		
5a. Education Services (STAFF COSTS ONLY)		

* A quantity AND description must be entered for each requested cost.		
ACTIVITY ONLY Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1b. Assessment of Service Needs (ACTIVITY COSTS ONLY)	sfs	\$50,000
2b. Assistance with Moving Costs (ACTIVITY COSTS ONLY)		
3b. Case Management (ACTIVITY COSTS ONLY)		
4b. Child Care (ACTIVITY COSTS ONLY)		
5b. Education Services (ACTIVITY COSTS ONLY)		

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*

6G. Operating

Instructions: [Show Instructions](#)
... A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Maintenance/Repair	tgd	\$78,888
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		\$78,888
Grant Term		2 Years
Total Request for Grant Term		\$157,776

Click the 'Save' button to automatically calculate totals.

Save & Back Save Save & Next

Back Next

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*

6H. HMIS Budget

Instructions: [Show Instructions](#)
* A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment	rgdg	\$78,888
2. Software		
3. Services		
4. Personnel		
5. Space & Operations		
Total Annual Assistance Requested:		\$78,888
Grant Term:		2 Years
Total Request for Grant Term:		\$157,776

Click the 'Save' button to automatically calculate totals.

6I. VAWA Budget

- VAWA required BLI for all projects
- Transfer costs
- Confidentiality costs

6I. VAWA Budget

VAWA Budget

The Violence Against Women Act (VAWA) has clarified the use of CoC Program funds for VAWA eligible cost categories. These VAWA cost categories can be added to a new project application to create a CoC VAWA Budget Line Item (BLI) in e-naps and eLOCCS. The BLI will be added to grant agreements and utilized the same as other CoC Program BLIs in e-naps and eLOCCS. Eligible CoC VAWA costs can be identified in one or both of the following CoC VAWA categories. Examples of eligible costs in these cost categories are identified as follows:

A. **VAWA Emergency Transfer Facilitation.** Examples of eligible costs include the costs of assessing, coordinating, approving, denying, and implementing a survivor's emergency transfer(s). Additional details of eligible costs include:

- **Moving Costs.** Assistance with reasonable moving costs to move survivors for an emergency transfer(s).
- **Travel Costs.** Assistance with reasonable travel costs for survivors and their families to travel for an emergency transfer(s). This may include travel costs to locations outside of your CoC's geography.
- **Security Deposits.** Grant funds can be used to pay for security deposits of the safe unit the survivor is transferring to via an emergency transfer(s).
- **Utilities.** Grant funds can be used to pay for costs of establishing utility assistance in the safe unit the survivor is transferring to.
- **Housing Fees.** Grant funds can be used to pay fees associated with getting survivors into a safe unit via emergency transfer(s), including but not limited to application fees, broker fees, holding fees, trash fees, pet fees where the person believes they need their pet to be safe, etc.
- **Case Management.** Grant funds can be used to pay staff time necessary to assess, coordinate, and implement emergency transfer(s).
- **Housing Navigation.** Grant funds can be used to pay staff time necessary to identify safe units and facilitate moves into housing for survivors through emergency transfer(s).
- **Technology to make an available unit safe.** Grant funds can be used to pay for technology that the individual believes is needed to make the unit safe, including but not limited to doorbell cameras, security systems, phone, and internet service when necessary to support security systems for the unit, etc.

B. **VAWA Confidentiality Requirements.** Examples of eligible costs for ensuring compliance with VAWA confidentiality requirements include:

- Monitoring and evaluating compliance.
- Developing and implementing strategies for corrective actions and remedies to ensure compliance.
- Program evaluation of confidentiality policies, practices, and procedures.
- Training on compliance with VAWA confidentiality requirements.
- Reporting to CoC Collaborative Applicant, HUD, and other interested parties on compliance with VAWA confidentiality requirements.
- Costs for establishing methodology to protect survivor information.
- Staff time associated with maintaining adherence to VAWA confidentiality requirements.

Enter the estimated amount(s) you are requesting for this project's Emergency Transfer Facilitation costs and VAWA Confidentiality Requirements costs for one or both of these eligible CoC VAWA cost categories. The CoC VAWA BLI Total amount can be expended for any eligible CoC VAWA cost identified above.

Eligible Costs	Annual Assistance Requested
Estimated budget amount for VAWA Emergency Transfer Facilitation:	<input type="text"/>
Estimated budget amount for VAWA Confidentiality Requirements:	<input type="text"/>
CoC VAWA BLI Total:	<input type="text" value="\$0"/>
Grant Term	<input type="text" value="2 Years"/>
Total Request for Grant Term	<input type="text" value="\$0"/>

Click the 'Save' button to automatically calculate totals.

6J. 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 do not have to upload match; however, if the exemption is not approved, match documentation will be required prior to Grant Agreement.
- *578.73 Match*

eForms KBECK Logout

YHDP New Project Application FY2022

Applicant Name: Arien Housing Services
Applicant Number: MO-500 Project Applicant
Project Name: FY2022 YHDP New Version 2
Project Number: 138434

YHDP New Project Application FY2022

FY2019 New Detailed Instructions

Before Starting
Part 1 - Forms
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. Cert. Lobbying

6J. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the icon. To view or update a Match source already listed, select the icon.

Summary for Match

Total Amount of Cash Commitments:
Total Amount of In-Kind Commitments:
Total Amount of All Commitments:

* 1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?

The minimum required Total Match amount for the Grant Term is \$75,005. Though the project does not meet the required 25% match, the project may still be submitted.

If you are applying for the Match Exemption allowed under the YHDP Program, please demonstrate how the applicant has taken reasonable steps to maximize resources available for youth experiencing homelessness on the Special YHDP Activities screen.

If you are NOT applying for the match exemption, you MUST meet the required 25% match commitment prior to grant agreement.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Type	Source	Contributor	Amount of Commitments
No records found.					

[Back](#) [Next](#)

Sources of Match Detail

* 1. Type of Match Commitment:

* 2. Source:

* 3. Name of Source:
(Be as specific as possible and include the office or grant program as applicable)

* 4. Amount of Written Commitment:

[Save](#) [Save & Add Another](#)
[Save & Back to List](#) [Back to List](#)

6K. Summary Budget

- Budgets auto-calculate
 - 2-year grant
- Exception:
Admin entered manually
(10% limit)
- Match auto-calculates
- Errors? – Navigate back
to the Budget forms

6K. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$0
1b. Rehabilitation			\$0
1c. New Construction			\$0
2a. Leased Units	\$0	2 Years	\$0
2b. Leased Structures	\$0	2 Years	\$0
3. Rental Assistance	\$0	2 Years	\$0
4. Supportive Services	\$0	2 Years	\$0
5. Operating	\$0	2 Years	\$0
6. HMIS	\$0	2 Years	\$0
7. VAWA	\$0	2 Years	\$0
8. Sub-total Costs Requested			\$0
9. Admin (Up to 10%)			
10. Total Assistance Plus Admin Requested			\$0
11. Cash Match			
12. In-Kind Match			
13. Total Match			\$0
14. Total Budget			\$0

6K. Summary Budget Continued

- New this year, BLI breakdowns by percentage of Total Assistance + Admin
- Match is not included in this breakout
- Help determine how much is being spent on different BLIs

Breakout of BLI Costs

1a. Acquisition	<input type="text" value="0%"/>
1b. Rehabilitation	<input type="text" value="0%"/>
1c. New Construction	<input type="text" value="0%"/>
2a. Leased Units	<input type="text" value="0%"/>
2b. Leased Structures	<input type="text" value="0%"/>
3. Rental Assistance	<input type="text" value="0%"/>
4. Supportive Services	<input type="text" value="0%"/>
5. Operating	<input type="text" value="0%"/>
6. HMIS	<input type="text" value="0%"/>
7. VAWA	<input type="text" value="0%"/>
8. Admin (Up to 10%)	<input type="text" value="0%"/>
9. Total Assistance plus Admin Requested	<input type="text" value="\$0"/>

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

7A. Attachment(s)				
Document Type	Required?	Download	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		--	No Attachment
2) YAB Approval Letter	No		--	No Attachment
3) Other Attachment(s)	No		--	No Attachment

[Back](#) [Next](#)

This e.Form has been submitted



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."

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[Submit](#)

This e.Form has been submitted

eForms

YHCP New Project Application FY2022

Applicant Name: Arion Housing Services
Applicant Number: MD-500 Project Applicant
Project Name: FY2022 YHCP New
Version 3
Project Number: 138435

YHCP New Project Application FY2022

FY2022 New Detailed Instructions

Before Starting
Part 1 - Forms
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. Cert. Lettering
1J. SF-424
1K. SF-424B

Part 2 - Receipt and Subsequent Information
2A. Subrecipients
2B. Experience
Part 3 - Project Information
3A. Project Detail
3B. Description
Youth Homeless Demonstration Projects
Youth Action Board
Special YHCP Activities

Part 4 - Housing, Services, and HHMS
4A. Services
4B. HHMS Standards
4C. HHMS Training
4D. Housing Type
4E. Households
4F. Subpopulations
4G. Funding Request
4H. HHMS Budget
4I. HHMS Budget
4J. Match
4K. Summary Budget
4L. Certification
4M. Attachment(s)
4N. Certification
Part 5 - Submission Summary
5A. Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

5B. 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)	05/10/2024	Yes
✓	1E. SF-424 Compliance	05/10/2024	Yes
✓	1F. SF-424 Declaration	05/10/2024	Yes
✓	1G. HUD 2880	05/10/2024	Yes
✓	1H. HUD 50070	05/10/2024	Yes
✓	1I. Cert. Lettering	05/10/2024	Yes
✓	1J. SF-424	05/10/2024	Yes
✓	1K. SF-424B	05/10/2024	Yes
—	2A. Subrecipients	No Input Required	No
✗	2B. Experience	Please Complete	Yes
✗	3A. Project Detail	Please Complete	Yes
✗	3B. Description	Please Complete	Yes
✗	Youth Homeless Demonstration Projects	Please Complete	Yes
✗	Youth Action Board	Please Complete	Yes
✗	Special YHCP Activities	Please Complete	Yes
✗	4A. Services	Please Complete	Yes
—	4A. HHMS Standards	No Input Required	No
—	4B. HHMS Training	No Input Required	No
✗	4B. Housing Type	Please Complete	Yes
—	4A. Households	No Input Required	No
—	4B. Subpopulations	No Input Required	No
✗	4A. Funding Request	Please Complete	Yes
✗	4B. HHMS Budget	Please Complete	Yes
✗	4C. HHMS Training	Please Complete	Yes
✗	4D. Housing Type	Please Complete	Yes
✗	4E. Households	Please Complete	Yes
✗	4F. Subpopulations	Please Complete	Yes
✗	4G. Funding Request	Please Complete	Yes
✗	4H. HHMS Budget	Please Complete	Yes
✗	4I. HHMS Budget	Please Complete	Yes
✗	4J. Match	Please Complete	Yes
—	4K. Summary Budget	No Input Required	No
—	4L. Certification	No Input Required	No
✗	4M. Attachment(s)	Please Complete	Yes

Notes:

- Enter a value greater than zero for at least one project milestone.
- 4B. Housing Type list contains a incomplete item.
- 4A. Funding Request
- 4B. HHMS Budget
- 4C. HHMS Training
- 4D. Housing Type
- 4E. Households
- 4F. Subpopulations
- 4G. Funding Request
- 4H. HHMS Budget
- 4I. HHMS Budget
- 4J. Match
- 4K. Summary Budget
- 4L. Certification
- 4M. Attachment(s)

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[Submit](#)

NEW STEP-Project Priority Listing



Project Priority Listing

- Once all projects are submitted, CoC will create a PPL to list all of their projects

Front Office

Applicant: San Francisco Collaborative Applicant (CA-501)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: FY2024_CoCReg_2

Date Submitted: On

Project Status: All Projects

Submission Version: All Versions

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 FY2023 YHDP Project Priority Listing	Dec 11, 2023	Dec 31, 2025	Primary Applicant	1	
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 CoC Application FY2024	Dec 11, 2023	Dec 31, 2025	Primary Applicant	1	Mar 24, 2025, 2:55:57 PM
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 CoC Review	Dec 11, 2023	Dec 31, 2025	Primary Applicant	1	Dec 21, 2023, 8:54:20 AM
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 CoC Priority Listing FY2024	Dec 11, 2023	Dec 31, 2025	Primary Applicant	1	Mar 24, 2025, 2:56:43 PM
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 Registration FY2024	Dec 11, 2023	Feb 27, 2025	Primary Applicant	1	Dec 20, 2023, 8:53:04 AM
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 CoC Priority Listing FY2024	Dec 11, 2023	Dec 31, 2025	Primary Applicant	2	Mar 24, 2025, 4:11:18 PM
	FY2024_CoCReg_2 COC_REG_2024_215027	CoC Registration and Application FY 2024 - 2025 CoC Reviews HUD Final Decision	Dec 11, 2023	Dec 31, 2025	Primary Applicant	1	Jul 1, 2024, 12:06:00 PM



Project Priority Listing

Setting up the PPL

Read the Before Starting Screen

Set up Collaborative Applicant

The screenshot shows the 'Before Starting the Project Listings for the CoC Priority Listing' screen in the eForms system. The top navigation bar includes the eForms logo, the user name 'MaryKateB', and a 'Logout' link. The left sidebar contains a menu with the following items: 'CoC Registration and Application FY 2024 - 2025', 'Applicant Name: San Francisco Collaborative Applicant', 'Applicant Number: CA-501', 'Project Name: FY2024_CoCReg_2', 'Project Number: COC_REG_2024_215027', 'FY2023 YHDP New Project Priority List', 'Before Starting', '1A. Identification', '2A. YHDP New Project Listing', '2B. YHDP Planning Project Listing', 'Funding Summary', 'Submission Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area has a title 'Before Starting the Project Listings for the CoC Priority Listing' and a red warning message: 'The YHDP program requires TWO main submissions. Both this Project Priority Listing AND the Project Application(s) MUST be completed and submitted prior to the YHDP submission deadline of July 1, 2025.' Below this, it states 'The CoC Priority Listing includes:' followed by a list: 'Project Listings:' with sub-items 'New;' and 'YHDP Planning;'. A 'Things to Remember:' section follows with a bulleted list of instructions. At the bottom, it provides additional training resources: 'Additional training resources are available online on HUD's website. https://www.hud.gov/program_offices/comm_planning/yhdp'. Navigation buttons 'Back' and 'Next' are at the bottom.

CoC Registration and Application FY 2024 - 2025

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2024_CoCReg_2
Project Number: COC_REG_2024_215027

FY2023 YHDP New Project Priority List

Before Starting

1A. Identification
2A. YHDP New Project Listing
2B. YHDP Planning Project Listing
Funding Summary
Submission Summary

[View Applicant Profile](#)

Export to PDF
Get PDF Viewer

[Back to Submissions List](#)

Page Generation Time: 7.065s

Before Starting the Project Listings for the CoC Priority Listing

The YHDP program requires TWO main submissions. Both this Project Priority Listing AND the Project Application(s) MUST be completed and submitted prior to the YHDP submission deadline of July 1, 2025.

The CoC Priority Listing includes:

- Project Listings:
 - New;
 - YHDP Planning;

Things to Remember:

- YHDP Project Listings – all YHDP project applications must be reviewed, approved or rejected based on the local process.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND approved BEFORE submitting the YHDP Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD's website.
https://www.hud.gov/program_offices/comm_planning/yhdp

[Back](#) [Next](#)

The screenshot shows the '1A. Continuum of Care (CoC) Identification' screen in the eForms system. The top navigation bar includes the eForms logo, the user name 'MaryKateB', and a 'Logout' link. The left sidebar contains a menu with the following items: 'CoC Registration and Application FY 2024 - 2025', 'Applicant Name: San Francisco Collaborative Applicant', 'Applicant Number: CA-501', 'Project Name: FY2024_CoCReg_2', 'Project Number: COC_REG_2024_215027', 'FY2023 YHDP New Project Priority List', 'Before Starting', '1A. Identification', '2A. YHDP New Project Listing', '2B. YHDP Planning Project Listing', 'Funding Summary', 'Submission Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area has a title '1A. Continuum of Care (CoC) Identification' and a section 'Instructions: [Show Instructions](#)'. Below this, there is a field for '* Collaborative Applicant Name:' with the value 'City and County of San Francisco'. Navigation buttons 'Back' and 'Next' are at the bottom.

CoC Registration and Application FY 2024 - 2025

Applicant Name: San Francisco Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2024_CoCReg_2
Project Number: COC_REG_2024_215027

1A. Continuum of Care (CoC) Identification

Instructions: [Show Instructions](#)

* Collaborative Applicant Name: City and County of San Francisco

[Back](#) [Next](#)

Project Priority Listing – New and Planning

eForms

MaryKateB Logout

CoC Registration and Application FY 2024 - 2025

Applicant Name: San Francisco
Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2024_CoCReg_2
Project Number: COC_REG_2024_215027

FY2023 YHDP New Project Priority List

Before Starting
1A. Identification
2A. YHDP New Project Listing
2B. YHDP Planning Project Listing
Funding Summary
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

YHDP New Project Listing

Instructions: [Show Instructions](#)

Update List

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which informs HUD which projects your CoC is prioritizing.

Search all fields:

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
			2023_yhdp_new_ca5...	2025-03-29 08:39:...	2 Years	City and County o...	\$133,120	PH
			FY2024_YHDP_New_10	2025-04-07 11:38:...	2 Years	City and County o...	\$141,180	HMIS

Save & Back

Save

Save & Next

Back

Next

eForms

MaryKateB Logout

CoC Registration and Application FY 2024 - 2025

Applicant Name: San Francisco
Collaborative Applicant
Applicant Number: CA-501
Project Name: FY2024_CoCReg_2
Project Number: COC_REG_2024_215027

FY2023 YHDP New Project Priority List

Before Starting
1A. Identification
2A. YHDP New Project Listing
2B. YHDP Planning Project Listing
Funding Summary
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

YHDP Planning Project Listing

Instructions: [Hide Instructions](#)

Prior to starting the YHDP Planning Project Listing, review the YHDP Priority Listing Detailed Instructions and YHDP Priority Listing Navigational Guide available on HUD's website.

To upload the YHDP planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the YHDP Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the YHDP Priority Listing in e-snaps.

Only one YHDP planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.
https://www.hud.gov/program_offices/comm_planning/yhdp

Update List

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is accepting.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

	View Submission	Amend	Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
			2023_yhdp_pln_1	2025-03-24 15:53:...	1 Year	City and County o...	\$67,000	YHDP Planni Pro...
			FY2023_YHDP_PLN_3	2025-04-02 08:58:...	1 Year	City and County o...	\$348,111	YHDP Planni Pro...
			FY2023_YHDP_PLN_5	2025-04-02 09:06:...	1 Year	City and County o...	\$135,000	YHDP Planni Pro...

1

Project Priority Listing – Funding Ratios

Funding Summary

Instructions [Show Instructions](#)

Title	Total Amount
YHDP New	\$2,186,620
YHDP Planning	\$550,111
Acquisition/Rehab/New Construction	\$7,000
Rental Assistance	\$832,008
Leasing	\$827,688
Leased Structures	\$8,808
Supportive Services	\$24,690
Operating	\$206,690
HMIS	\$156,846
VAWA	\$11,690
Admin	\$111,200
TOTAL CoC REQUEST	\$2,736,731

Breakout of BLI Costs	Totals
Total Leased Units + Leased Structures + Rental Assistance	61%
Total Supportive Services + Operating + HMIS + VAWA + Admin	19%

The Total Leased units + Leased structures + Rental Assistance percentage is below 50%. YHDP Projects cannot go to grant agreement until the percentage is 50% or higher. Please contact your Desk Officer and TA to discuss ways to alter project budgets prior to submission.

Refresh Calculations

Questions?

- Follow up with your TA providers
- Follow up with DDOs
- Submit questions to youthdemo@hud.gov



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 8 is “YHDP New Project Application FY 2023”
- Use the resources
 - CoC Program interim rule
<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>
 - e-snaps resources page: <https://www.hudexchange.info/programs/e-snaps/>

Thank you!

