

# YHDP Round 8 – Program Components

Basics:

Project Types & Costs

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# e-snaps Screen 3A. Project Detail

Applicant: Interior Alaska Center for Non-Violent Living  
Project: FY\_2022 YHDP New Version 2

92-0063639  
138425

## 3A. Project Detail

1a. CoC Number and Name: AL-500 - Birmingham/Jefferson, St. Clair, Shelby  
Counties CoC

2. CoC Collaborative Applicant Name: One Roof

3. Project Name: FY\_2022 YHDP New Version 2

4. Project Status: Standard

5. Component Type: JOINT TH-RRH

6. Does this project include Replacement No  
Reserves?

# YHDP Project Types

- Permanent Supportive Housing (PSH)
- Rapid Re-Housing (RRH)
- Transitional Housing (TH)
- Joint TH-RRH
- Supportive Services Only (SSO)
  - Coordinated Entry
  - Outreach
  - Host Homes
- HMIS
- YHDP Planning

# Planning Grants

- Not renewable
- Eligible planning activities found at 578.39
  - Developing CoC system
  - Evaluating Projects
  - Determining Geo Service Area
  - CE development
- Often used to support YAB activities

# Program Components – PH:PSH

- Long-term housing assistance and supportive services
- Any type of housing assistance (all rental assistance types, leasing, operating) may be used
- Assistance can only be provided to individuals and families experiencing homelessness in which one adult or child has a disability

# Program Components – PH:RRH

- Tenant-based rental assistance for up to 24 months
  - Special YHDP Activity to provide up to 36 months of rental assistance
- Supportive services to assist program participants to obtain and maintain stability in permanent housing
- Supportive services may be provided for up to 6 months after rental assistance stops
  - Special YHDP Activity to provide up to 24 months of supportive service
- Program participant must meet with a case manager not less than one per month
- Recipient can establish policies on program participants' rental contributions

# Program Components – TH

- Facilitates the movement of homeless individuals and families to permanent housing within 24 months
- Project participants must have a lease, sublease, or occupancy agreement for a term of at least one month
- Any type of housing assistance (all rental assistance types, leasing, operating) may be used

# Program Components – Joint TH-RRH

- Combines TH and RRH components in a single project
- Up to 48 months of total assistance
- TBRA only for RRH portion
- Leasing and operating only for TH portion
- Supportive services, HMIS, and admin are also eligible costs



# Program Components – Joint TH-RRH

- Recipient/subrecipient must make both components available
- Participant chooses which component they will use
- Project must provide sufficient RRH resources (e.g., twice as many RRH units than TH units)

# Program Components – SSO

- Grant funds can only be used to pay for costs of eligible supportive services provided to unsheltered and sheltered persons
- There is no housing or housing assistance paired with the SSO project
- SSO Projects can include projects like:
  - Diversion
  - Housing Navigators (including peer navigation)
  - Host Homes/Kinship Care

# Program Components – SSO CE

- Grant funds can only be used to pay for costs of eligible supportive services provided to unsheltered and sheltered persons
- Building or improving a coordinated entry system so that it is more appropriate to youth

# Program Components – SSO – Host Homes/Kinship Care

- Host homes/Kinship Care are only allowed for YHDP projects
- Allows for payment of a stipend to the host to house a youth.
- Recognizes the additional cost of having another person in the household.

# Program Components – HMIS

- Only HMIS Leads or UFA lead (if CoC is a UFA)
- Costs associated with costs of implementing or expanding youth specific HMIS system components (youth-specific data elements or youth-specific reports) or to add youth organizations to the HMIS.
- Often used to expand the existing HMIS system to new youth providers
- Recipients funded under all other component types can request an HMIS budget line item for costs of contributing client-level data to the HMIS

# Participant Rent vs Occupancy Charge

	Rent	Occupancy Charge
Project types	PSH, RRH, TH	PSH, TH
Required?	PSH: Yes TH: Yes RRH: No	Optional
Portion of rent	Calculated in line with 24 CFR 5.611(a): -30 percent of family's monthly adjusted income; -10 percent of family's monthly gross income; or -The portion of the family's welfare assistance, if any, that is designated for the payment of rent	<u>Must not exceed:</u> -30 percent of family's monthly adjusted income; -10 percent of family's monthly gross income; or -The portion of the family's welfare assistance, if any, that is designated for the payment of rent

# Leasing/Operating – Occupancy Charge

- Occupancy charge could be imposed and must not exceed highest of:
  - 30 percent of family's monthly adjusted income;
  - 10 percent of family's monthly gross income; or
  - The portion of the family's welfare assistance, if any, that is designated for the payment of rent

# Utilities

If rent does not include utilities:

- Operating funds may be used to pay for those utility costs if recipient **owns or leases** the housing
- If program participant is responsible (or if a rental assistance project, including RRH where participant shares in cost of rent), then utility allowance established by the local Public Housing Agency is used to adjust the resident rent or occupancy charge



# Utilities

- If the utility allowance exceeds the resident rent or occupancy charge, the recipient/sub processes a utility reimbursement
- The utility reimbursement may be paid with rental assistance funds (for rental assistance projects) or operating funds (for non-rental assistance projects)

# Sample Utility Schedule

## Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and  
Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas						
	Bottled Gas						
	Electric						
	Electric – Heat Pump						
	Fuel Oil						
	Other						
Cooking	Natural Gas						
	Bottled Gas						
	Electric						
	Other						
Other Electric							
Air Conditioning							
Water Heating	Natural Gas						
	Bottled Gas						
	Electric						
	Electric – Heat Pump						
	Fuel Oil						
Water							
Sewer							
Trash Collection							
Other – specify							

# e-snaps demonstration

The screenshot shows the 'Front Office Portal' for 'e-snaps'. On the left, there is a sidebar with a 'Front Office Portal' header, a login section with 'Username:' (jdoe-02) and 'Password:' (masked) fields, a 'Login' button, and a 'Forgot your password?' link. Below the login section are links for 'Create Profile' and 'Contact Us'. Two callout boxes are present: one pointing to the 'Login' button with the text 'Log in here', and another pointing to the 'Create Profile' link with the text 'If new to e-snaps, create a user profile here'. The main content area is titled 'Welcome to e-snaps' and contains several paragraphs of text explaining the system's purpose, user requirements, and information collection policies. At the bottom, there are three OMB Approval numbers and their expiration dates.

**Front Office Portal**

Username: jdoe-02

Password: [masked]

Login

Forgot your password?

Create Profile

Contact Us

## Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Continuum of Care (CoC) Program. It supports the collaborative application process known as the CoC Program Competition.

The **e-snaps** system is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have an account but cannot access please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application related links. If you need assistance in navigating the system please access the Help instructions in each section.

If you are a new or authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name and password through the process.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Continuum of Care Program are based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year to announce the Continuum of Care Program funding round. The information collected in the application form will only be collected for specific competitions.

OMB Approval No. 2506-0182 (exp. 01/31/2018)

Collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approval No. 2506-0112 (exp. 11/30/2018)

Public reporting burden for this collection of information is estimated to average 190 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reporting burden for Continuums of Care is estimated to average 204 hours and the reporting burden for applicants is expected to average 30 hours.

Technical Submission:

OMB Approval No. 2506-0183 (11/30/2018)

# E-snaps demo - Highlights

- Screen 3A – selecting your components
- Screen 3B – Project Description and SSO-CE specific question
- Youth Homeless Screen – Questions on Host Homes
- Special YHDP Activities – Eligibility and connections to the Supportive Services Budget (Next screen)
- Screen 4A – Questions on connections to housing and mainstream resources
- Screen 4B – Filling out your housing request, uniqueness of JOINT projects

# Special Activities w/Supportive Services Costs

	Assistance w/ Moving Costs	Operating Costs	Life Skills	Housing & Counseling Services	Transportation	Legal Services
I.C.1.a(9) Provide moving <u>expense</u> more than one time to a program participant	<b>X</b>					
I.C.1.a(10) Provide payments for families that provide housing under host homes and kinship care		<b>X</b>				
I.C.1.a(10)(a) Security deposits (not to exceed 2 months of rent) – Only required in the SS budget if there is no RA budget.	<b>X</b>					
I.C.1.a(10)(b) Pay for damage to units (not to exceed 2 <u>months</u> rent) - Only required in the SS budget if there is no RA budget.	<b>X</b>					
I.C.1.a(10)(c) Costs to provide household			<b>X</b>			

# Special Activities w/Supportive Services Costs

I.C.1.a(10)(d) Housing start-up expenses (not to exceed \$300 per participant)	X					
I.C.1.a(10)(e) Purchase cell phone and service (cost must be reasonable and housing related)				X		
I.C.1.a(10)(f) Cost of Internet (costs must be reasonable)	X					
I.C.1.a(10)(g) Payment of rental arrears (up to 6 months)	X					
I.C.1.a(10)(h) Payment of utility arrears (up to 6 months)	X					
I.C.1.a(10)(i) Payment of utilities	X					
I.C.1.a(10)(j) Pay gas a mileage for participant personal vehicle for trips for eligible services					X	
I.C.1.a(10)(k) Payment of Legal fees						X
I.C.1.a(10)(l) Payment of insurance, registration and past driving fines					X	
I.C.1.a(14)		X				

# E-snaps demo – Highlights continued

- Screen 5A & 5B – Maximum occupancy at a point in time
- 6A – Selecting the Budget Line Items for your project, indirect costs, initial extended grant terms
- 6B-6H – Walk through each BLI
- 6J – Uploading match documentation
- 6K – Viewing the summary budget, adding Admin, BLI breakdown

# E-snaps demo – Important Reminders

- The application is "wide open". Applicants can see every question
- Detailed Instructions are vital to filling out the application correctly
- Read the Special Activity eligibility requirements. Not all Special Activities are eligible for certain components/project types
- If you have questions, please email the [youthdemo@hud.gov](mailto:youthdemo@hud.gov) email address



# Questions



# Resources

- [Program Components – CoC At A Glance – Virtual Binders \(hudexchange.info\)](#)
- [What is a Joint TH and PH-RRH component project? - HUD Exchange](#)
- [What is the difference between HMIS as a program component and HMIS as an e - HUD Exchange](#)
- [Supportive Services Only \(SSO\) and Housing Checklist for CoC Program Projects \(hudexchange.info\)](#)