

YHDP New Project Application Checklist

Organizations applying for YHDP Program funds to operate a YHDP new project should use this check list to make sure their YHDP New Project Application is ready to submit into e-snaps.

- The [Checklist for all Project Applications](#) applies to all organizations submitting Renewal, New, YHDP Renewals, YHDP Replacement projects, YHDP New Project & YHDP Planning
 - The [YHDP New Project Application Checklist](#) applies specifically to YHDP New Project Applications.

Checklist for all Project Applications

- Ensure your Project Applicant Profile is up-to-date.**
Have there been any recent changes in staffing, addresses, phone numbers, etc.?
If needed, review [Update the Applicant Profile in Edit-Mode](#).
- Confirm the HUD Form 2880 is filled out correctly.**
Are you still encountering error messages related to the HUD 2880 in the Applicant Profile or the Project Application? See [How to Complete the HUD Form 2880 in e-snaps](#).
- Ensure the correct projects are submitted AND that there is a date in the “Date Submitted” column.**
Did you create any projects in error that should not be submitted? You have the option to rename a project, such as “do not use.” See [Common Issues Encountered in e-snaps](#) for instructions on renaming a project.
- Contact the YHDP Community Lead and HUD DDO of Project Submission**
Did you receive confirmation from the YHDP Community Lead and HUD DDO that they received your submission(s) or email alert?

More information and resources are available on the [e-snaps Resources page](#).

YHDP New Project Application Checklist

Project Applicants submitting YHDP New Project Applications should confirm the following:

(<input type="checkbox"/>)	Action	Where to check and questions to consider	Helpful Resource
	The application type is the “YHDP New FY 2022 Project Application.”	1A. SF-424 Application Type, Question 2	Video: Accessing the CoC Program Project Application in e-snaps
	The correct proposed operating end date in CY 2026 is entered.	1D. SF-424 Congressional Districts, Question 17. Proposed Project Dates	YHDP Project Application Resources
	The correct CoC Number and Name is identified.	3A. Project Detail, Question 1	YHDP New Project Application Resources
	The correct source of funding is identified.	6A. Funding Request, Question 2 <i>Note: Should only be YHDP</i>	YHDP New Project Application Resources
	The project is applying for an eligible component based on what is allowed by the source of funding.	PH-PSH, PH-RRH, Joint TH and PH-RRH, SSO-CE, SSO-Non CE, TH, HMIS	Appendix A
	The eligible population to be served	Confirm the following: <input type="checkbox"/> The project serves only youth, 24 & under, categories 1 & 2 of the homeless definition, section 103b of the MVHAA or living in unsafe living conditions. <input type="checkbox"/> May serve homeless under other Federal laws	Appendix A YHDP New Project Application Resources
	The correct Component Type is selected for the project.	3A. Project Detail, Question 5 <i>Note: Options include PH (PSH and RRH), Joint TH and PH-RRH, TH, SSO(CE & Non- CE), and HMIS. Only the HMIS Lead Agency may select HMIS.</i>	YHDP New Project Application Resources
	Subrecipient selections	Screen 2A Note: Subrecipients can be chosen at any time before Grant Agreement	YHDP New Project Application Resources
	If applicable, the project is identified as "Housing First."	3B. Project Description <i>Note: Question 5d auto-populates based on responses to Questions 5a-5c.</i>	YHDP New Project Application Resources

	If the project is PSH, it is correctly identified as "100% Dedicated", "DedicatedPLUS. or None"	3B. Project Description, Question 9	YHDP New Project Application Resources
	If the project is "100% Dedicated," all beds are dedicated to the chronically homeless.	3B. Project Description, Question 9 and 4B. Housing Type and Location Detail	YHDP New Project Application Resources
	If any Supportive Services are provided by a "Subrecipient," the organization is identified in the application.	4A Supportive Services, Question 4 and 2A. Subrecipients	YHDP New Project Application Resources
	Each applicable budget line item is identified.	6A. Funding Request, Question 5	YHDP New Project Application Resources
	The Admin amount is correct.	6E. Summary Budget <i>Note: The "up to 10%" is calculated on the line "7. Sub-total Costs Requested."</i>	YHDP New Project Application Resources
	The match amount is correct.	6E. Summary Budget	YHDP New Project Application Resources
	The Project Application is complete.	8B. Submission Summary screen	Submitting the CoC Program Project Application in e-snaps
	If requesting Special YHDP Activities	Confirm the following: <input type="checkbox"/> Selected all the activities you want <input type="checkbox"/> Reviewed Questions 2,3,4 & 5, #2 &3 require no narrative, but must be eligible (blue text) <input type="checkbox"/> #4 and 5 <input type="checkbox"/> Require narrative YHDP Special Activity Requirements are written in the activity text	YHDP New Project Application Resources
	Required Attachments	7A. Attachments <i>Note: All YHDP projects must attach a YHDP Approval letter and a YAB approval letter</i>	YHDP New Project Application Resources

	25% Match Exemption	Special YHDP Activity screen <i>Note: To receive the exemption, all requirements MUST be met. The match exemption will not be granted if it does not meet full requirements</i>	YHDP New Project Application Resources
	Project Submission Deadline	July 1, 2024	Appendix A
	If a Host Homes/ Kinship Care project is selected under SSO Non-CE	Youth Homeless Demonstration Screen Must answer all of the Host Homes questions	YHDP New Project Application Resources