YHDP Round 6
New Project Application
May 23rd, 2023

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Introduction

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

Agenda

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

Overview of Application Deadlines

Deadline	Action
May 15, 2023 for UFAs	Final date to submit applications to ensure July 1, 2023 start date
July 1, 2023	Final date to submit applications to receive funds in FY 2023 funding cycle (which ends 9/30/23)

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

Resources

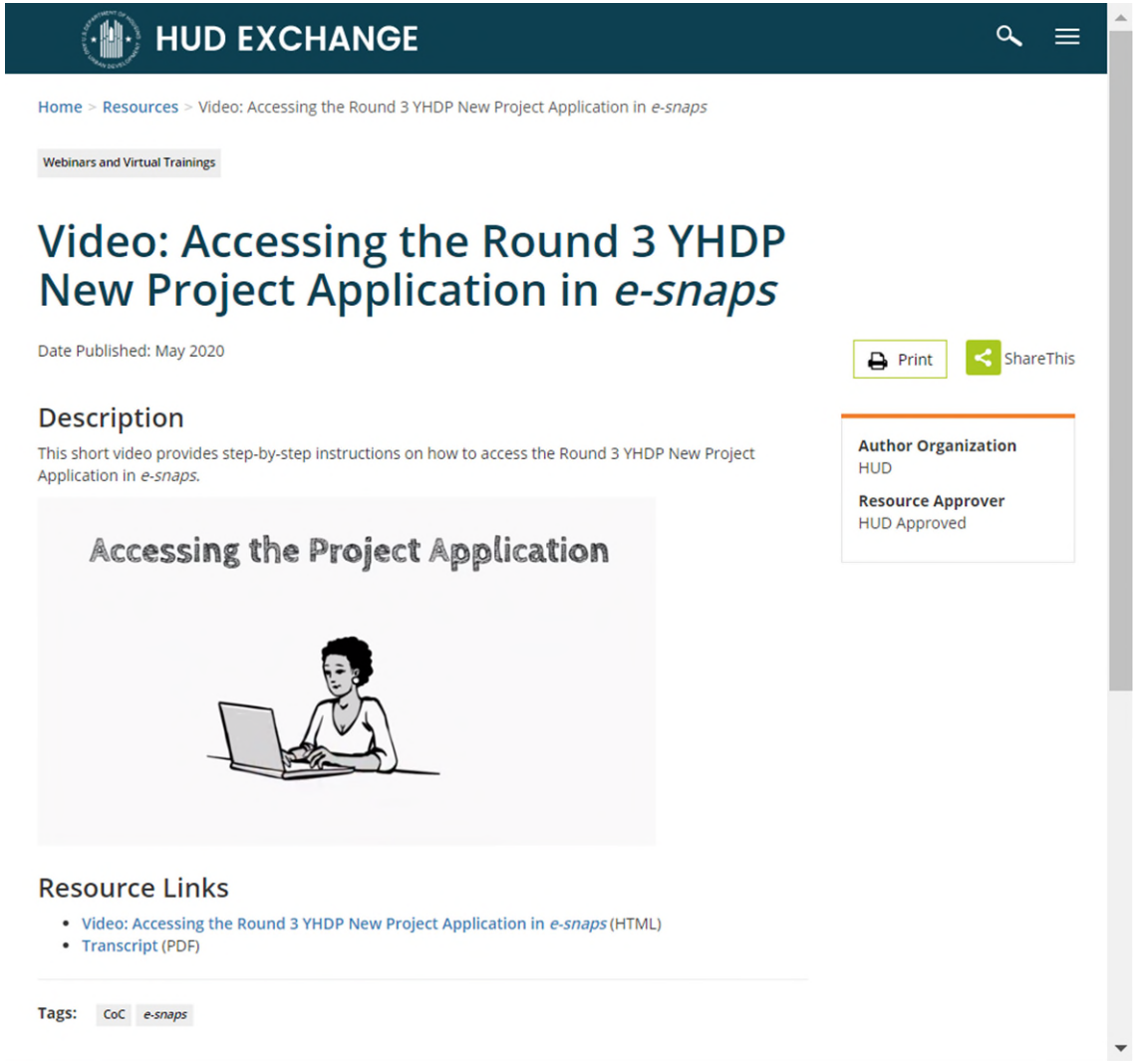
- CoC Program interim rule
  https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
- YHDP Application Resources page:
  https://www.hud.gov/program_offices/comm_planning/yhdp
- FY 2021 YHDP NOFA
  - YHDP R6– New Project Application – HUD Detailed Instructions
  - YHDP R6– New Project Application – Navigational Guide
- e-snaps resources page: https://www.hudexchange.info/programs/e-snaps/
- Your TA Provider
- HUD Exchange AAQ – *e-snaps*
  https://www.hudexchange.info/program-support/my-question/

Video – *Accessing the YHDP Project Application in e-snaps*

- Navigate the process from creating a user login and password to accessing the project application screens
- Access from the FY 2018 YHDP Application Resources page

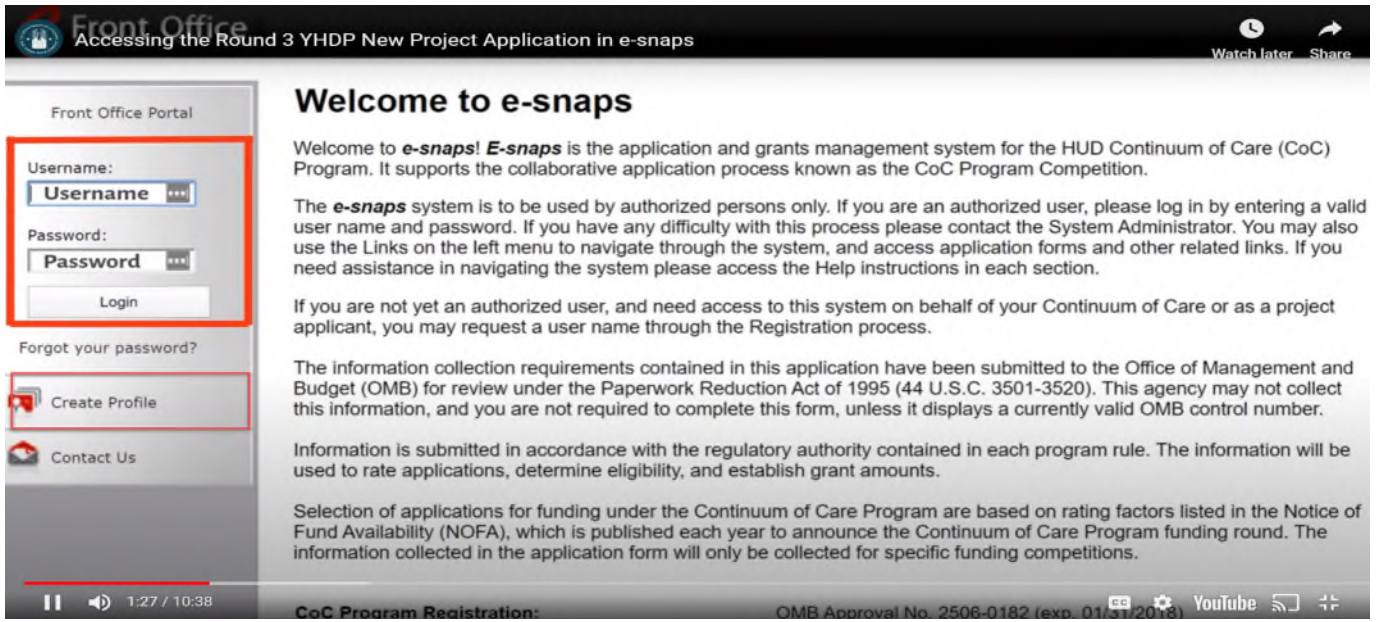
https://www.hudexchange.info/programs/yhdp/fy-2018-yhdp-application-resources/

- The video is from Round 3, but the process is still the same in e-snaps. Funding Opportunity for Round 6 is "YHDP New Project Application FY 2021"



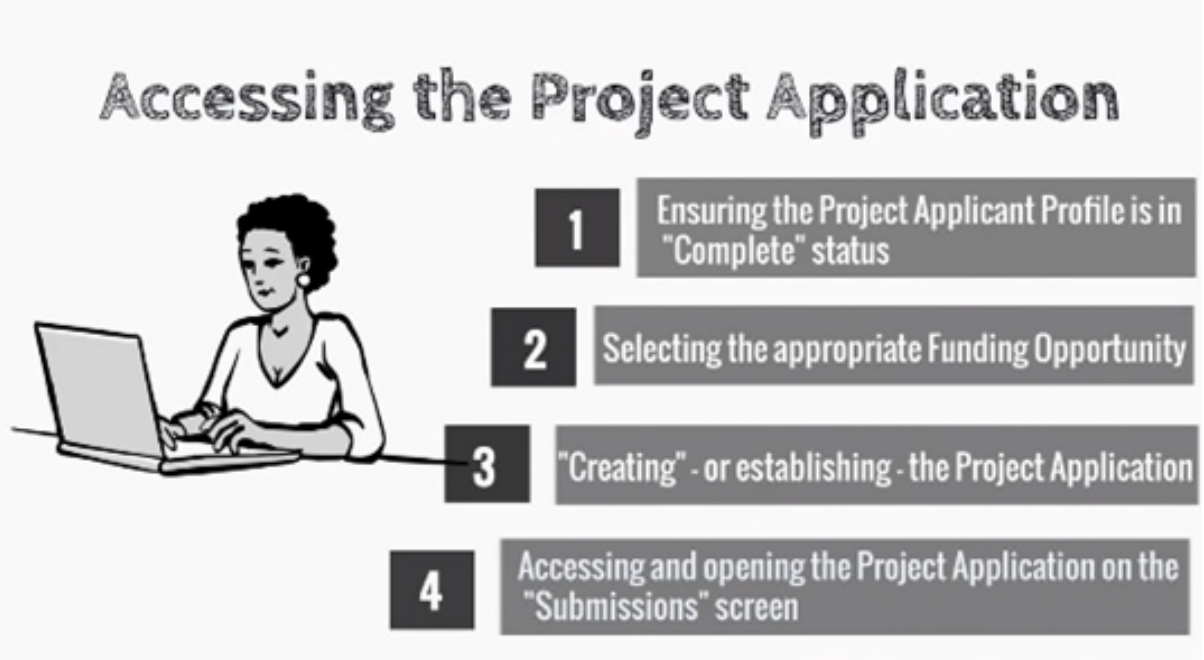
Create a User Profile and Log In to *e-snaps*

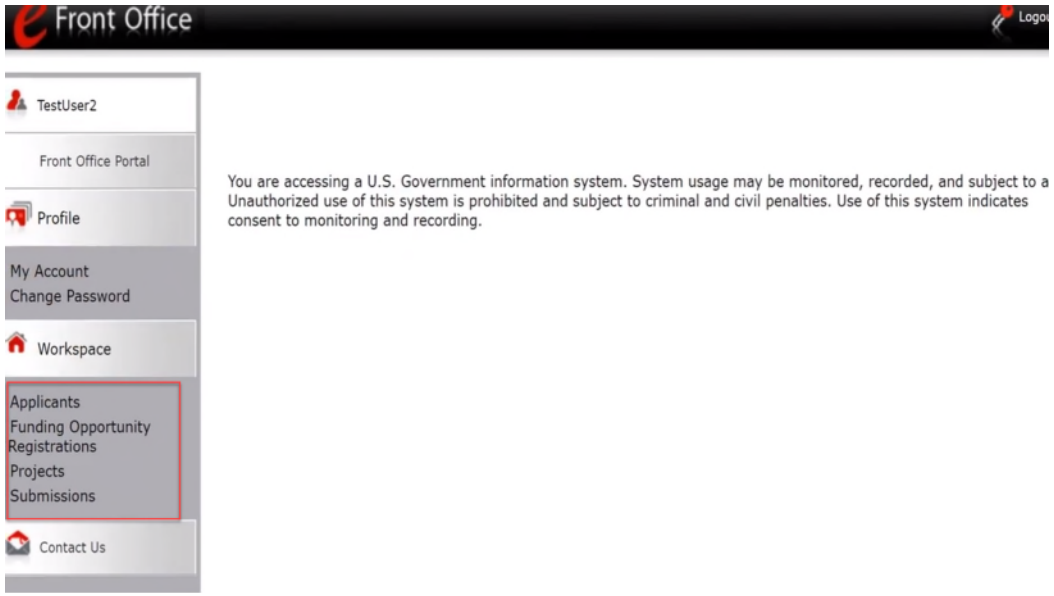
- *e-snaps* login page: https://esnaps.hud.gov/grantium/frontOffice.jsf
- User profile = Username and Password
- Create a Profile if you are a first-time user



- Access organization's *e-snaps* account (*Add/Delete Registrants*) https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/

Navigate Within *e-snaps*





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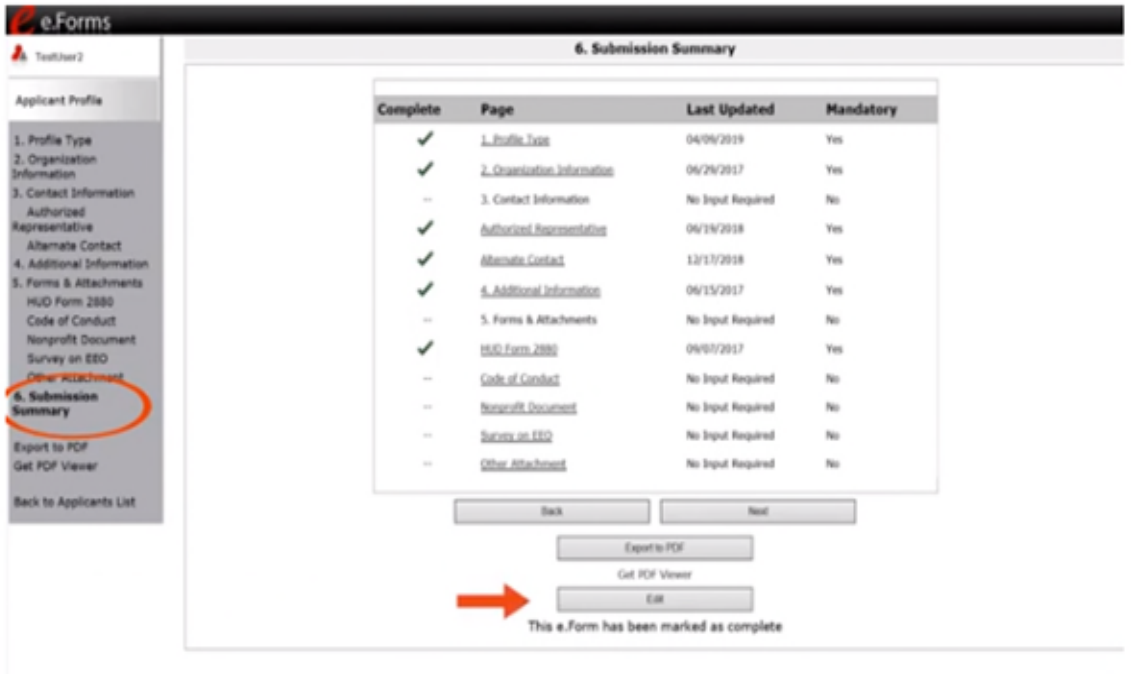
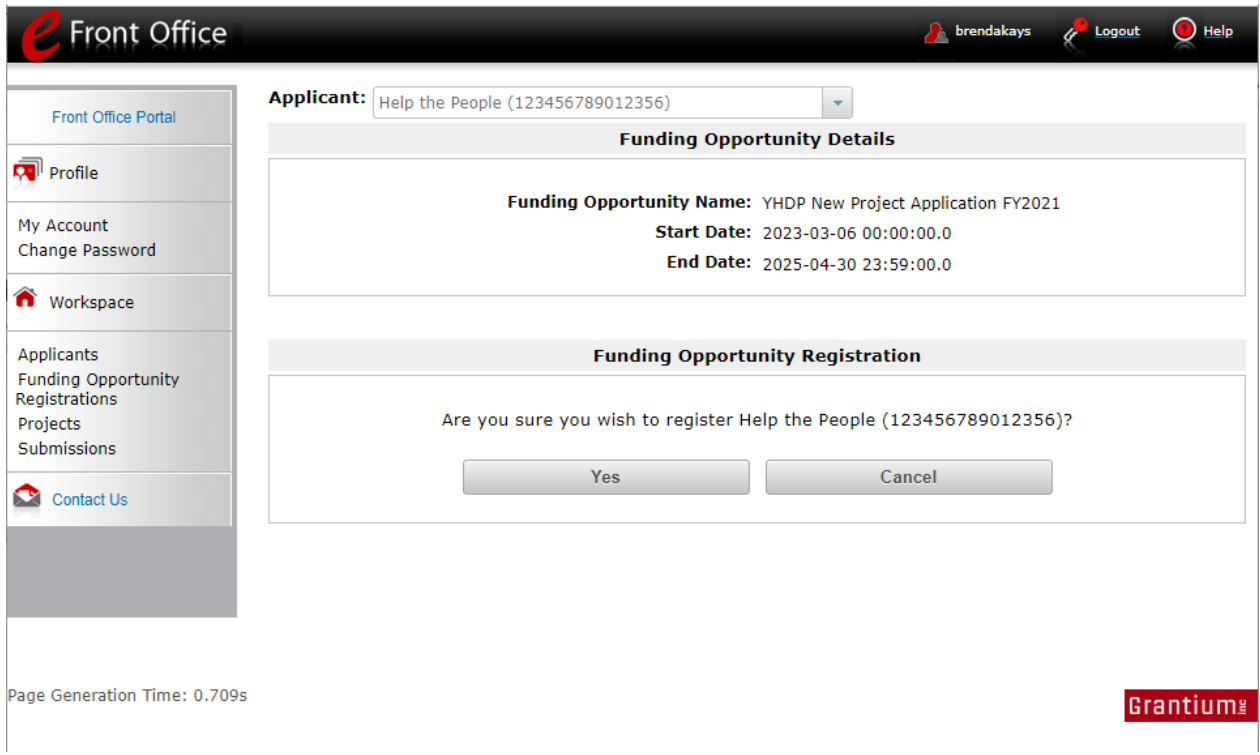
Step 1. Complete the Applicant Profile

- 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-2021-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"



Step 2. Register for the Funding Opportunity

- Funding Opportunity Registration = intent to apply
- One for each type of funds = YHDP New Project Application FY 2021
- (During CoC Program Competition = Renewal, New, CoC planning, UFA, YHDP Renewal, YHDP Replacement)



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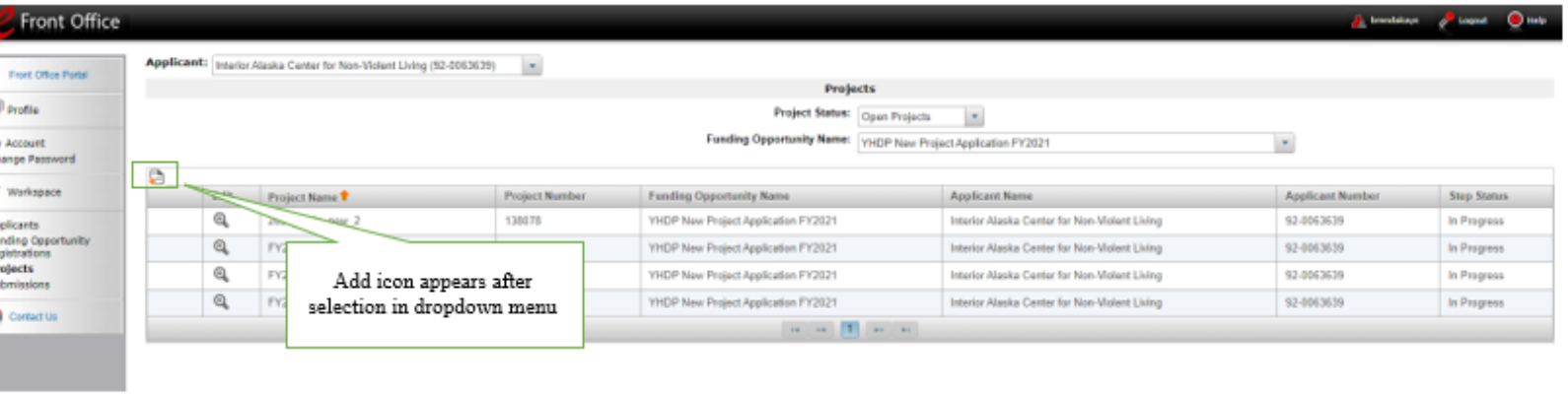
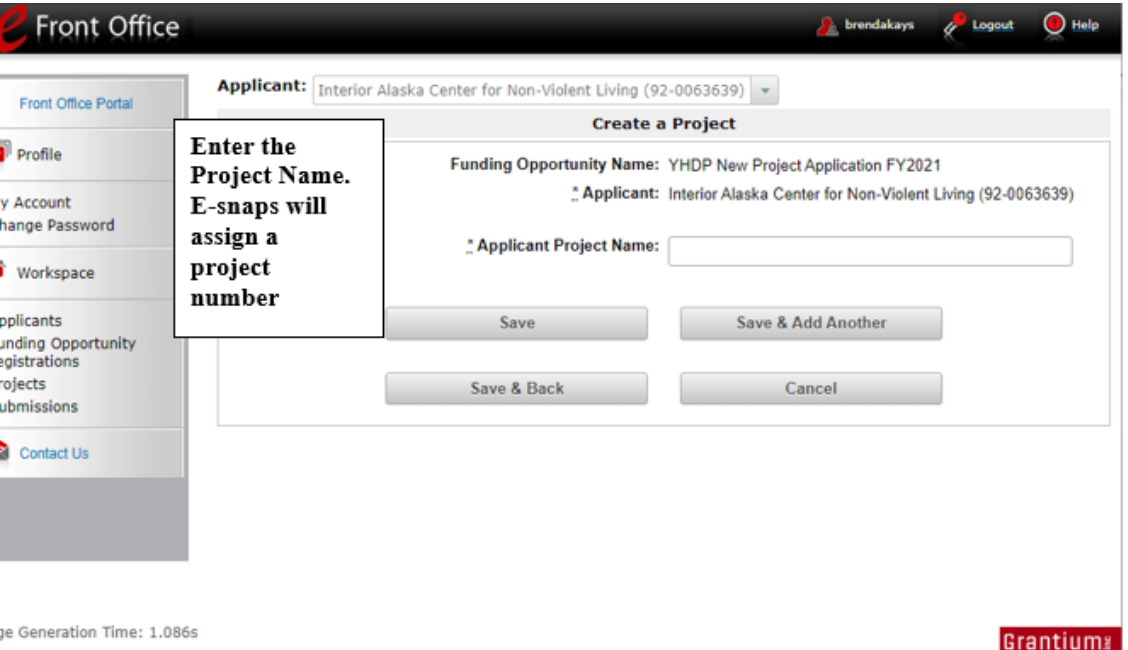
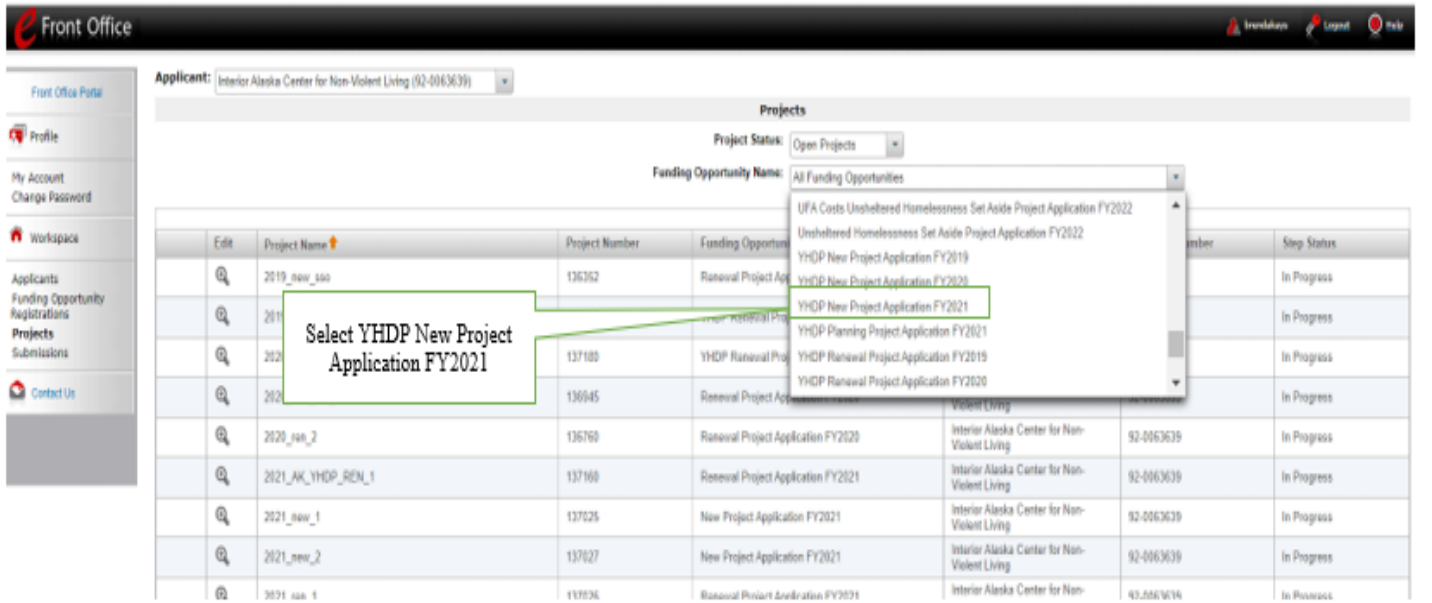
Step 3. Create a Project



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

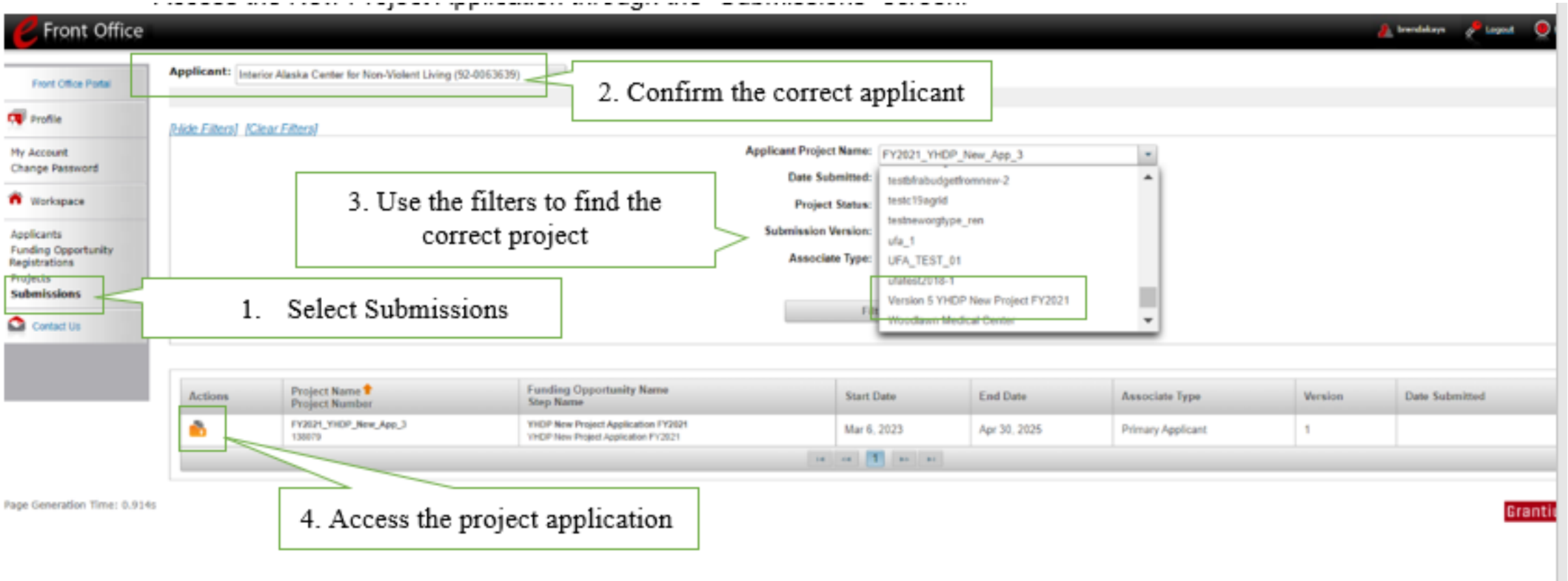




Step 4. Access the Project Application formlets

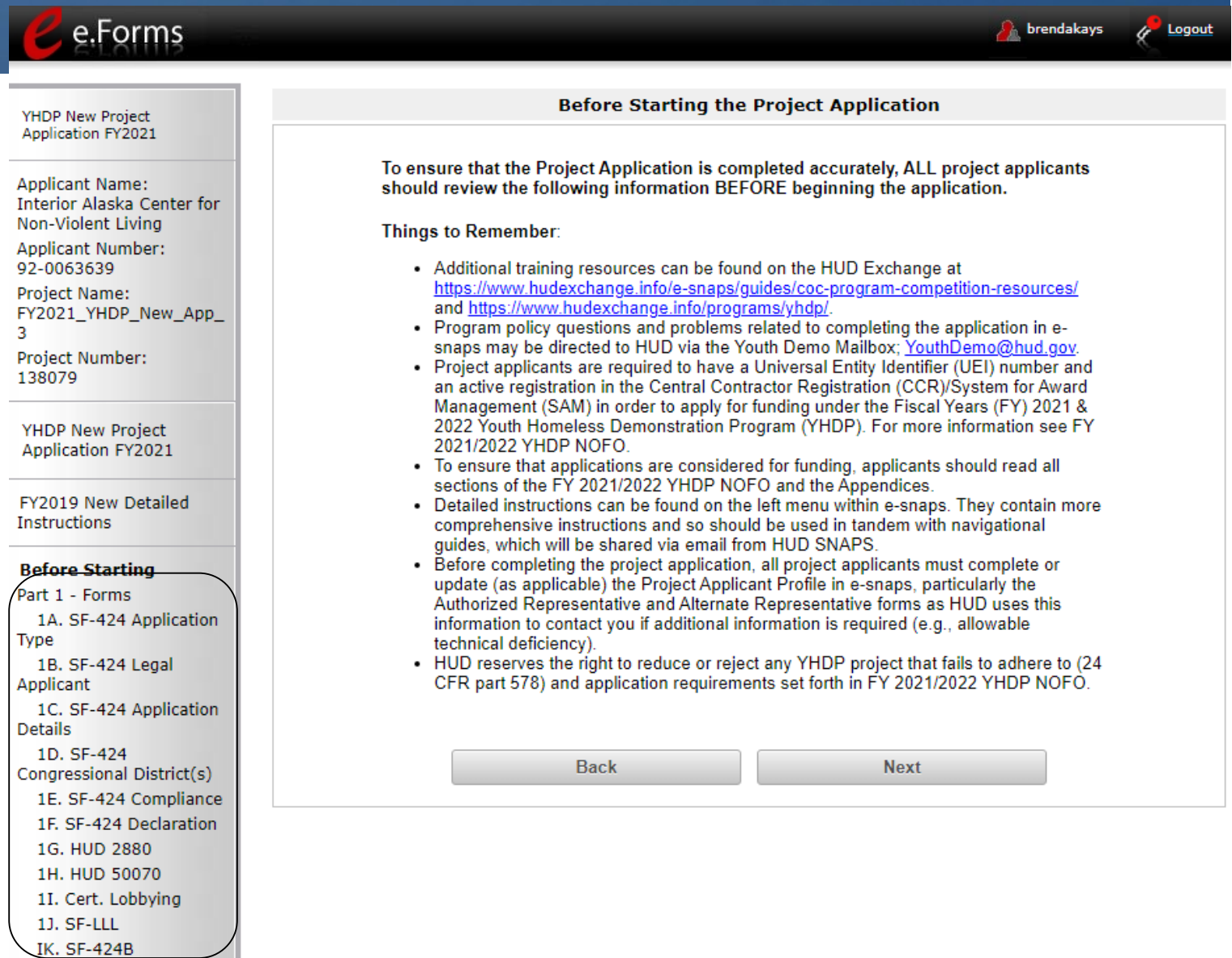
- On the Submissions screen on the left menu bar, access the project application that you created on the Projects screen in Step 3

- Screens = formlets



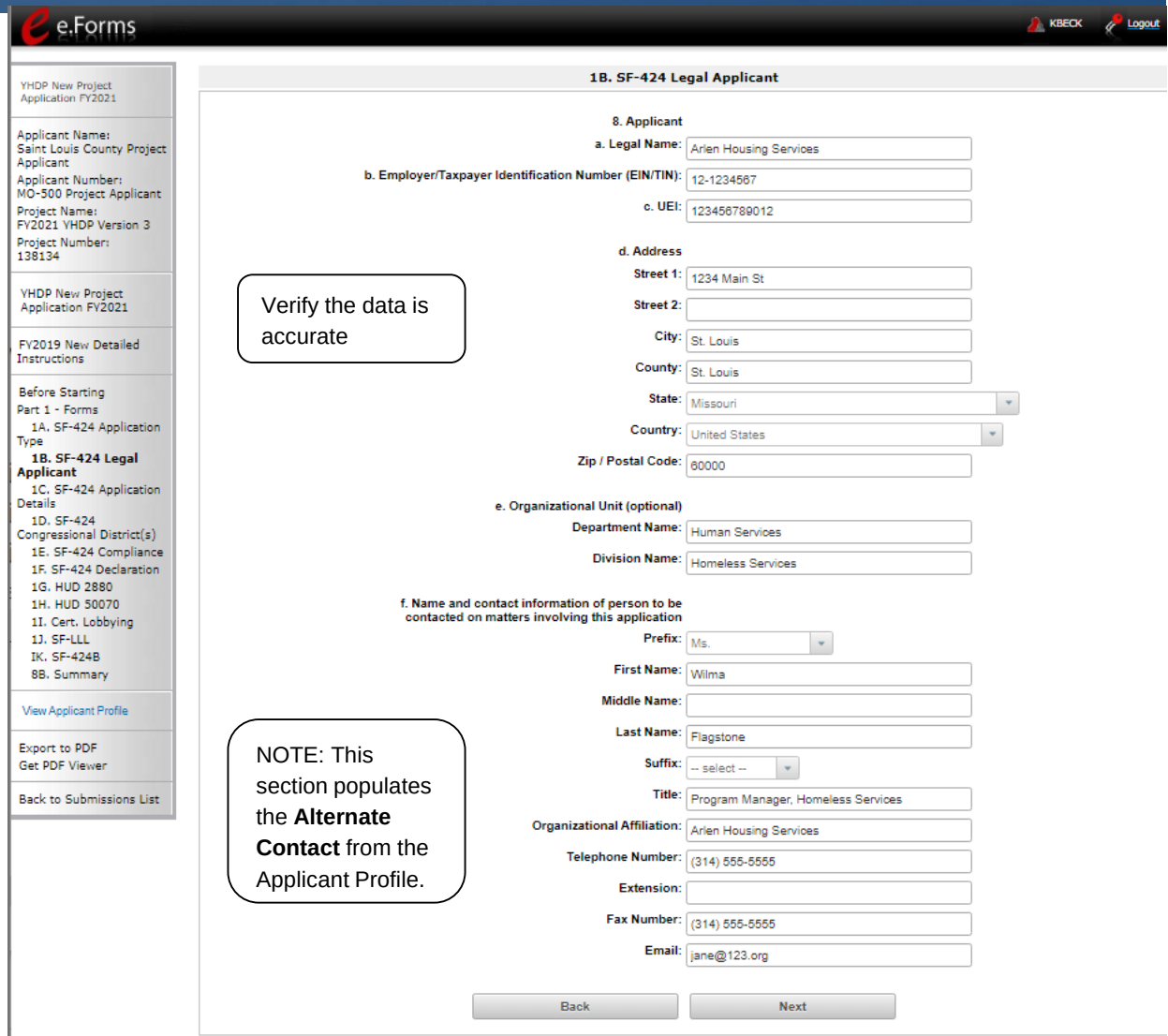
Part 1: SF-424

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



Part 1: SF-424

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

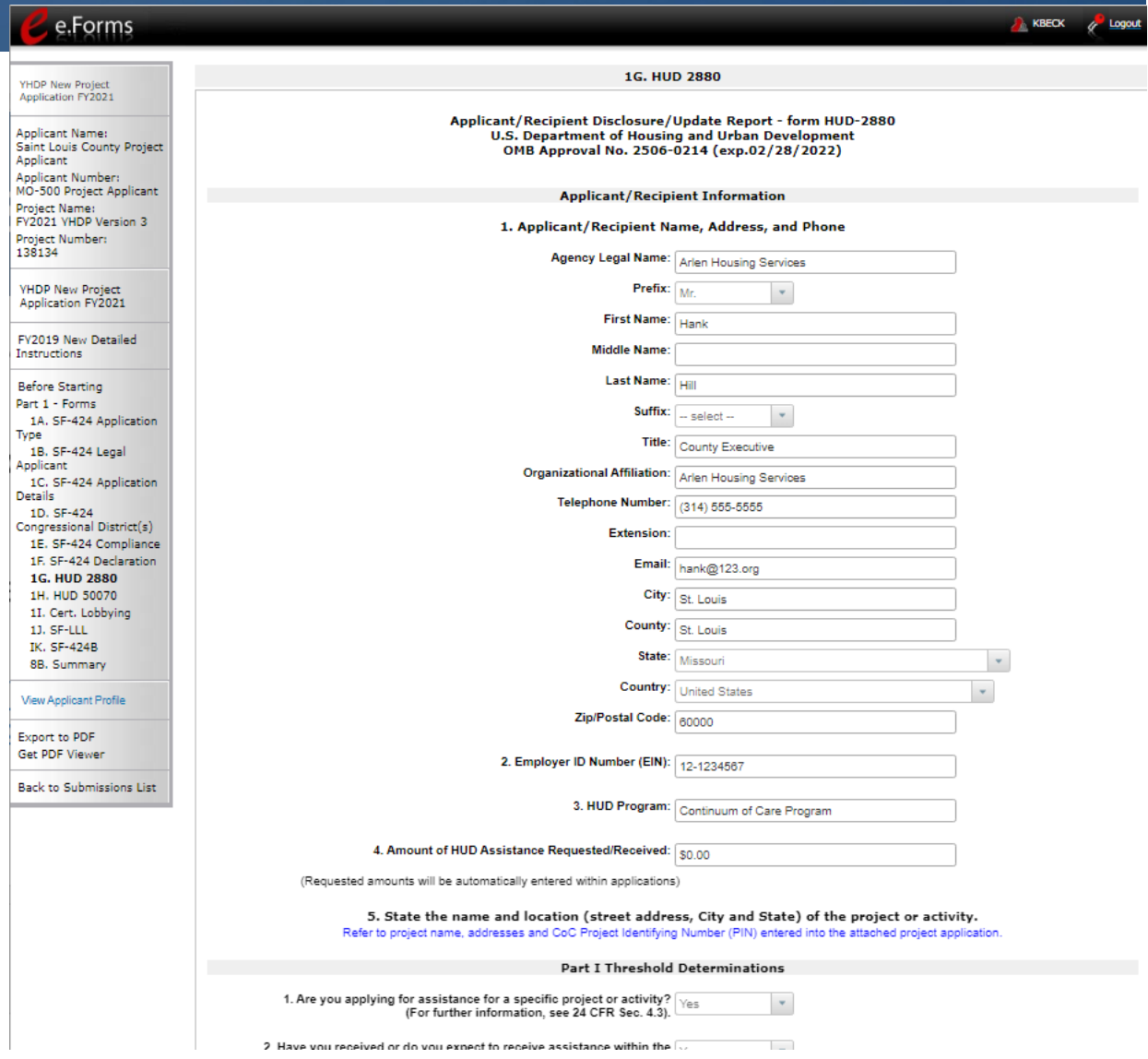


HUD Form 2880

- 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/



Subrecipients

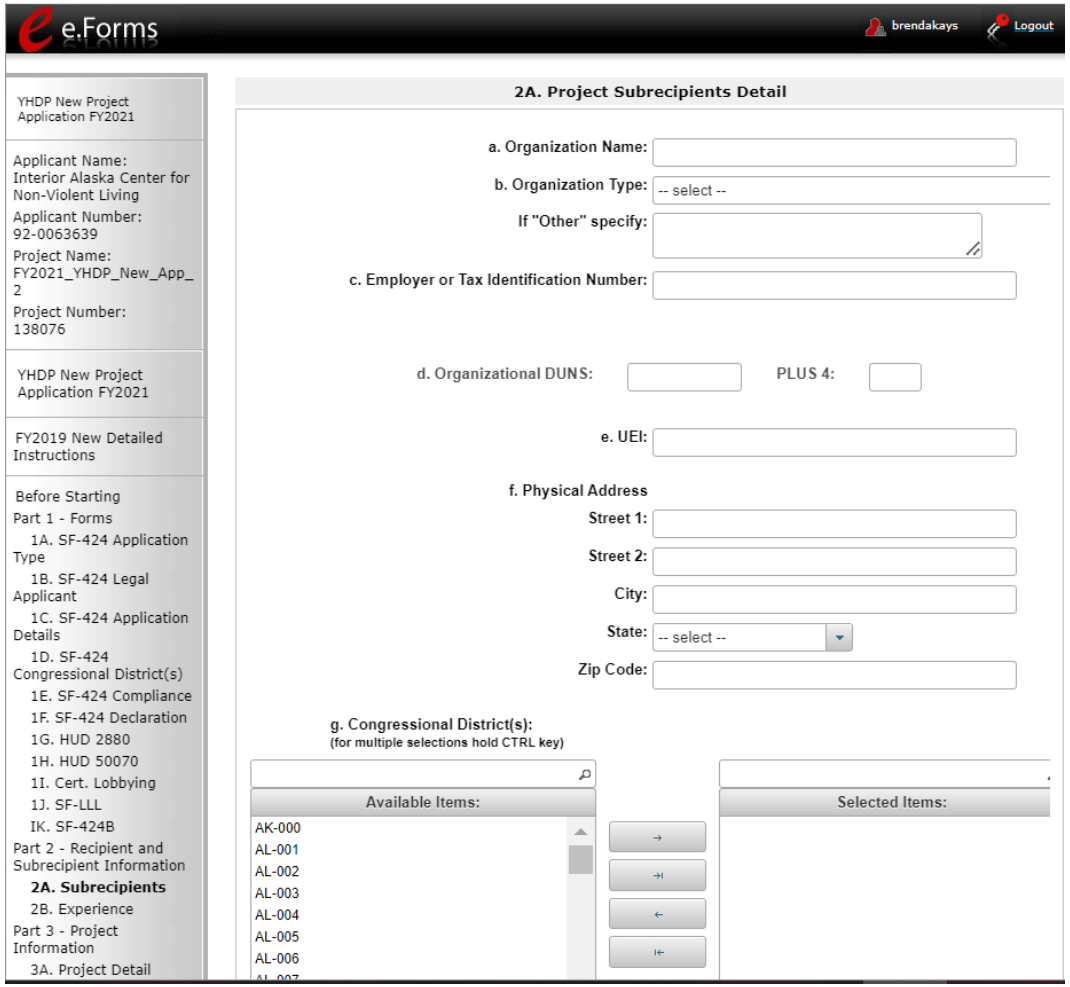
- Recipient
  - ✓Grant agreement
  - ✓Applicant Profile – ONLY ONE

- Subrecipient
  - X Does NOT have Grant agreement with HUD
  - ✓ Subrecipient agreement with the recipient

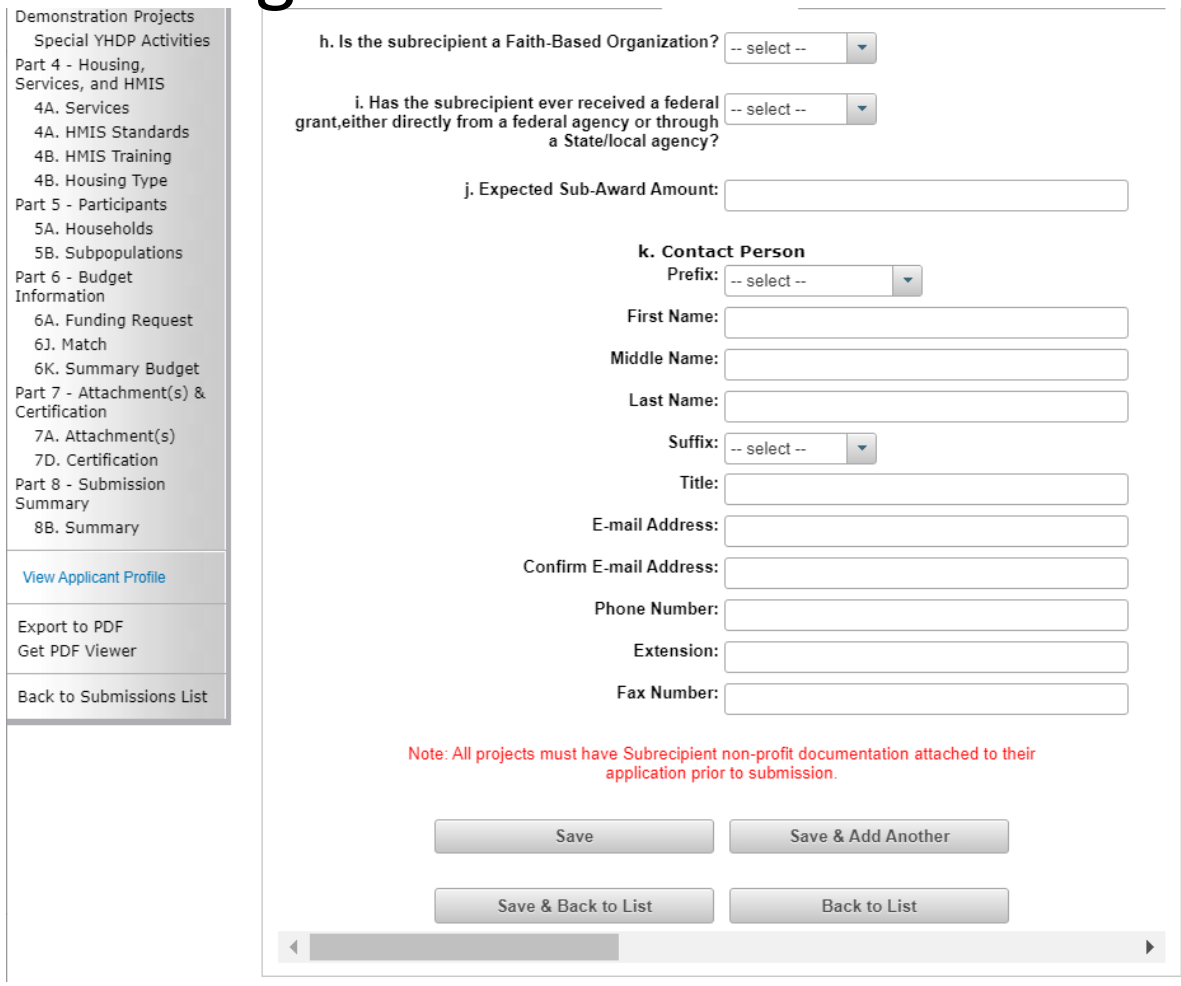
  - X Does NOT have an Applicant Profile
  - ✓ Recipient can give access to staff to assist with application

2A. Subrecipient Detail

- One entry for each subrecipient

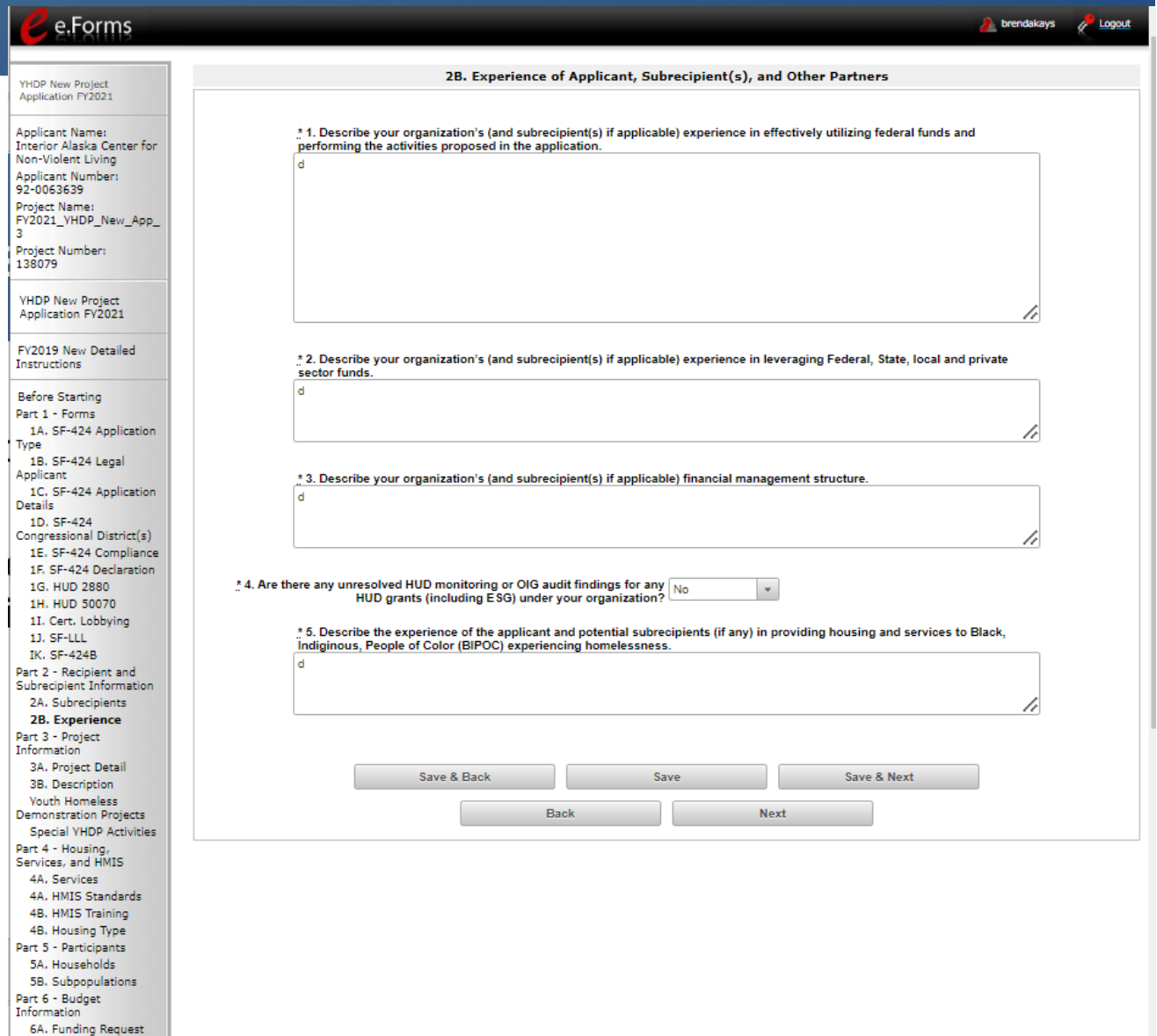


- Organizational information

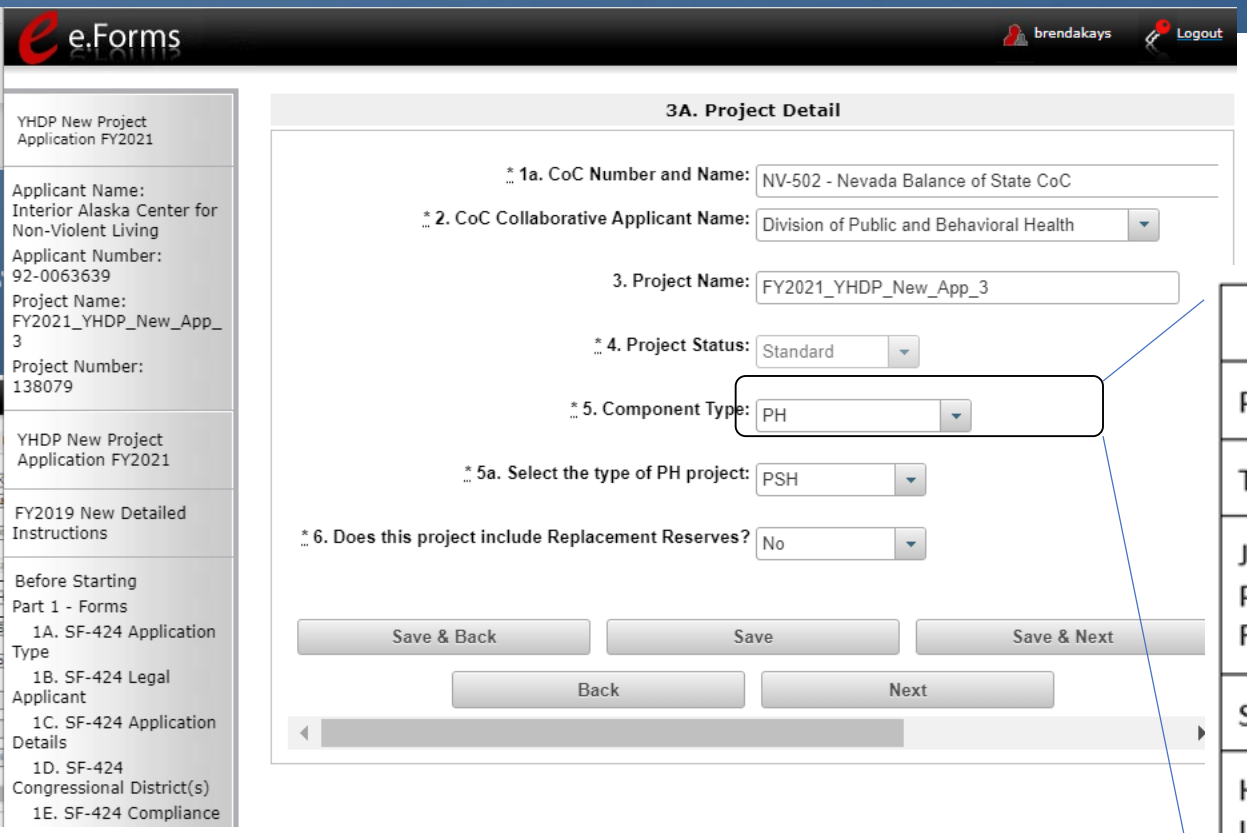


2B. Applicant and Subrecipient Experience

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



3A. Project Detail



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

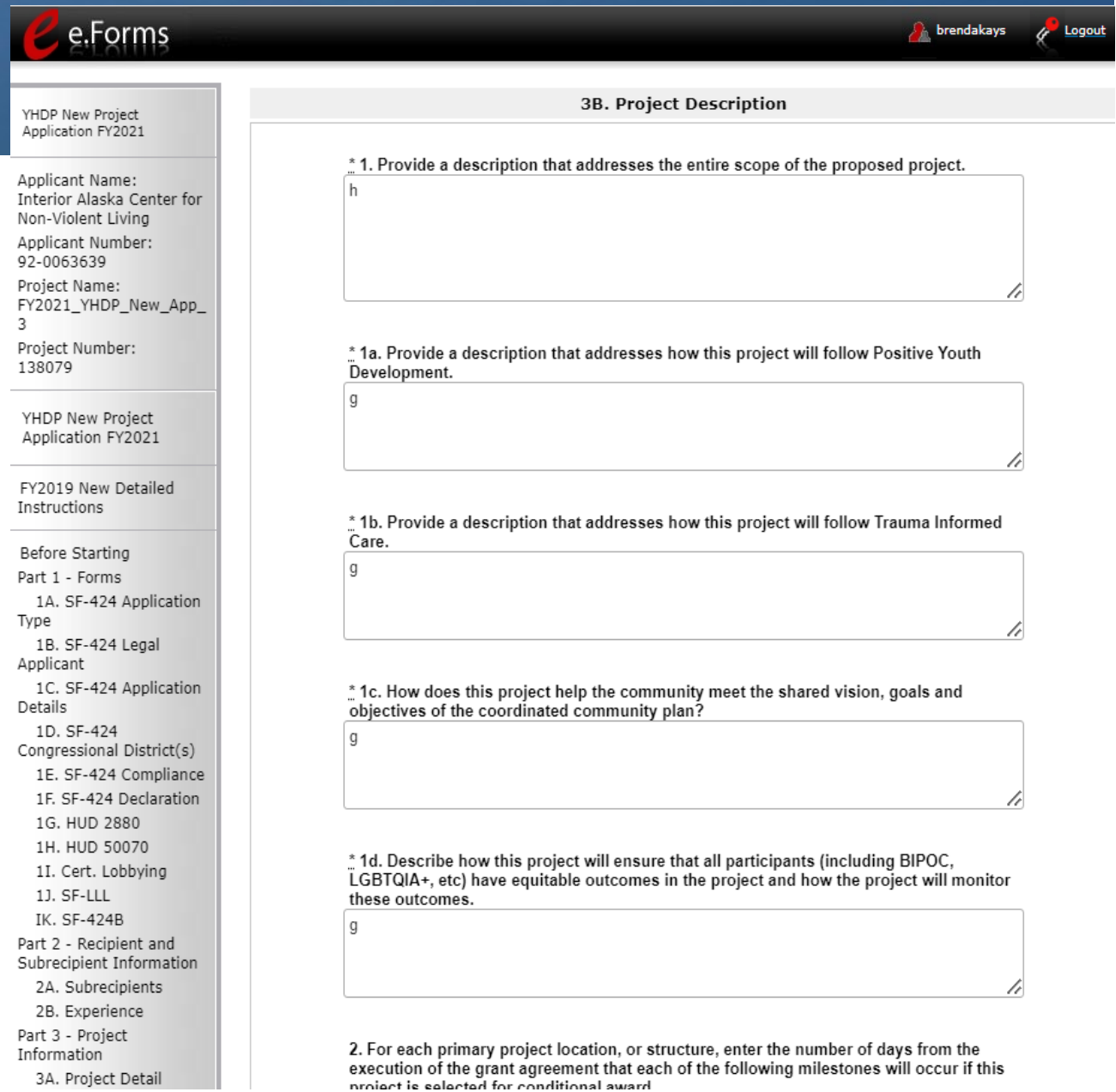
Permanent Supportive Housing	PSH
Rapid Rehousing	RRH

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

3B. Project Description

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

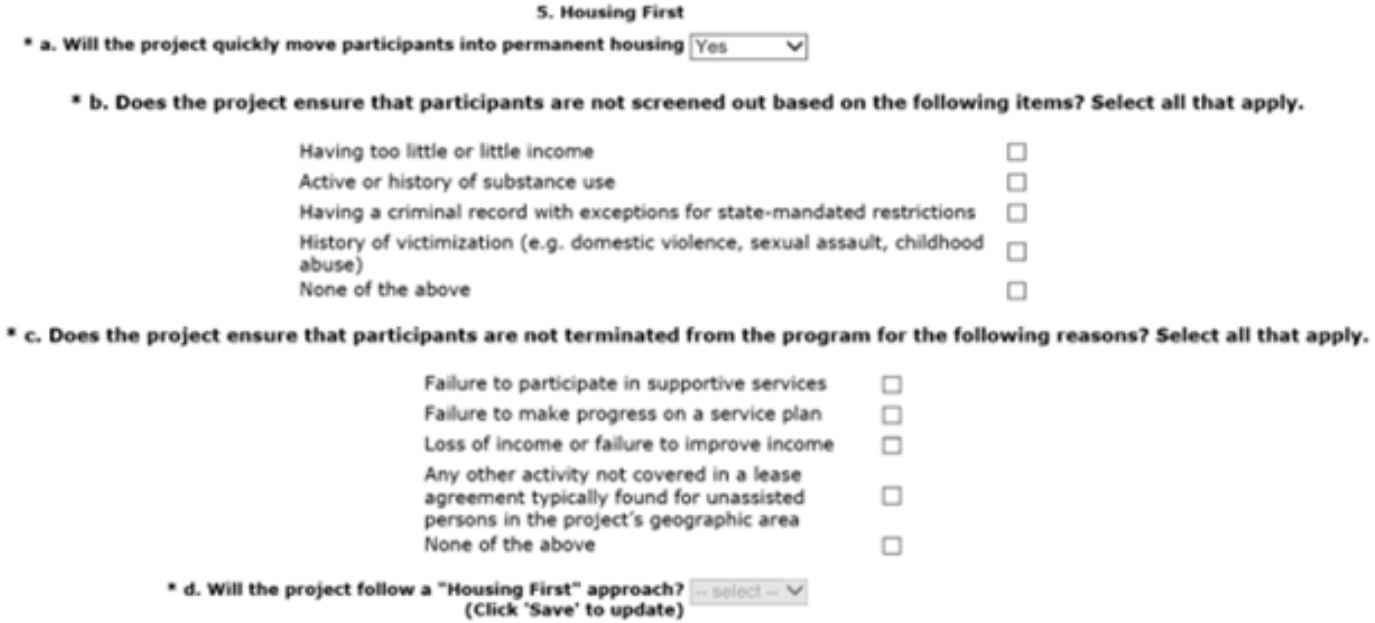
https://files.hudexchange.info/resources/documents/YHDP-Round-3-New-Project-Application-Detailed-Instructions.pdf



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

- Regular requirement
  - Entire scope of the proposed project, target population, plan for identifying housing/service needs, coordination with other organizations
- PSH, RRH, TH, JOINT and SSO non-CE
  - Incorporate positive youth development (PYD) and trauma informed care (TIC) into the project; community partnerships; measures and outcomes
- Joint:
  - YHDP for both TH and RRH; if not both, detailed information if non-HUD funding will support one component (TH or RRH)
- SSO-CE
  - Role in the coordinated community response; implementation of the youth-specific component of CE process; incorporate PYD and TIC
- HMIS
  - Implement or expand youth specific HMIS system components (e.g., adding youth-specific data standards); develop YHDP specific reports); add youth organizations to the HMIS

3B. Project Description: Question 5: Housing First



5. Housing First

*** a. Will the project quickly move participants into permanent housing** Yes

*** b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.**

- Having too little or little income ☐
- Active or history of substance use ☐
- Having a criminal record with exceptions for state-mandated restrictions ☐
- History of victimization (e.g. domestic violence, sexual assault, childhood abuse) ☐
- None of the above ☐

*** c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.**

- Failure to participate in supportive services ☐
- Failure to make progress on a service plan ☐
- Loss of income or failure to improve income ☐
- Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area ☐
- None of the above ☐

*** d. Will the project follow a "Housing First" approach? (Click 'Save' to update)** -- select --

- Question 5. Housing First
- Answer 5a, 5b, and 5c
- 5d will auto-populate based on responses

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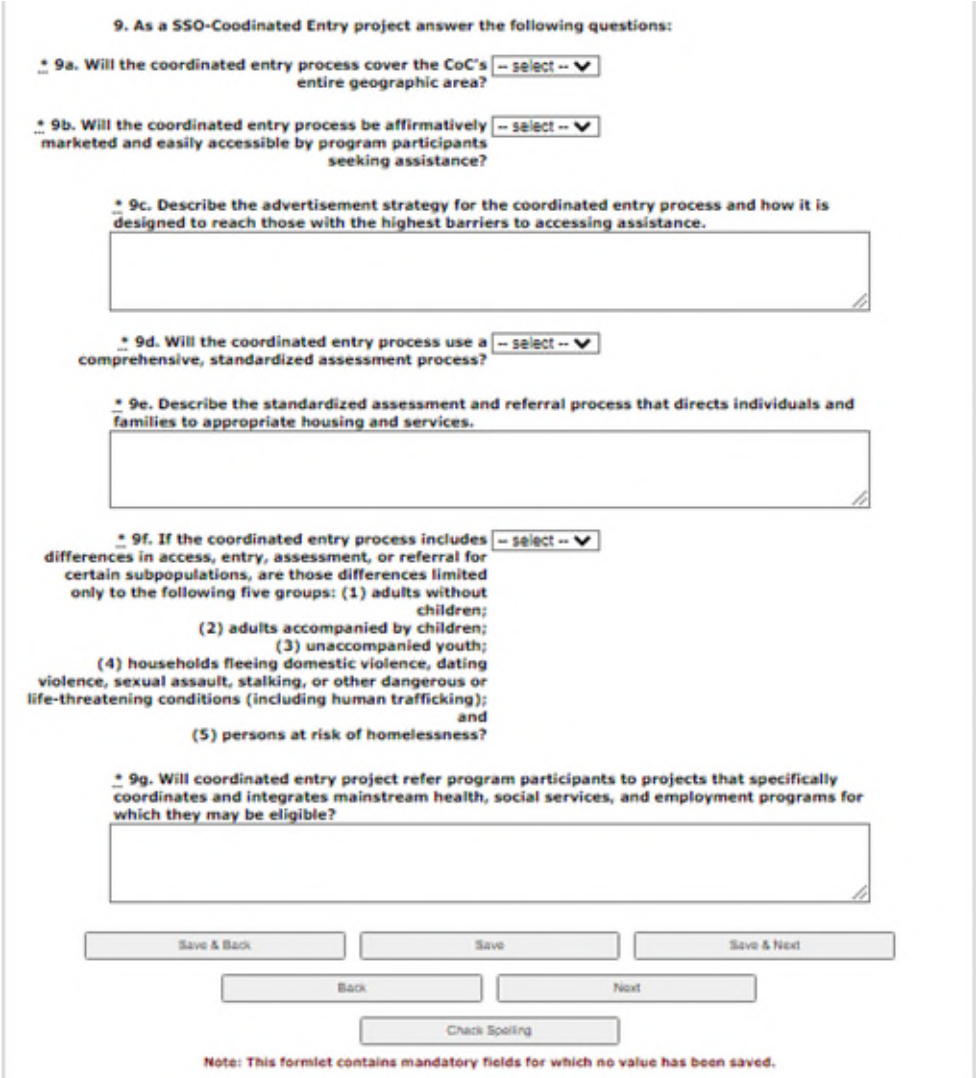
3B. Project Description: Question 9a-9g: SSO Projects



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

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

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

* 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? -- select --

* 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? -- select --

* 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?

Save & Back | Save | Save & Next

Back | Next

Check Spelling

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

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

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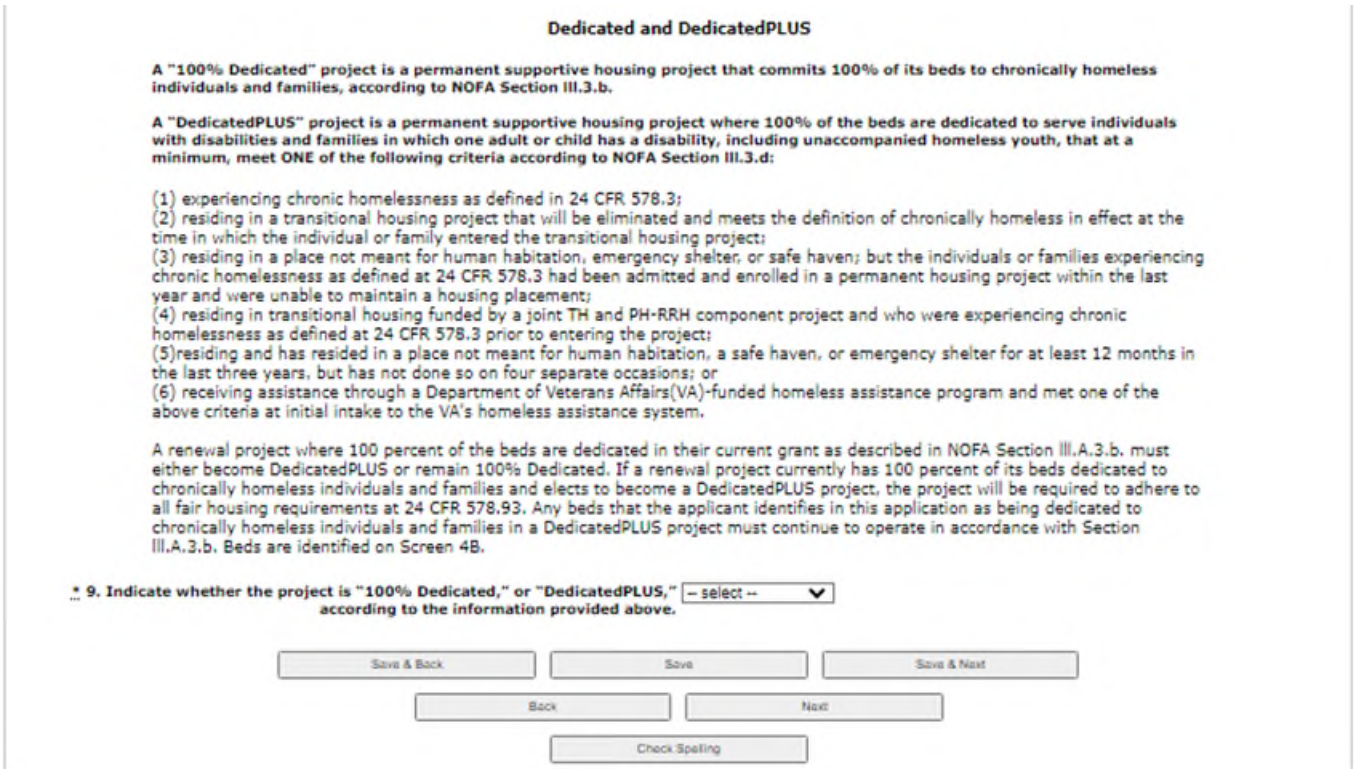
3B. Project Description: Question 9: PSH Projects



Dedicated and DedicatedPLUS

A "100% Dedicated" project is a permanent supportive housing project that commits 100% of its beds to chronically homeless individuals and families, according to NOFA Section III.3.b.

A "DedicatedPLUS" project is a permanent supportive housing project where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at a minimum, meet ONE of the following criteria according to NOFA Section III.3.d:

(1) experiencing chronic homelessness as defined in 24 CFR 578.3;
(2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
(3) residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
(4) residing in transitional housing funded by a joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
(5)residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
(6) receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds are dedicated in their current grant as described in NOFA Section III.A.3.b. must either become DedicatedPLUS or remain 100% Dedicated. If a renewal project currently has 100 percent of its beds dedicated to chronically homeless individuals and families and elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93. Any beds that the applicant identifies in this application as being dedicated to chronically homeless individuals and families in a DedicatedPLUS project must continue to operate in accordance with Section III.A.3.b. Beds are identified on Screen 4B.

*** 9. Indicate whether the project is "100% Dedicated," or "DedicatedPLUS," according to the information provided above.** -- select --

Save & Back | Save | Save & Next

Back | Next

Check Spelling

- PSH: question 9 is about DedicatedPlus
- YHDP projects do not need to be DedicatedPLUS

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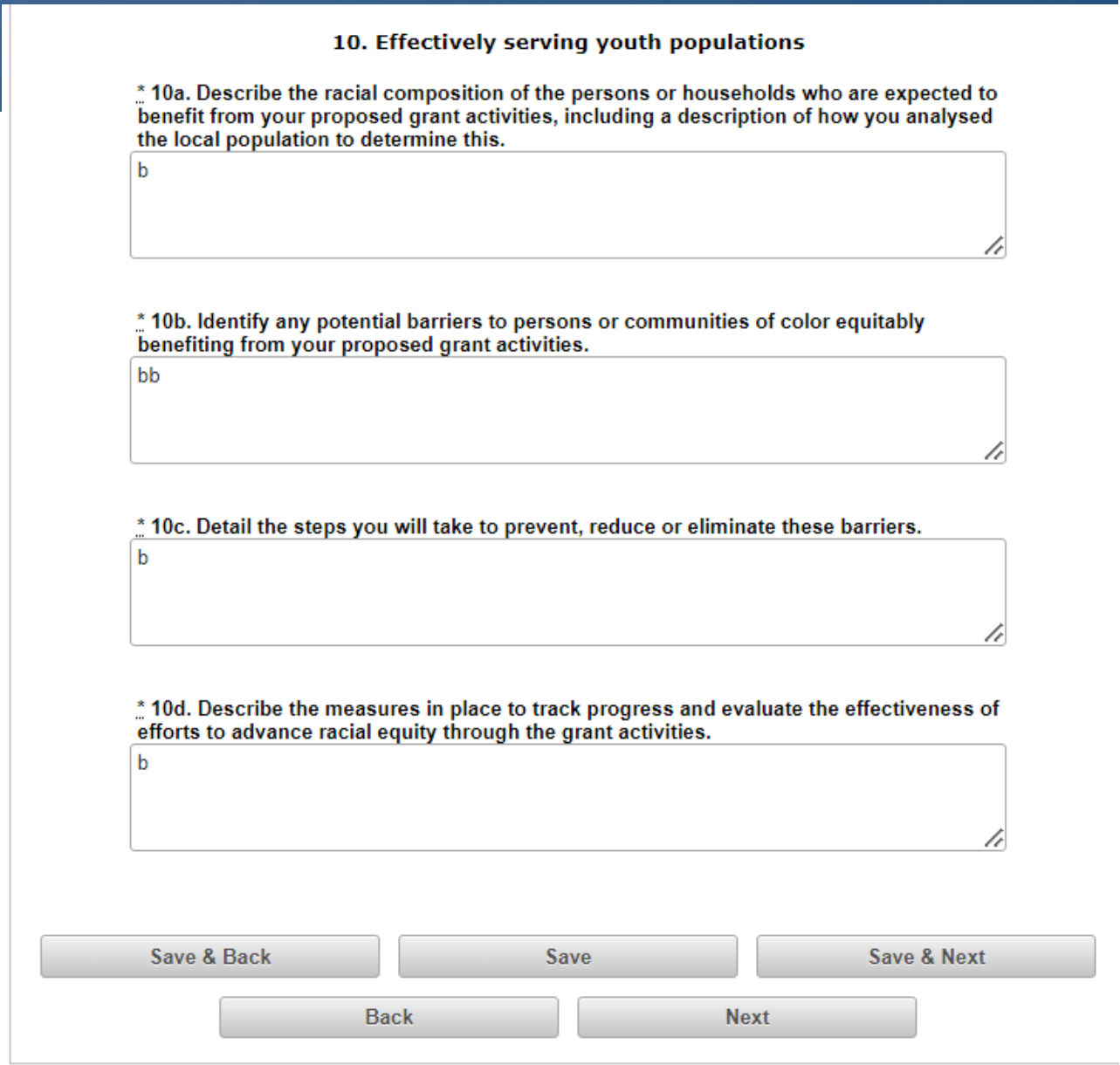
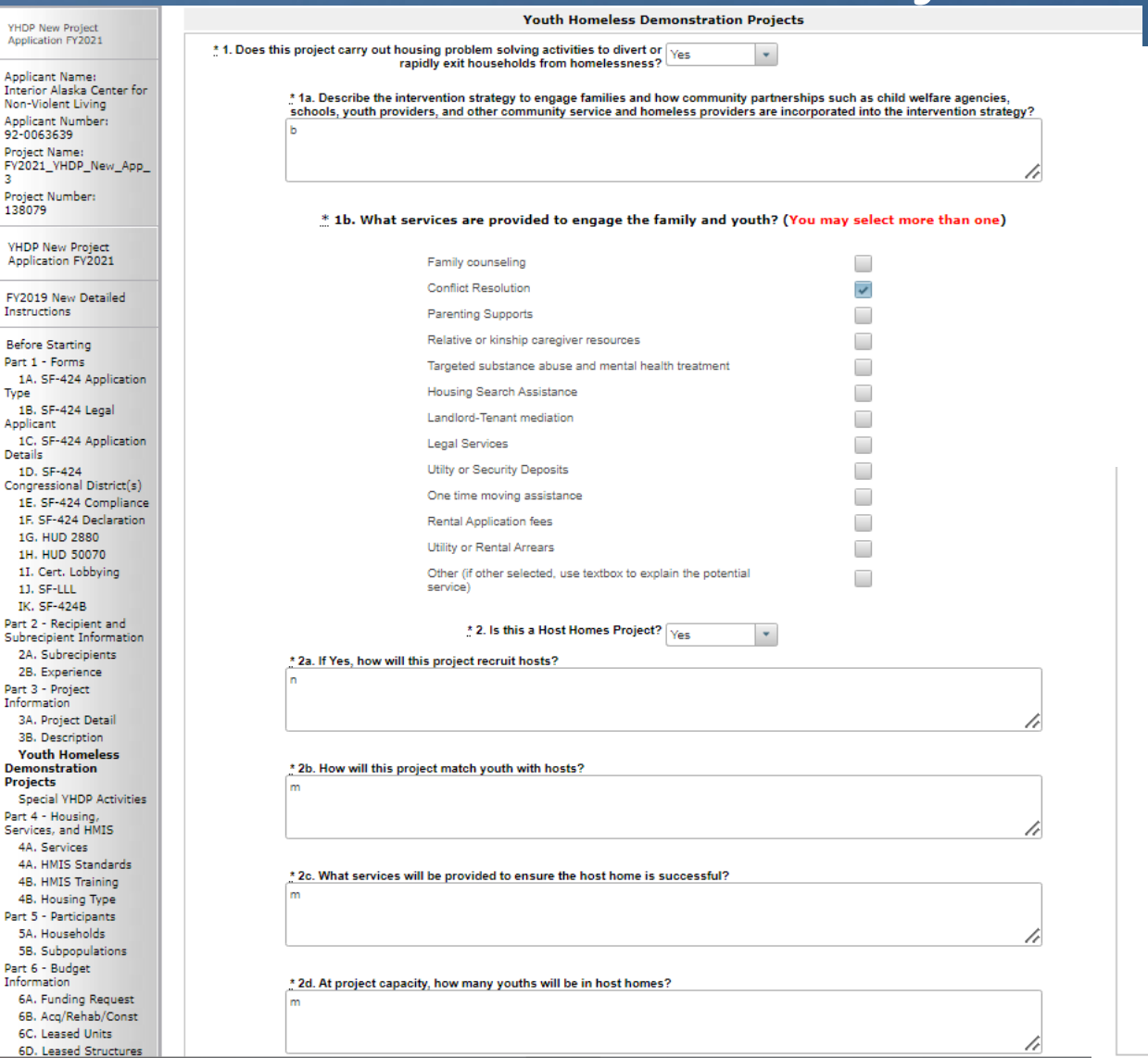
Racial Equity Questions

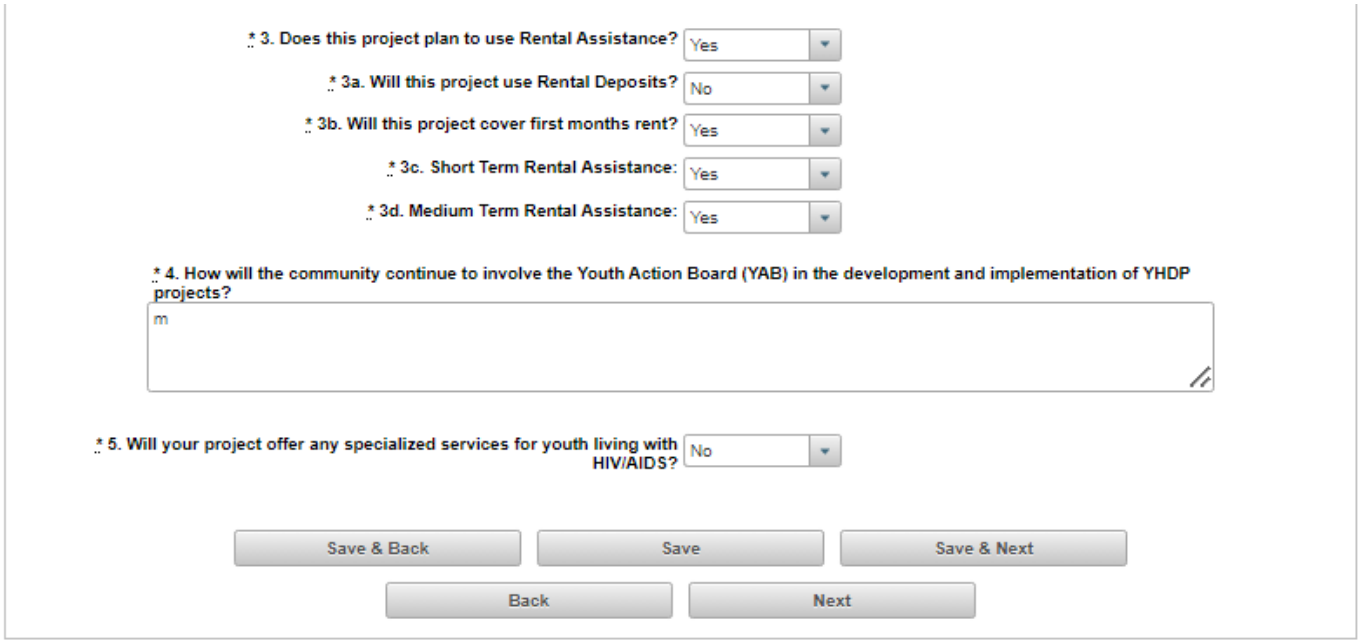
- New questions related to racial equity in the YHDP project application
- All questions are required to be answered
- If you have questions, please send to youthdemo@hud.gov



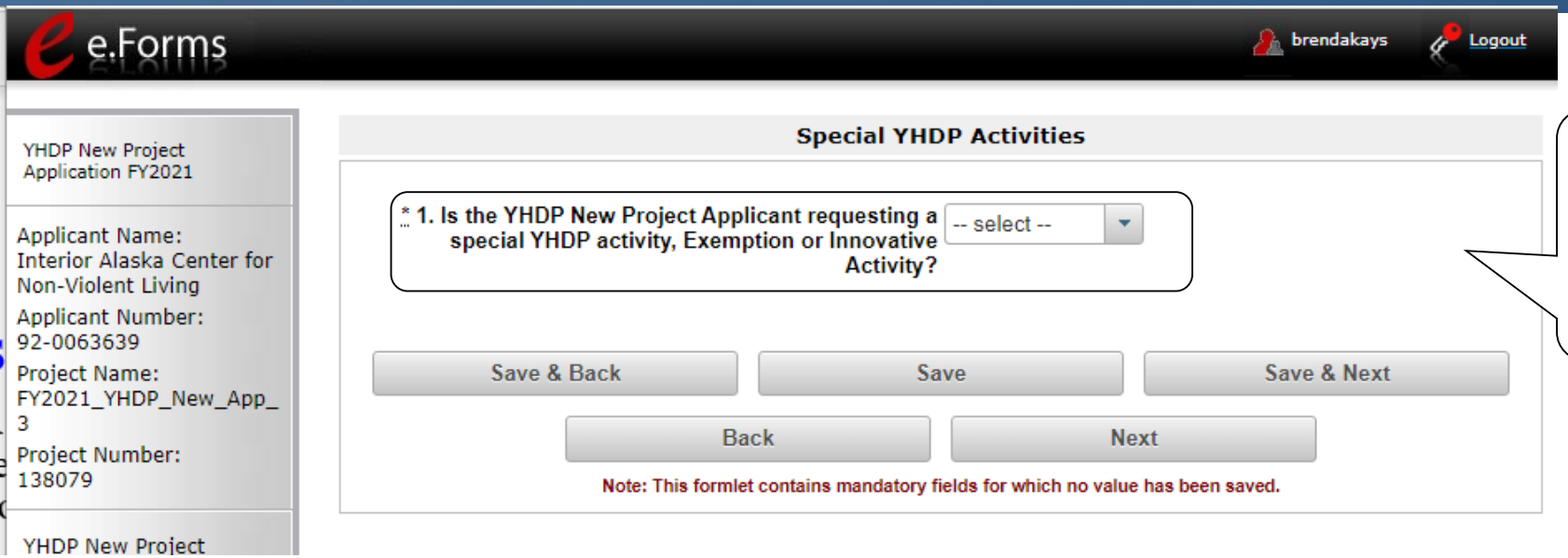
Youth Homelessness Demonstration Project



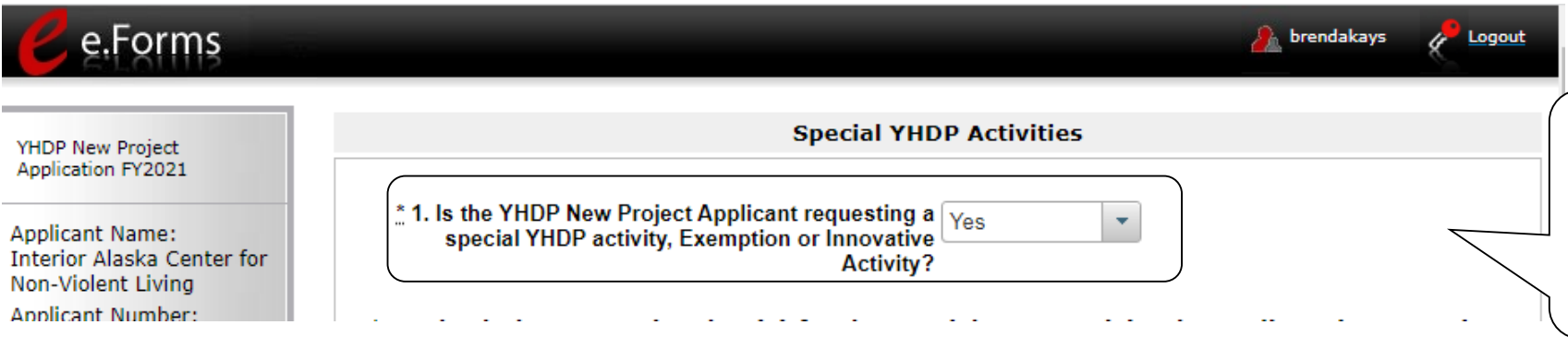
This screen has been updated with new questions related to Host Homes (#2)



Special YHDP Activities

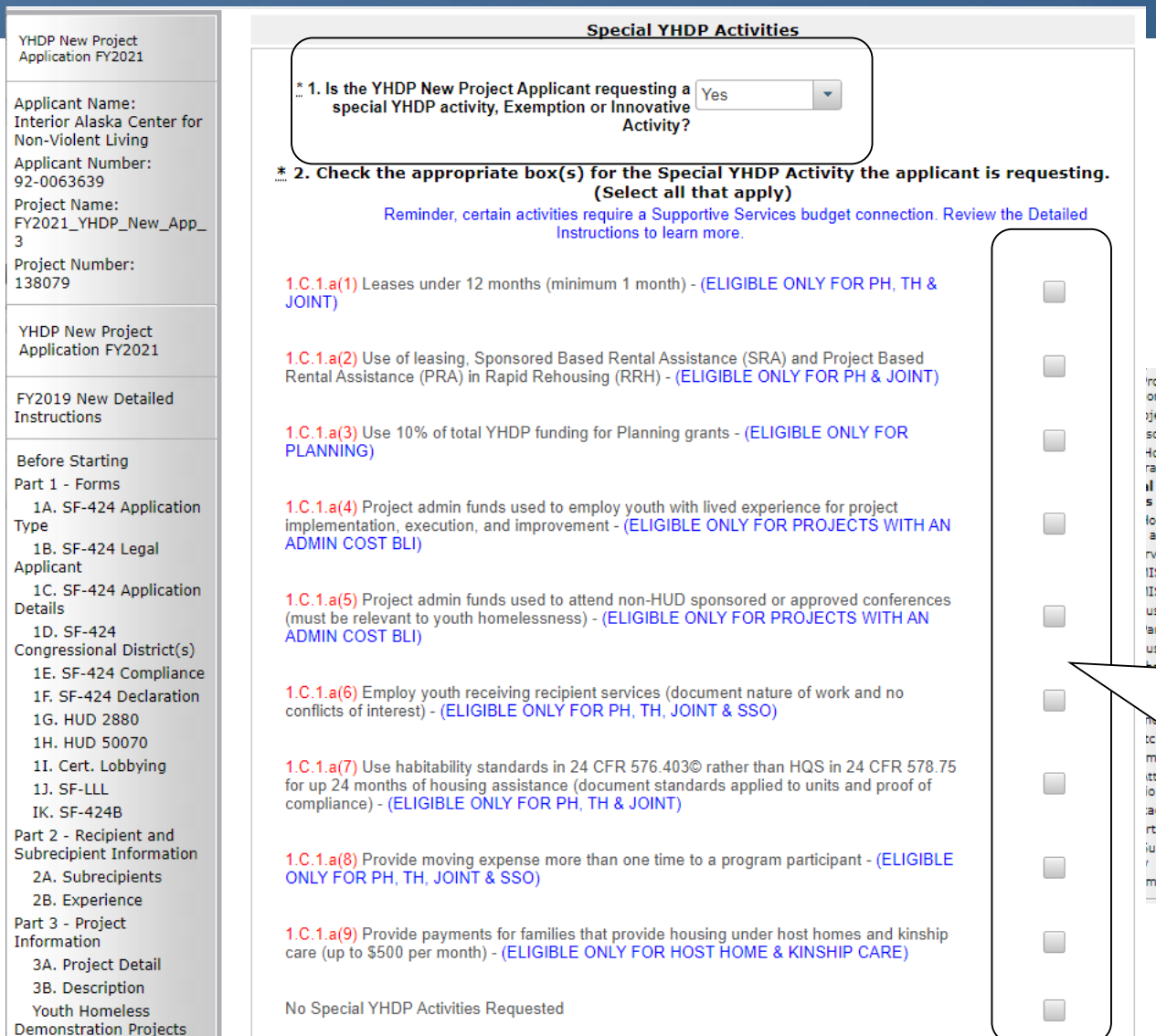


Default is "select" when you arrive to this screen

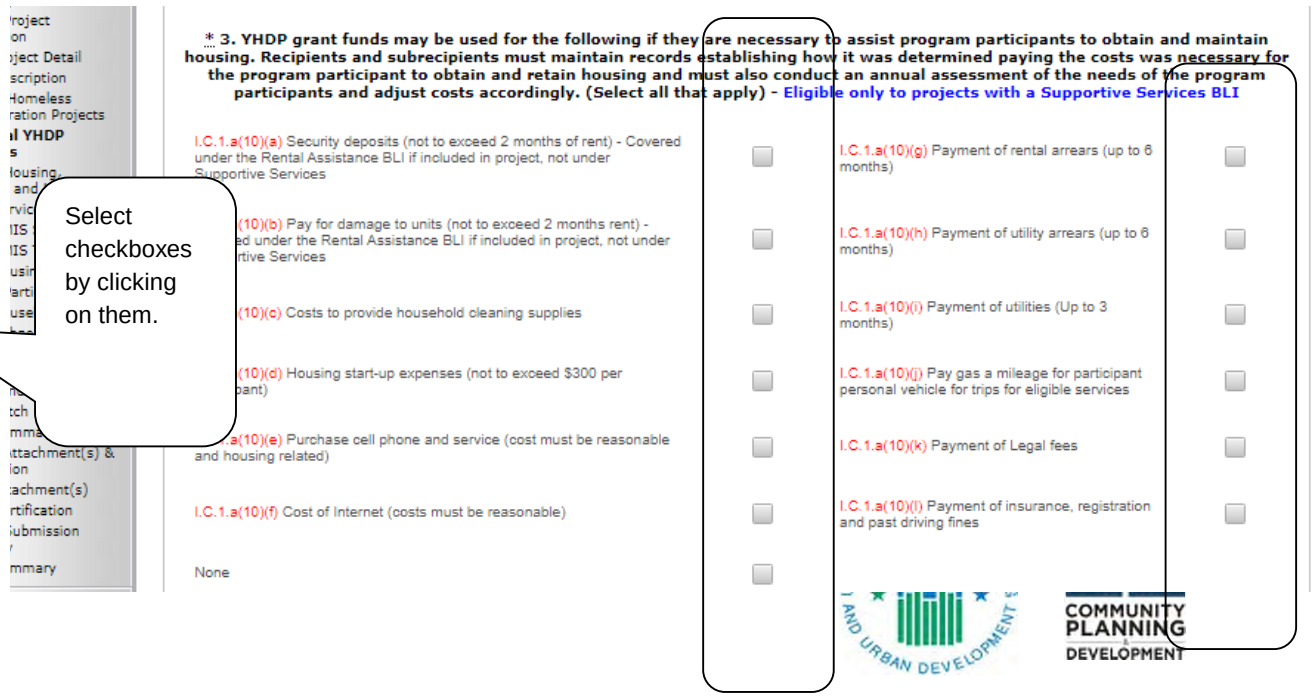


If "Yes" selected, the full list of Special YHDP Activities will populate

Special YHDP Activities



Select Activities by clicking checkboxes.



Special YHDP Activities

*** 4. Check the appropriate box(s) for the Special YHDP Activity - Special Activities that require HUD approval. (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)

YHDP recipients may continue providing supportive services to program participants for up to 36 months after the program participant exits homelessness, if the services are in connection with housing assistance, such as the Foster Youth to Independence initiative, or if the recipient can demonstrate that extended supportive services ensures continuity of case workers for program participants. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)

I.C.1.b(3) Recipients will not be required to meet the 25% match requirement if the applicant is able to show it has taken reasonable steps to maximize resources available for youth experiencing homelessness in the community. - (ELIGIBLE FOR ALL PROJECTS)

I.C.1.b(4) 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(5) 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)

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):**

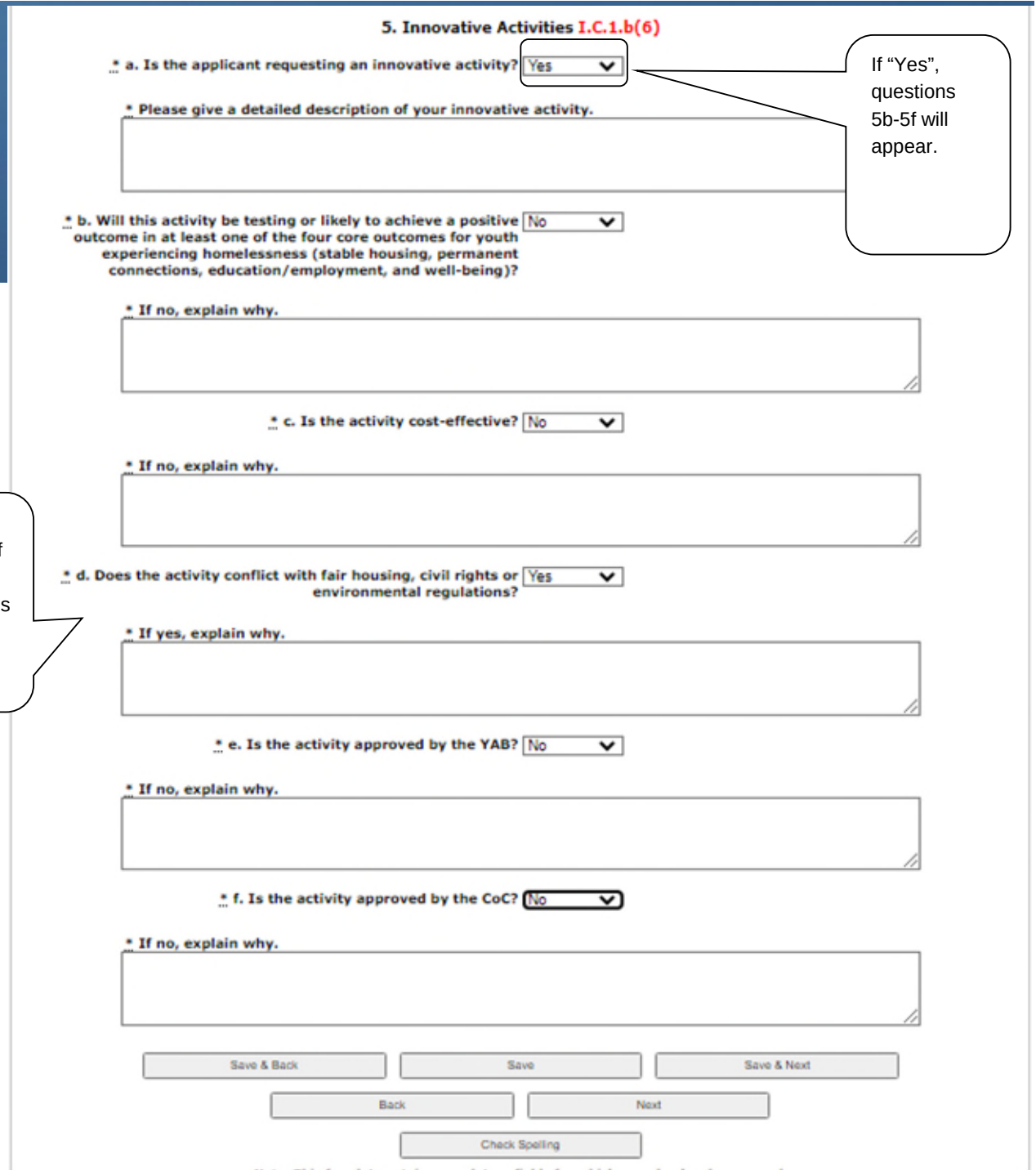
*** I.C.1.b(3):**

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

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

Special YHDP Activities

If you have questions on ANY portion of the Special YHDP Activities, please send your questions to the youth demo mailbox at youthdemo@hud.gov or connect with your assigned TA contact.



Part 4

4A. Supportive Services for Participants (all)

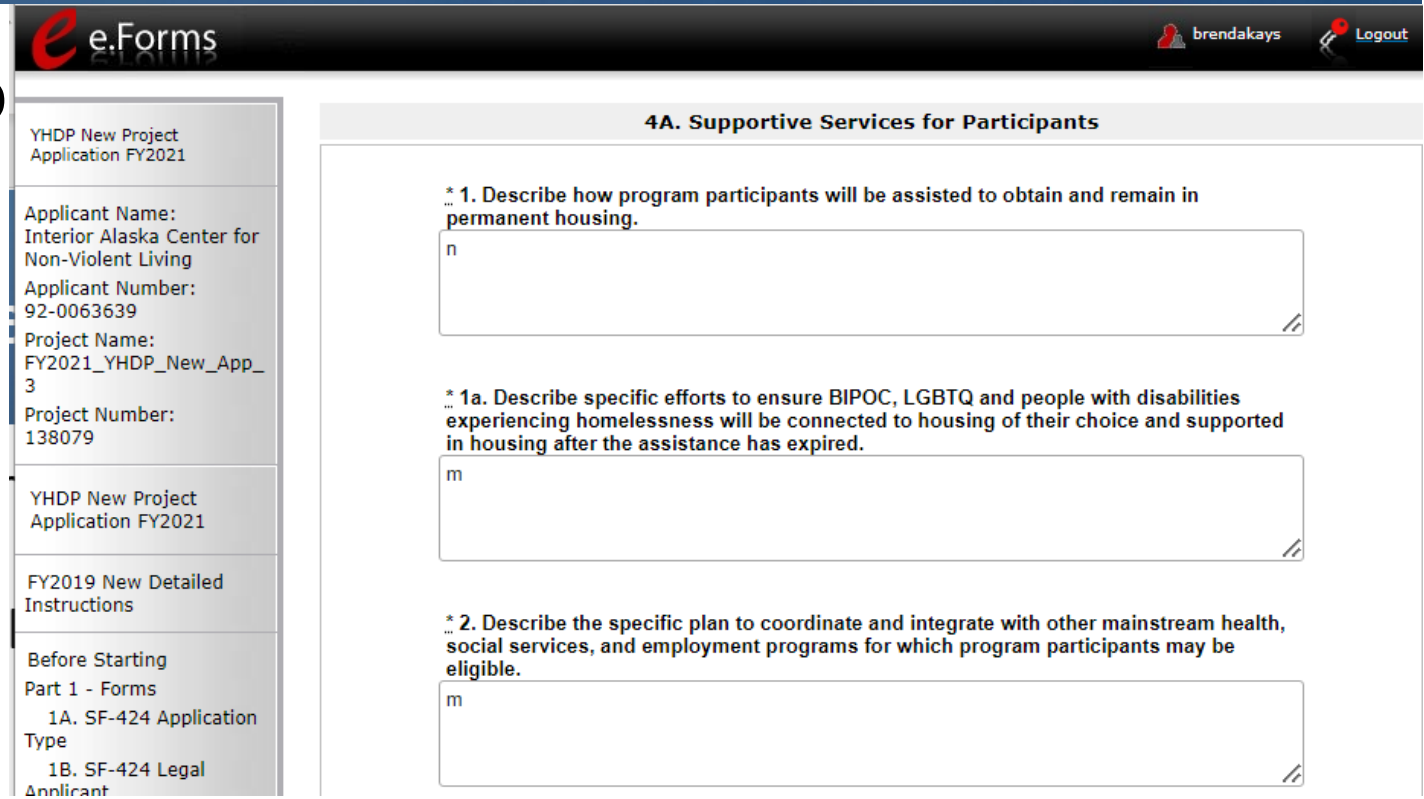
4A. HMIS Standards (HMIS projects only)

4B. Housing Type and Location (all)

4B. HMIS Training (HMIS projects only)

4A. Supportive Services for Participants

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



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COMMUNITY PLANNING & DEVELOPMENT

4A. Supportive Services for Participants

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

4. For all supportive services available to 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	-- select --	-- select --
Assistance with Moving Costs	-- select --	-- select --
Case Management	-- select --	-- select --
Child Care	-- select --	-- select --
Education Services	-- select --	-- select --
Employment Assistance and Job Training	-- select --	-- select --
Food	-- select --	-- select --
Housing Search and Counseling Services	-- select --	-- select --
Legal Services	-- select --	-- select --
Life Skills Training	-- select --	-- select --
Mental Health Services	-- select --	-- select --
Outpatient Health Services	-- select --	-- select --
Outreach Services	-- select --	-- select --
Substance Abuse Treatment Services	-- select --	-- select --
Transportation	-- select --	-- select --
Utility Deposits	-- select --	-- select --

Funding requests on screen 6F. Supportive Services must have a corresponding entry on this screen 4A.

6F. Supportive Services Budget

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

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		$0
Grant Term		2 Years
Total Request for Grant Term		$0

24 CFR 578.53 Supportive Services

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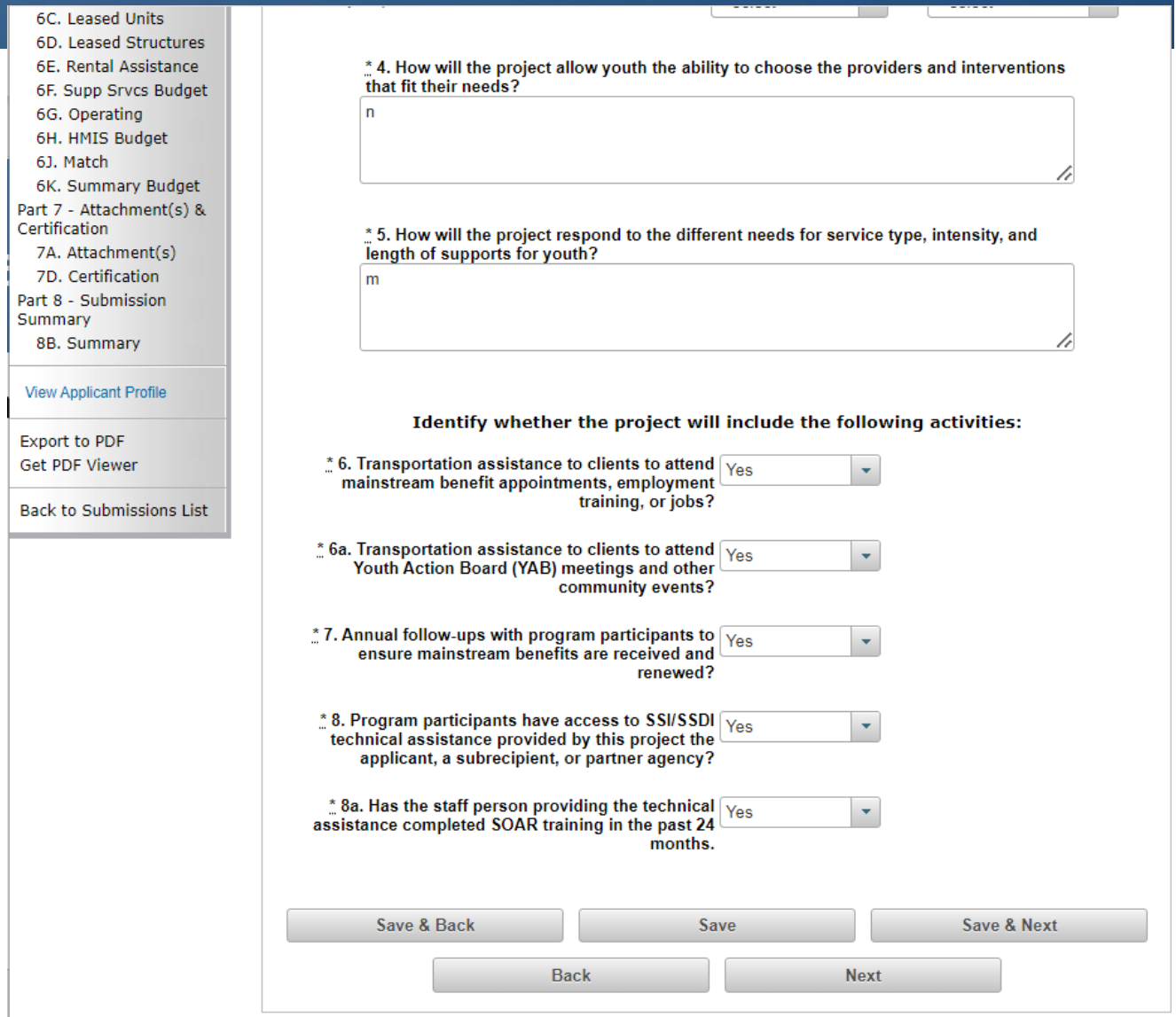
COMMUNITY PLANNING & DEVELOPMENT

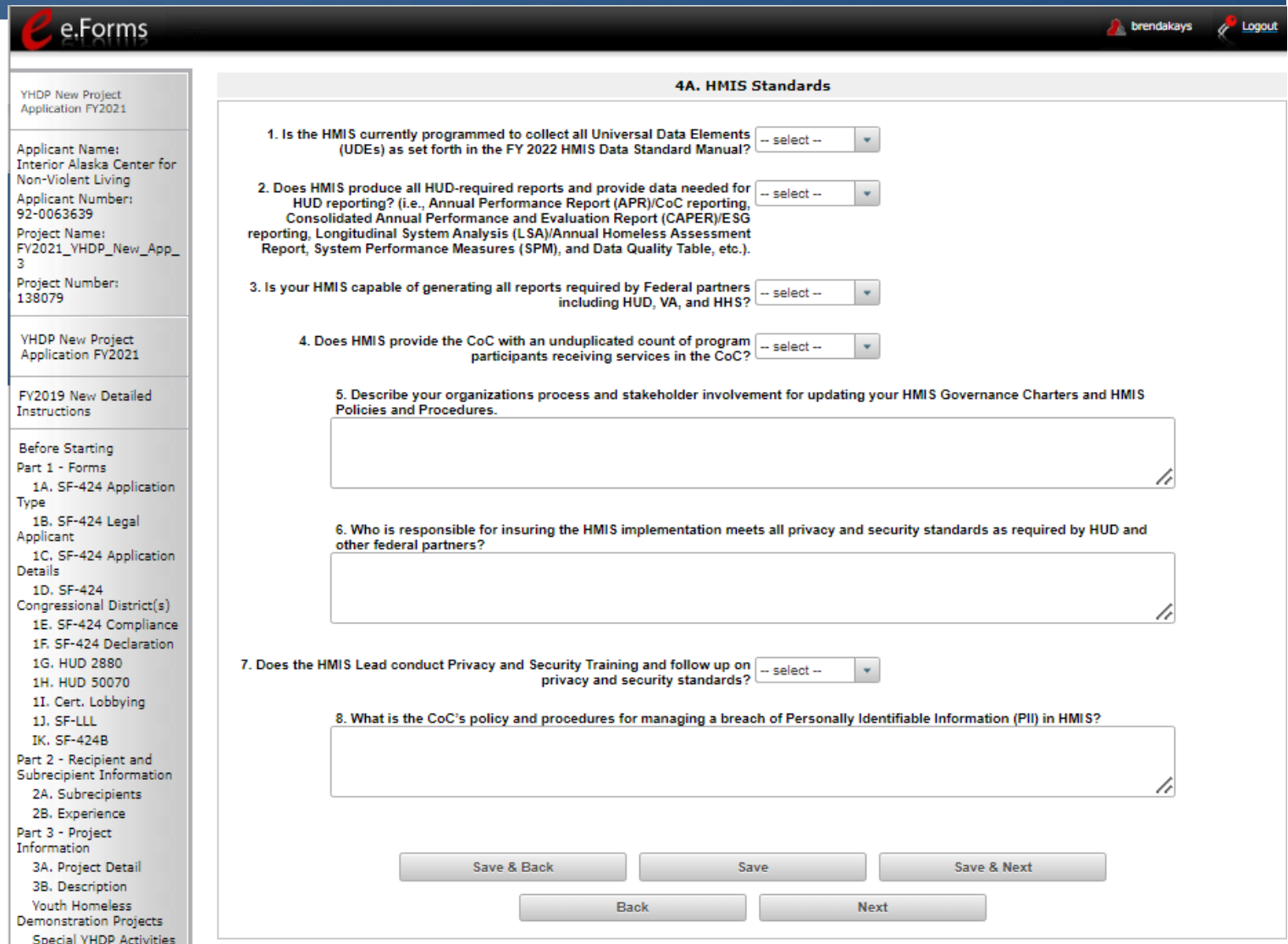
4A. Supportive Services for Participants

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

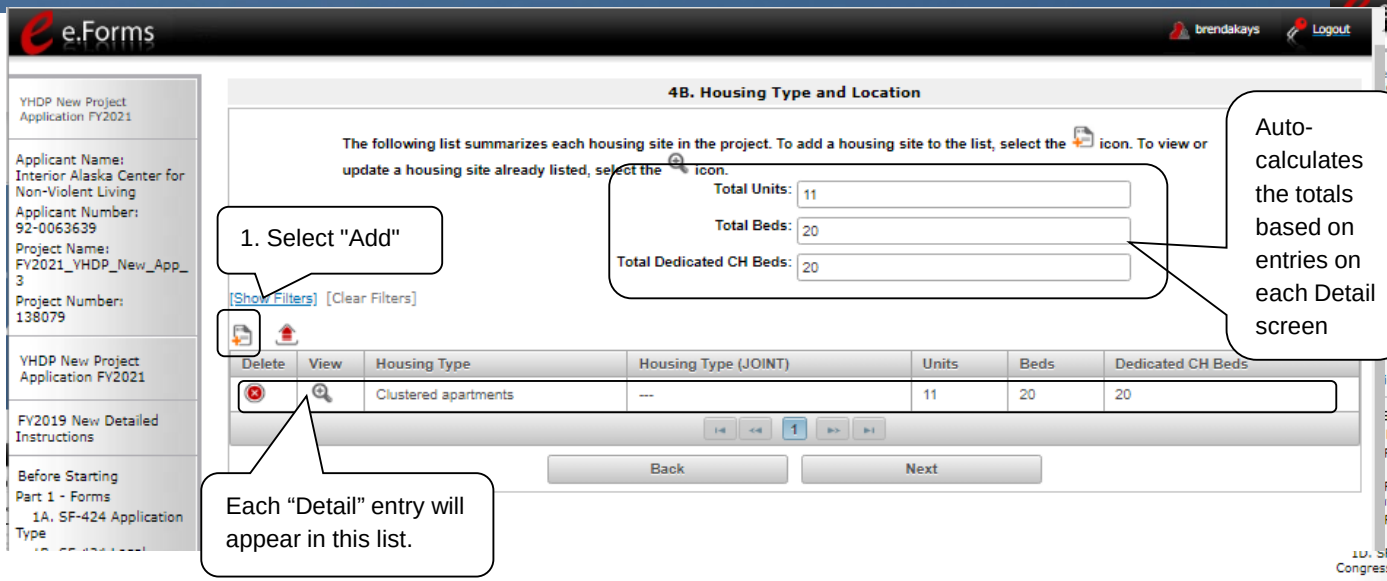


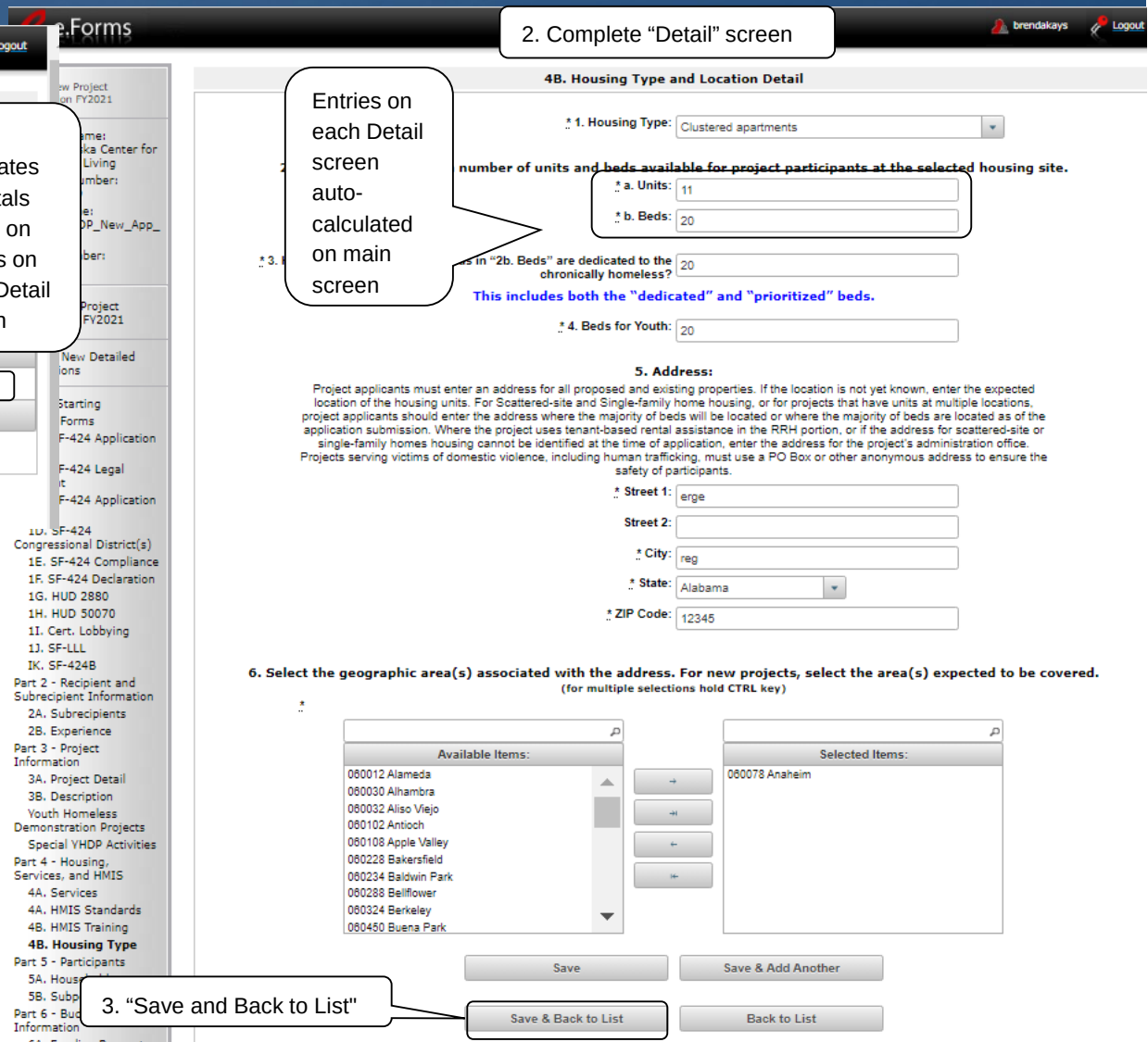
4A. HMIS Standards

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

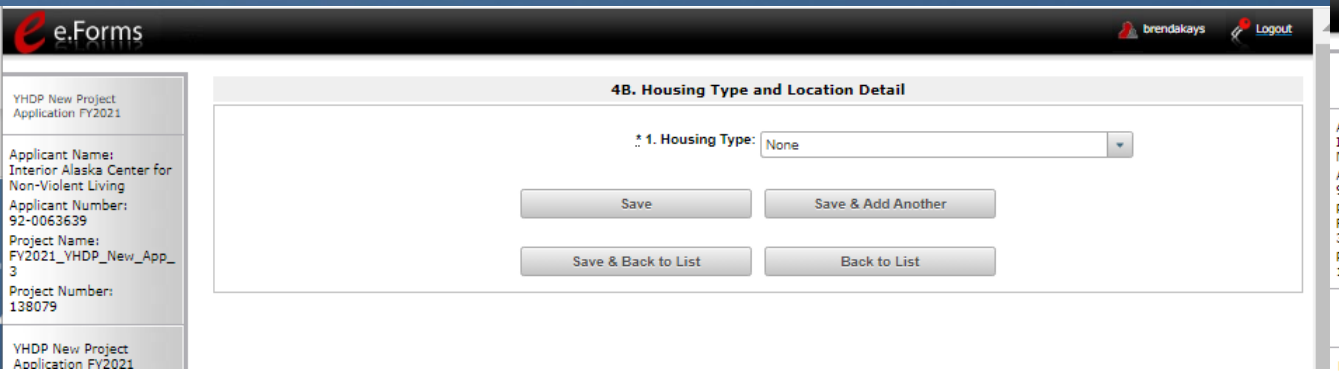


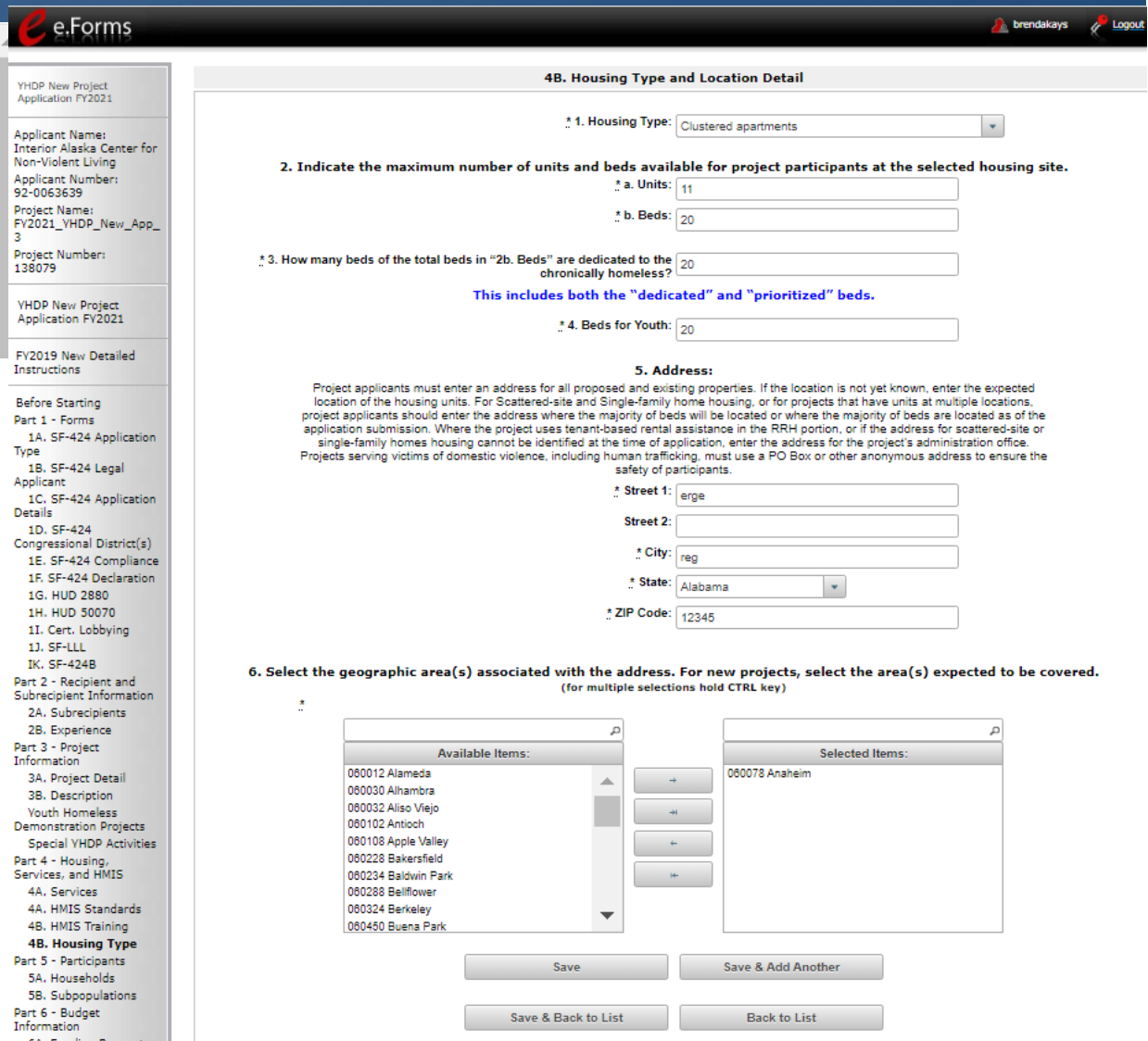
e-snaps Functionality: “Add” icon and “Detail” screen for Housing Info





4B. Housing Type and Location Detail

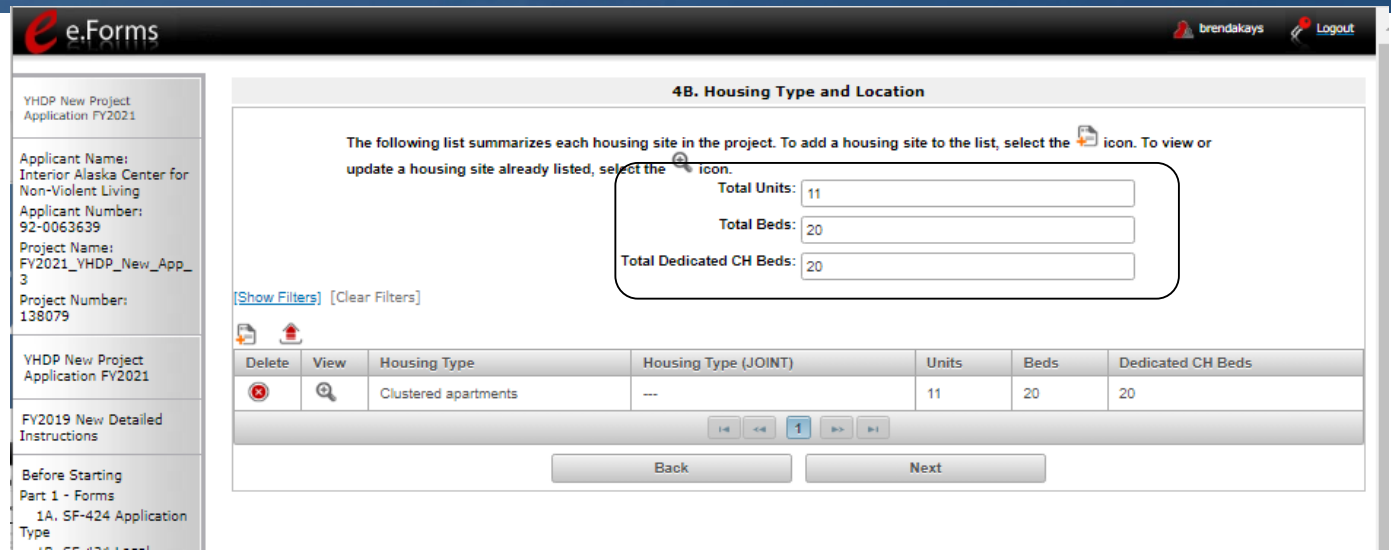


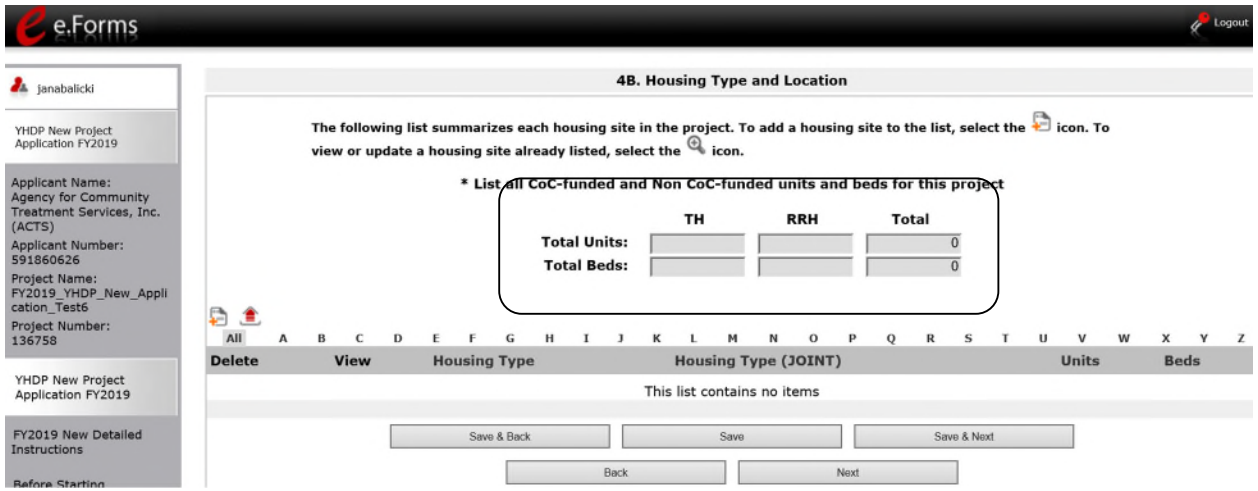


- Question 1
  - HMIS and SSO-CE = “none”
  - All housing projects: complete the questions
  - SSO non-CE = “none” or complete the questions

4B. Housing Type and Location

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





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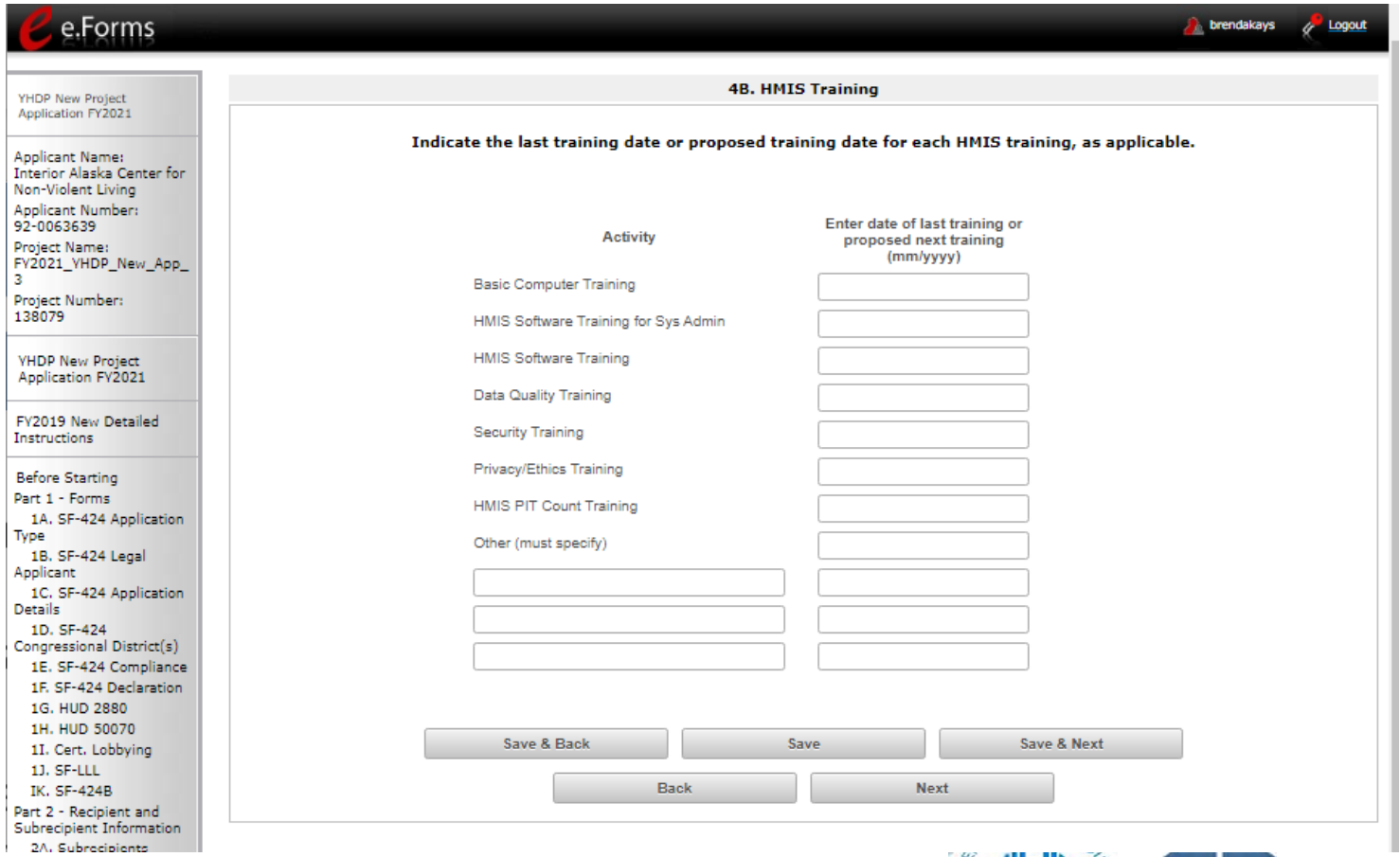
4B. HMIS Training

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



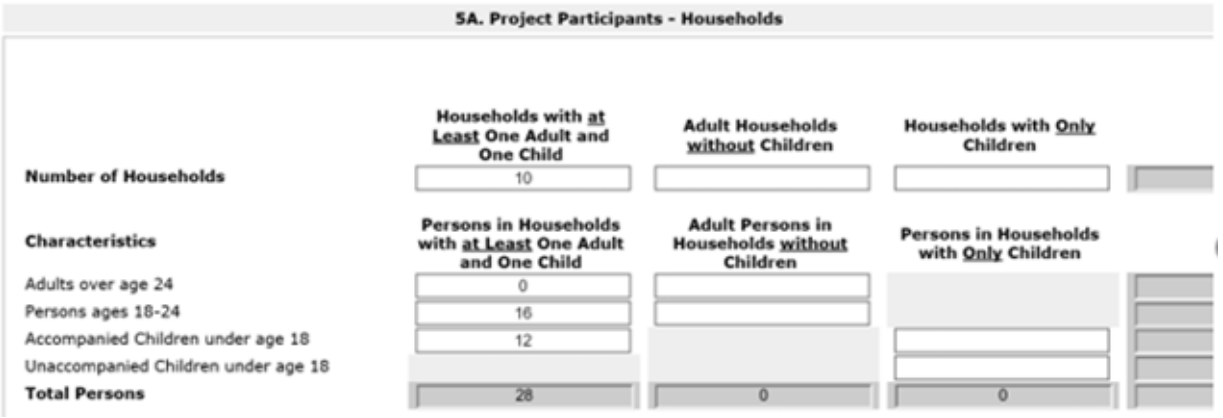
Part 5: Participant Screens

- Who the project will serve
  - New projects = prospective data
  - Maximum capacity in a single night
- Two parts
  - 5A. Households
  - 5B. Subpopulations
- Everyone must enter data because it is a *required screen
- Applies to
  - PH (PSH and RRH), TH, Joint TH and PH-RRH, SSO non-CE
- Does not apply to
  - SSO-CE, HMIS
  - Must enter a digit on each screen (e.g. 0)

Key Resources:
YHDP Round 6 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 at Least One Adult and One Child	Adult Households without Children	Households with Only Children	
Number of Households	10			
Characteristics	**Persons in Households with at Least One Adult and One Child**	**Adult Persons in Households without Children**	**Persons in Households with Only 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)

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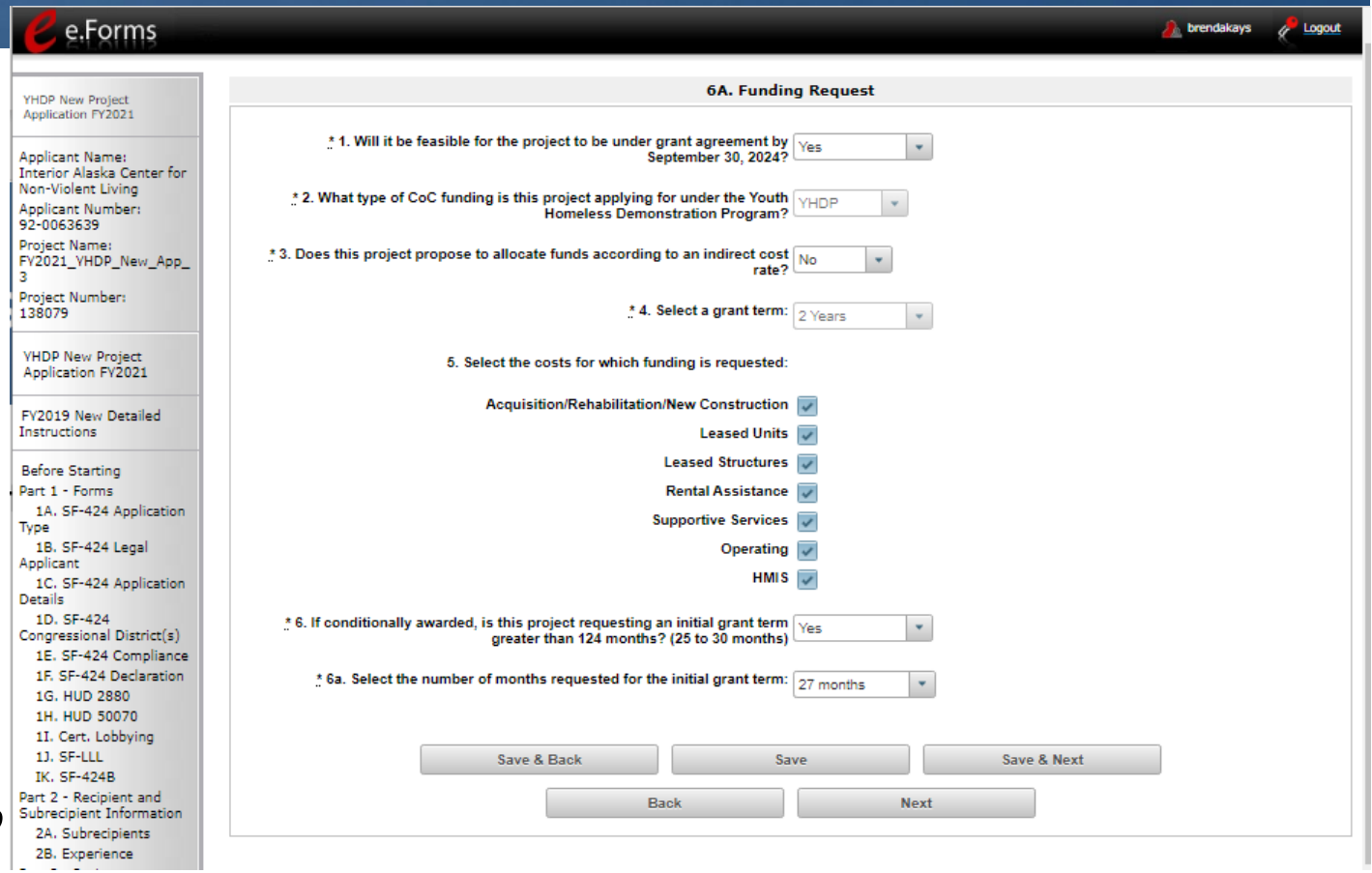
Part 5 – Special Considerations

- Permanent Supportive Housing
  - If serving 100% chronically homeless, must ensure the number of CH individuals in Part 5 matches the number of CH beds in Part 4 (4B. Housing Type and Location)
- Host Homes
  - Only project participants should be included in the totals under 5b, even if funds are provided to support the increased costs to the household

Part 6 Budgets

- 6A. Funding Request
- Grant agreement no later than September 30, 2024.
- 2-year term
- Indirect costs
- 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. Indirect Costs

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

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

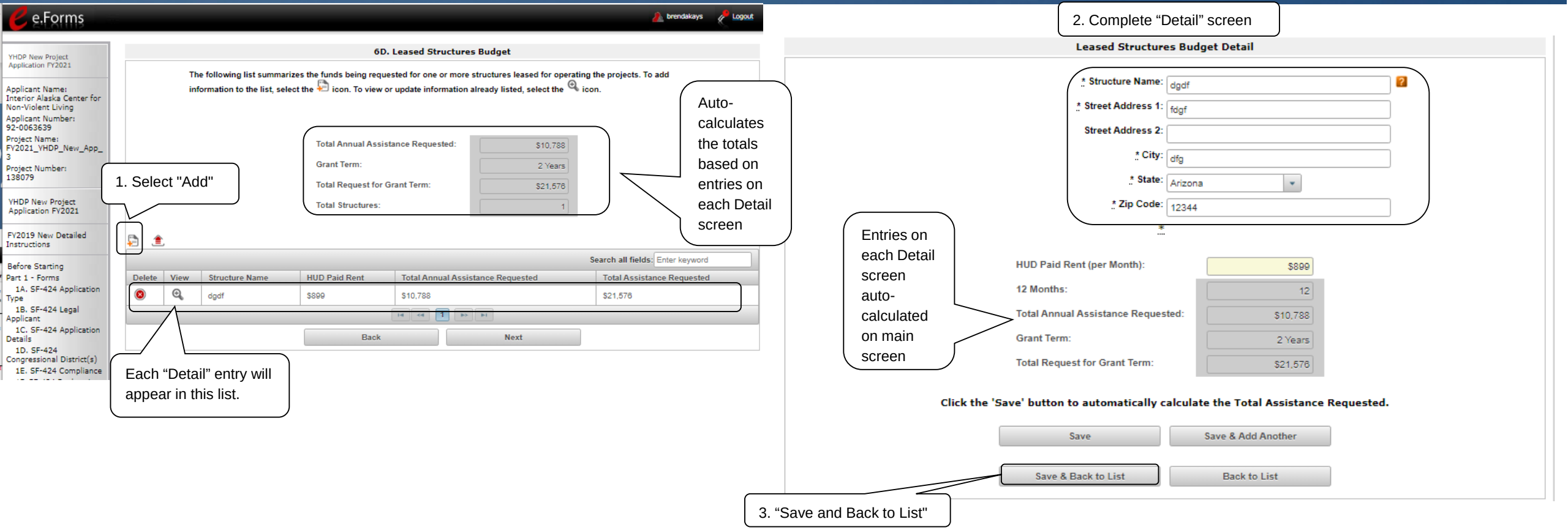
- Alternative: neither ICR or 10% de minimis
- Staff and overhead costs eligible when implementing activities 24 CFR 578.43 – 578.57

Project Administrative Costs

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

- *578.59 Project Administrative Costs*

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



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

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COMMUNITY PLANNING DEVELOPMENT

Leasing and Rental Assistance: fundamental differences

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

See the HUD Exchange for examples of lease agreements

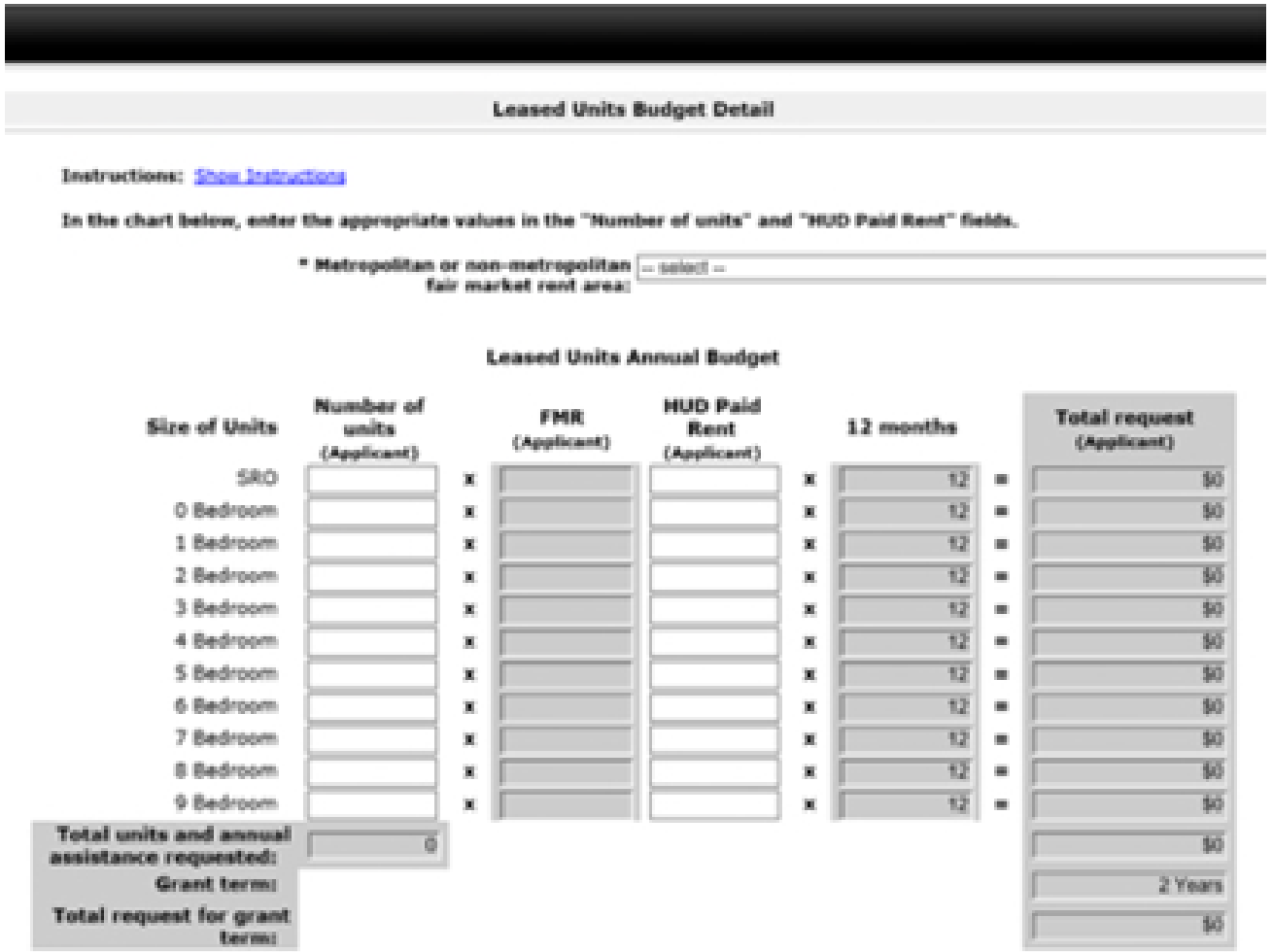
- *578.49 Leasing*
- *578.51 Rental Assistance*

COMMUNITY PLANNING DEVELOPMENT

6C. Leased Units budget

- Select FY 2023 Fair Market Rent (FMR) area
- Units, by size
- Option: HUD Paid Rent (actual rent)
- Auto-calculation

- *578.49 Leasing*



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.

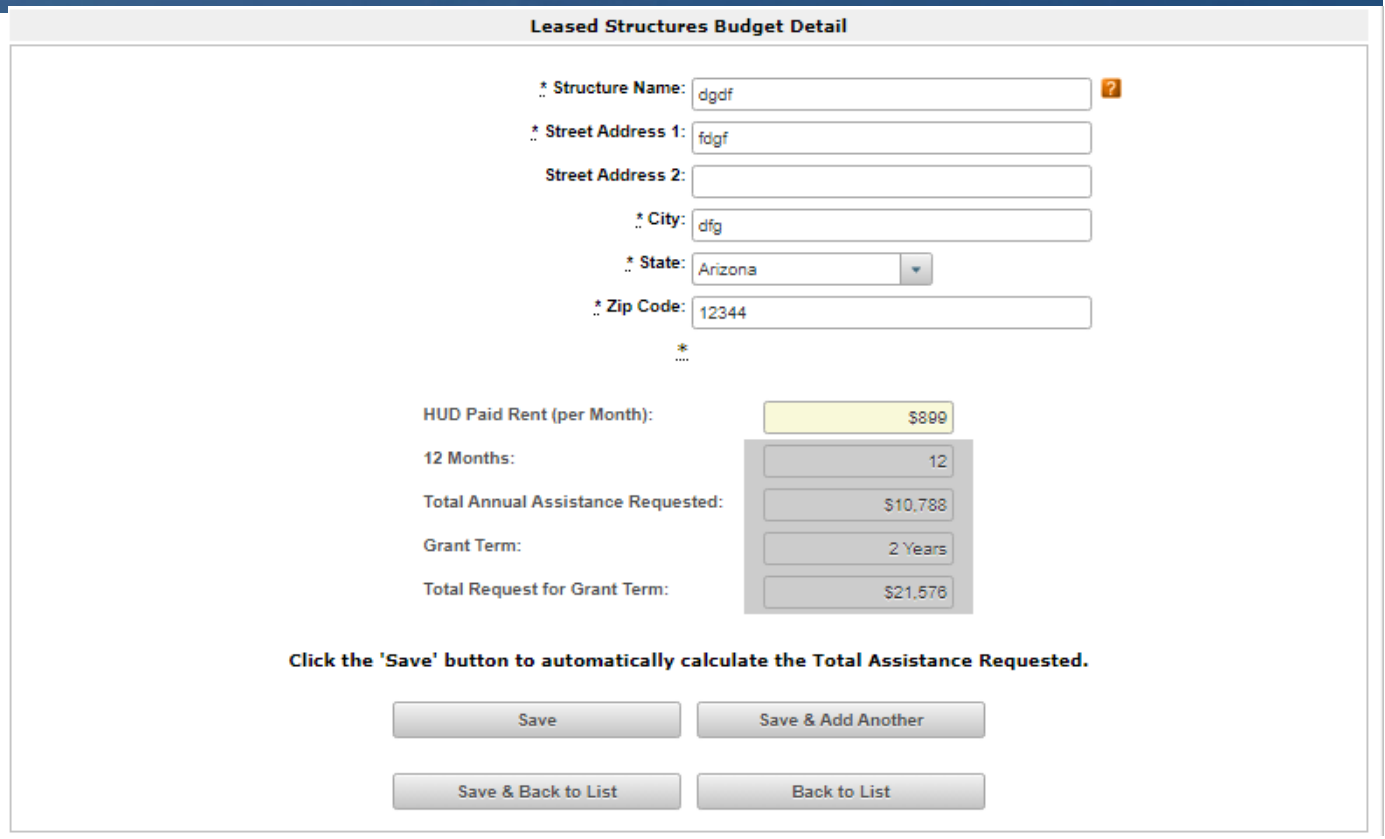
* Metropolitan or non-metropolitan fair market rent area: -- select --

Leased Units Annual Budget

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

6D. Leased Structures budget

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



- *578.49 Leasing*

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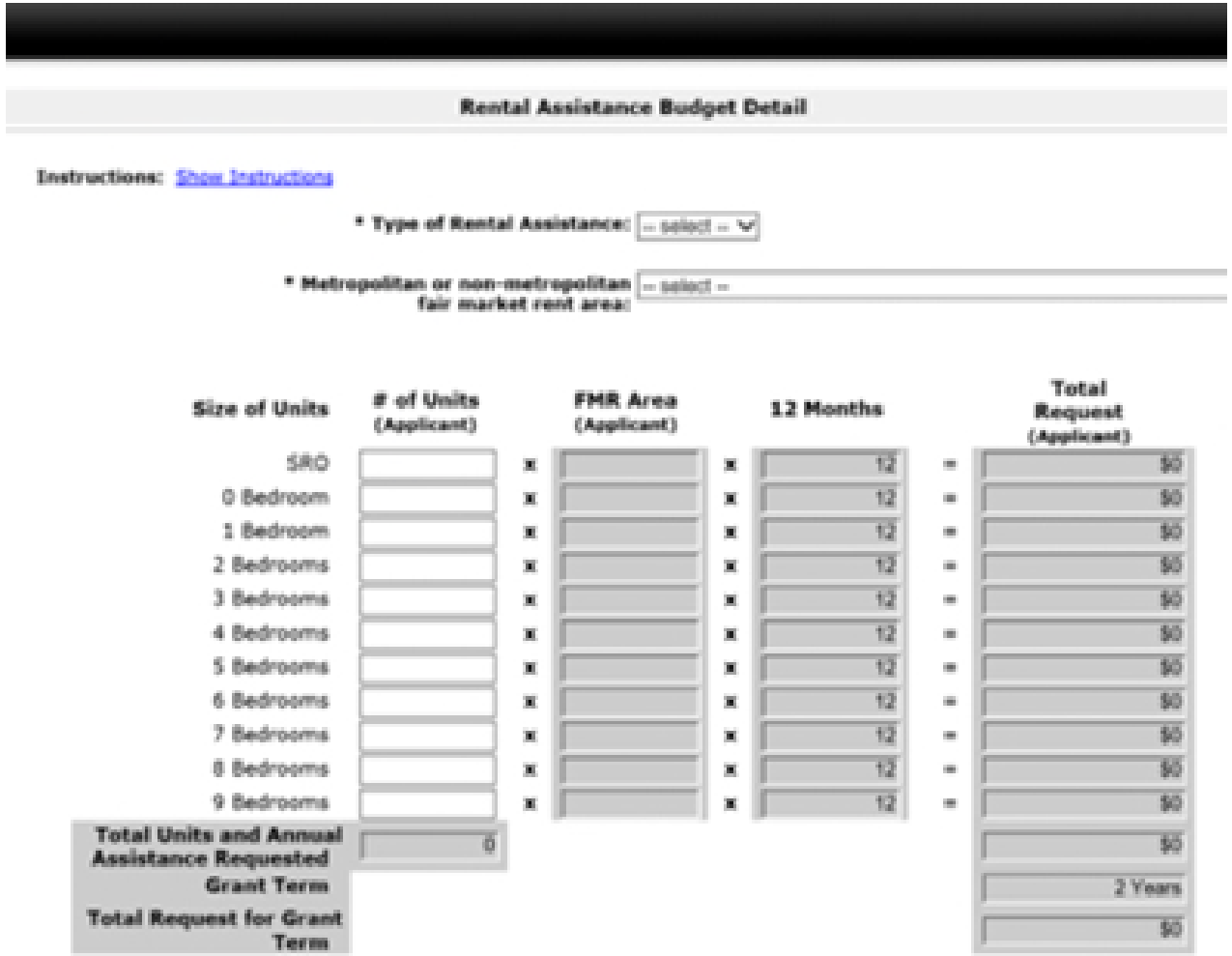
COMMUNITY PLANNING DEVELOPMENT

6E. Rental Assistance budget

- Rental assistance type
- Select FY 2023 FMR area
- Units, by size
- Auto-calculation
- Units versus households
  - Short- and medium-term RA, one unit in 12 months may house 4 households
- *578.51 Rental Assistance*



Rental Assistance Budget Detail

Instructions: Show Instructions

* Type of Rental Assistance: -- select --

* Metropolitan or non-metropolitan fair market rent area: -- select --

Size of Units	# of Units (Applicant)		FMR Area (Applicant)		12 Months		Total Request (Applicant)
SRO		x		x	12	=	$0
0 Bedroom		x		x	12	=	$0
1 Bedroom		x		x	12	=	$0
2 Bedrooms		x		x	12	=	$0
3 Bedrooms		x		x	12	=	$0
4 Bedrooms		x		x	12	=	$0
5 Bedrooms		x		x	12	=	$0
6 Bedrooms		x		x	12	=	$0
7 Bedrooms		x		x	12	=	$0
8 Bedrooms		x		x	12	=	$0
9 Bedrooms		x		x	12	=	$0
Total Units and Annual Assistance Requested	0						$0
Grant Term							2 Years
Total Request for Grant Term							$0

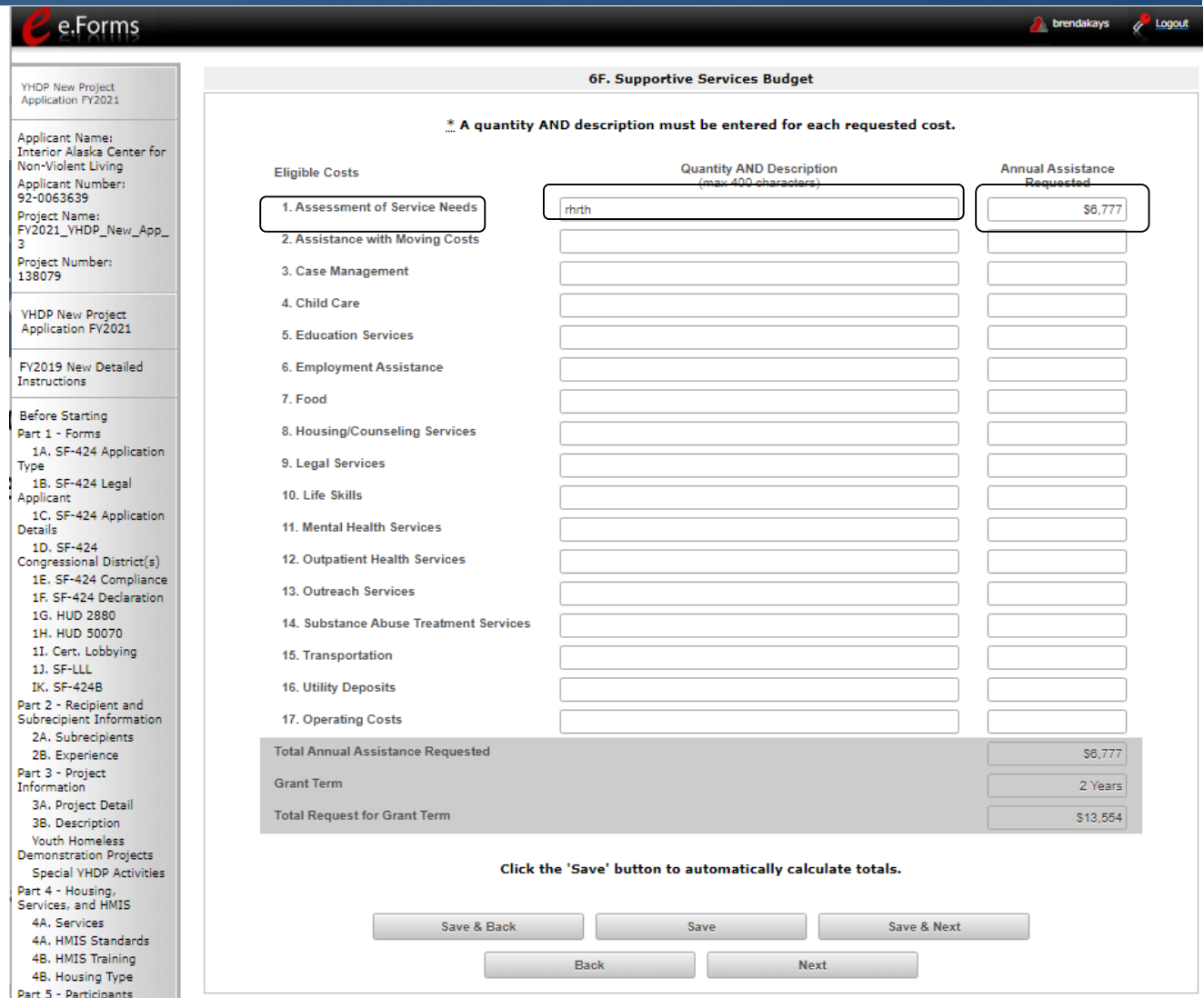
Leasing and Rental Assistance: other considerations

- Eligible costs:*
  - Rent, security deposits
  - Leasing/rental assistance administration
    - Staff time for tenant income and rent calculations, determining rent reasonableness, inspecting units, processing payments to landlords)
- Unit configuration over the course of the grant
- Grant savings

**not an exhaustive list – see the CoC Program interim rule, 24 CFR 578.49 Leasing 578.51 Rental Assistance*

e-snaps Functionality: "Quantity and Description" and "Amount" for Budgets

- Quantity and Description
- Annual Assistance Requested



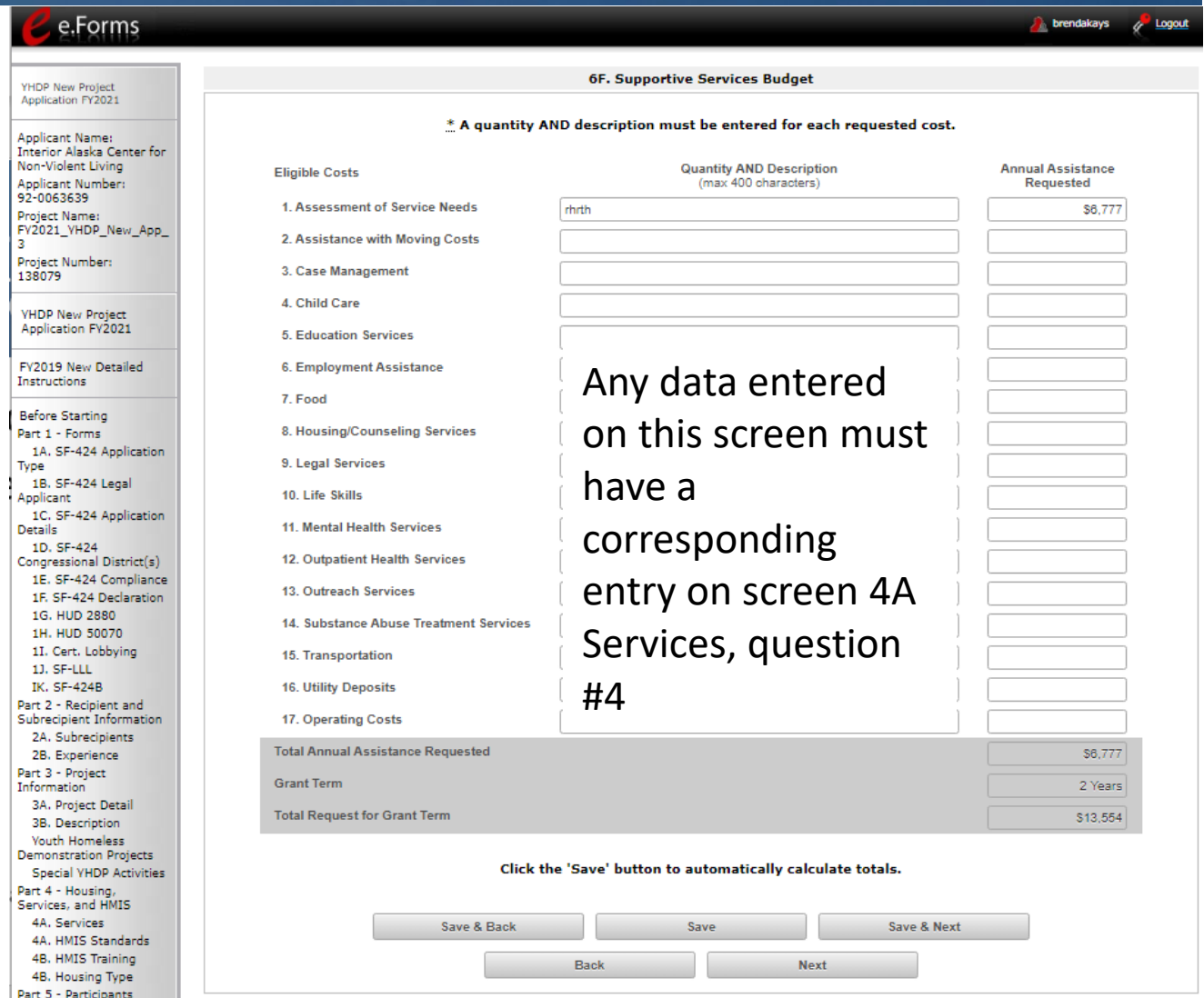
- Budget screen calculates the total budget for all cost categories.

6F. Supportive Services budget

- Cost categories line up with 578.53 eligible costs
  - 1-16 all projects
  - 17 only for SSO projects
- 6F services costs must match 4A project services

- *578.53 Supportive Services*
- *Special YHDP Activity services (Question 2 and 3)*

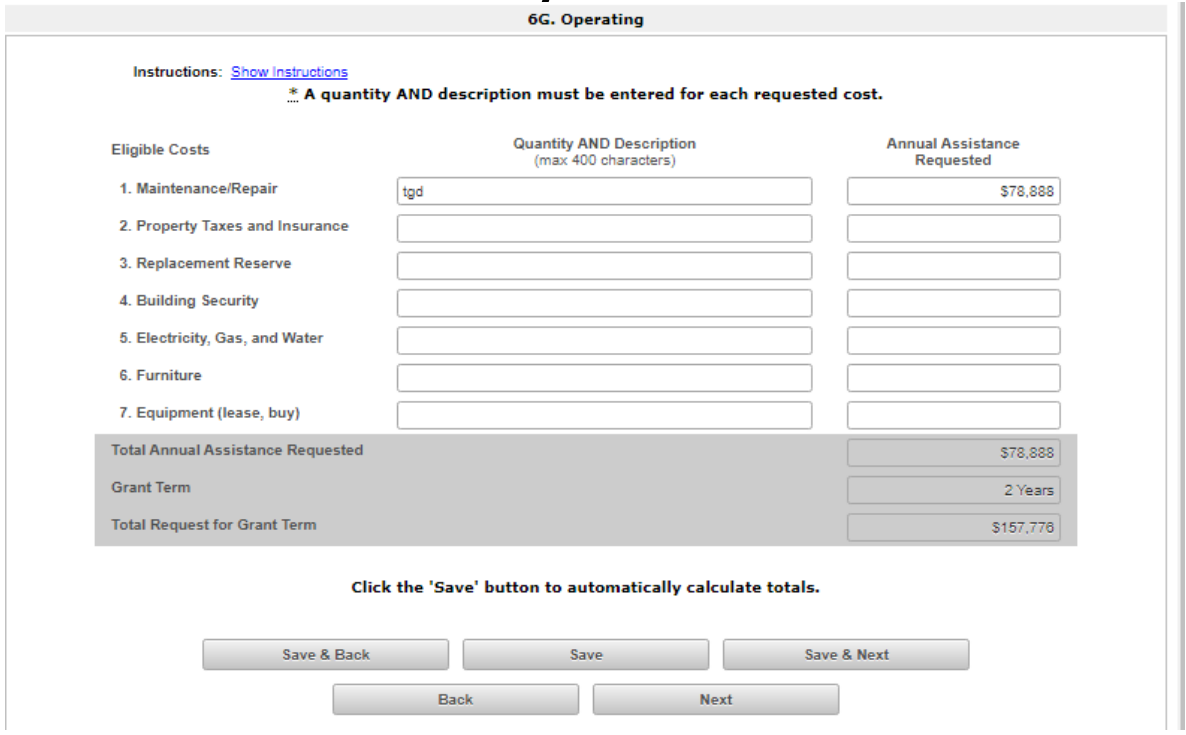
should be budgeted here. Refer to Detailed Instructions



6G. Operations budget

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

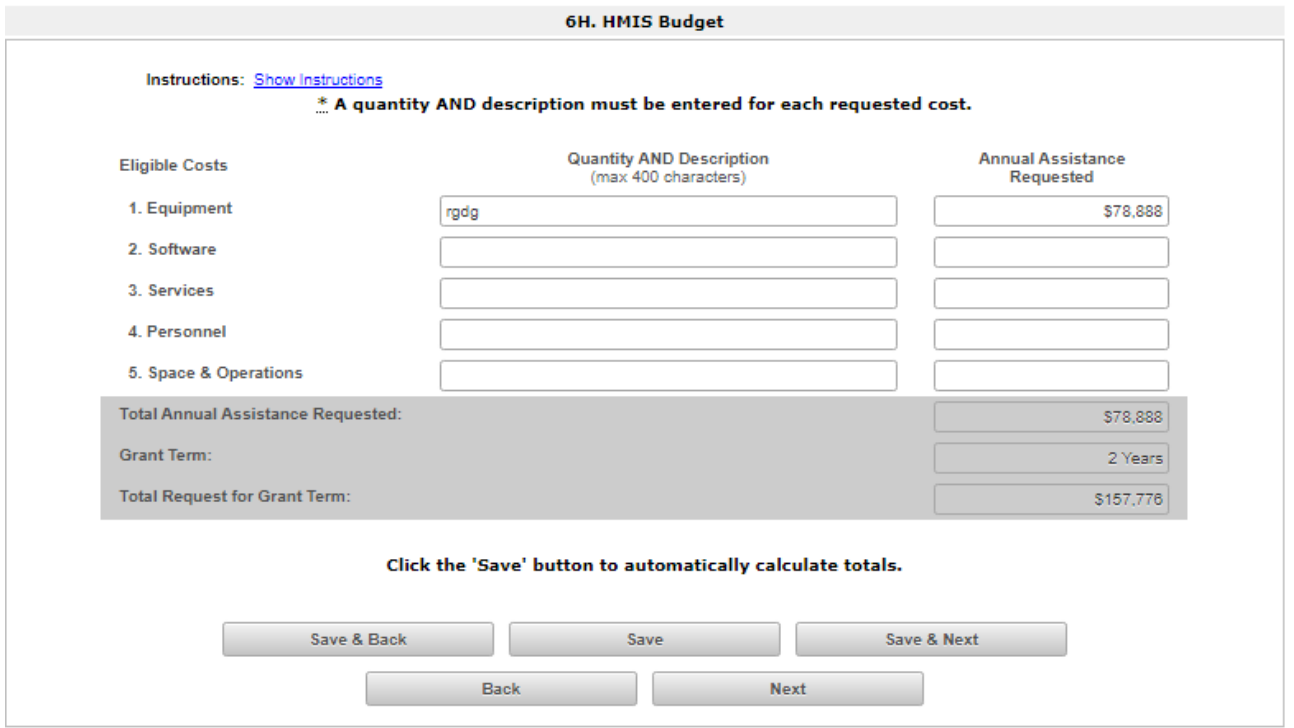
- *578.55 Operations*



6H. HMIS budget

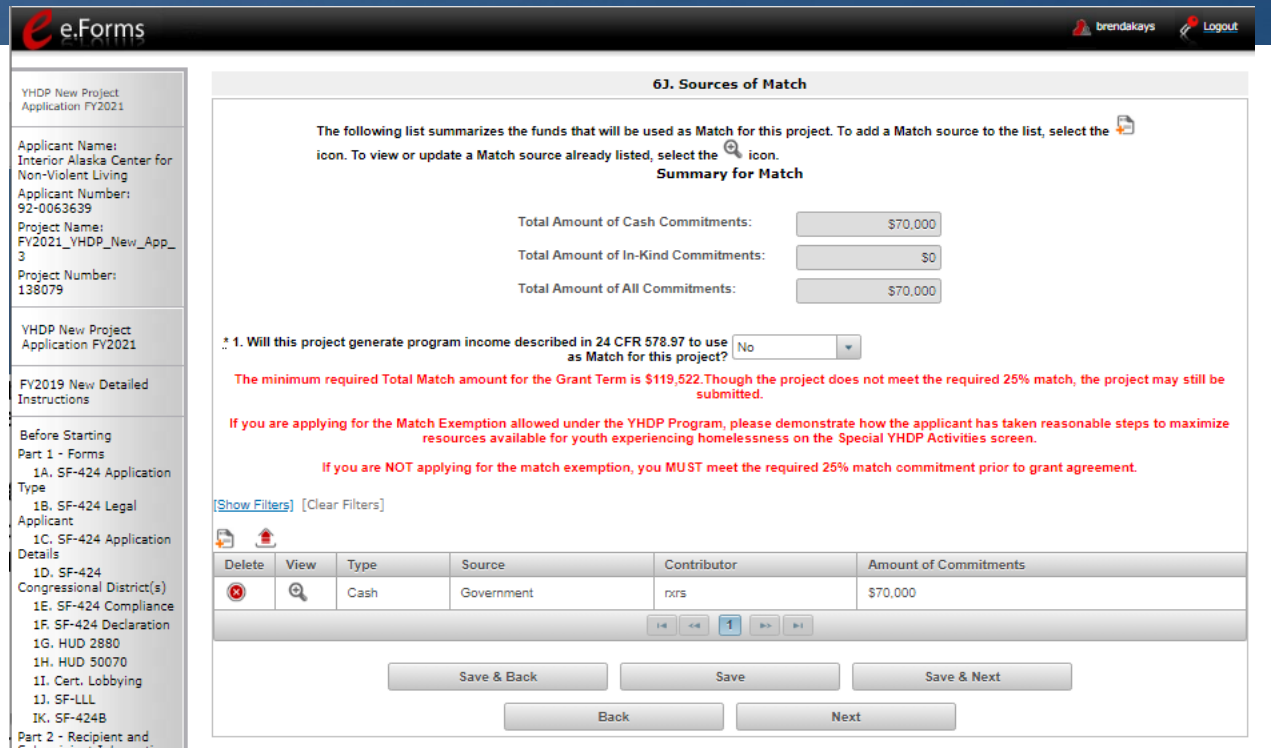
- HMIS dedicated project AND
  HMIS budget line item in another project type
- 5 categories based on 578.57 eligible activities

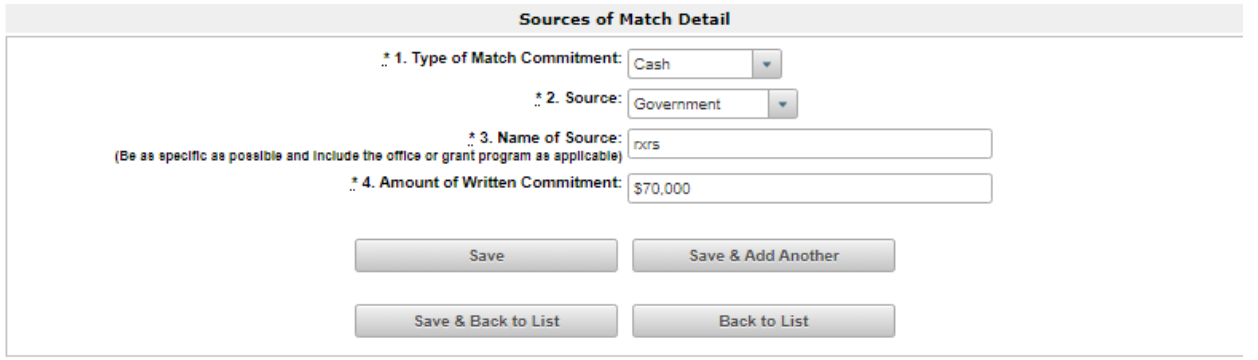
- *578.57 HMIS*



6I. Match

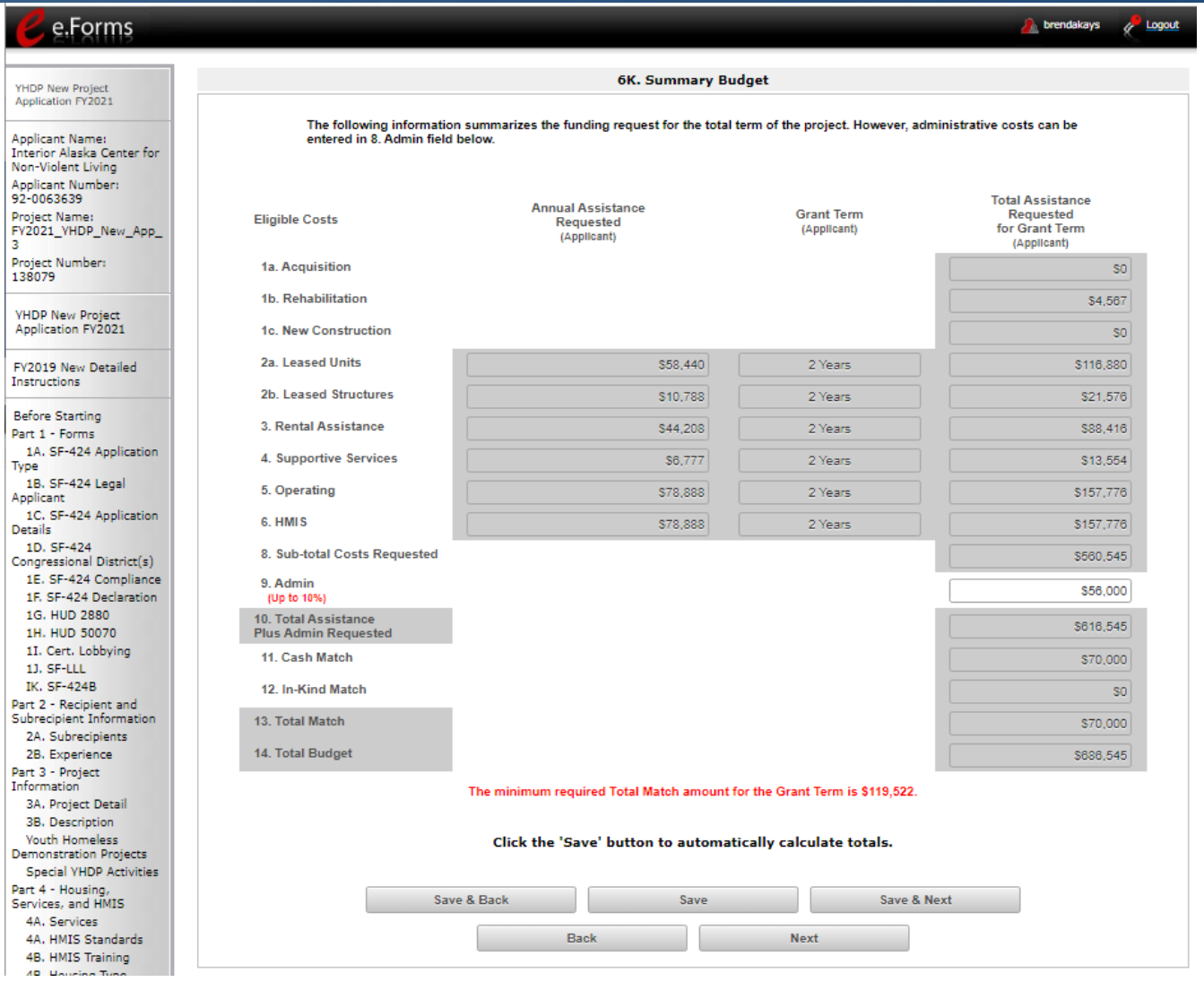
- **Key to determining eligibility as match is to determine whether it would be eligible if you paid for it using program funds**
- 25% budget (calculated on total budget, except leasing)
- Application: identify match by source and type
  - 3 types: cash, in-kind goods, in-kind services
  - Does not 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*





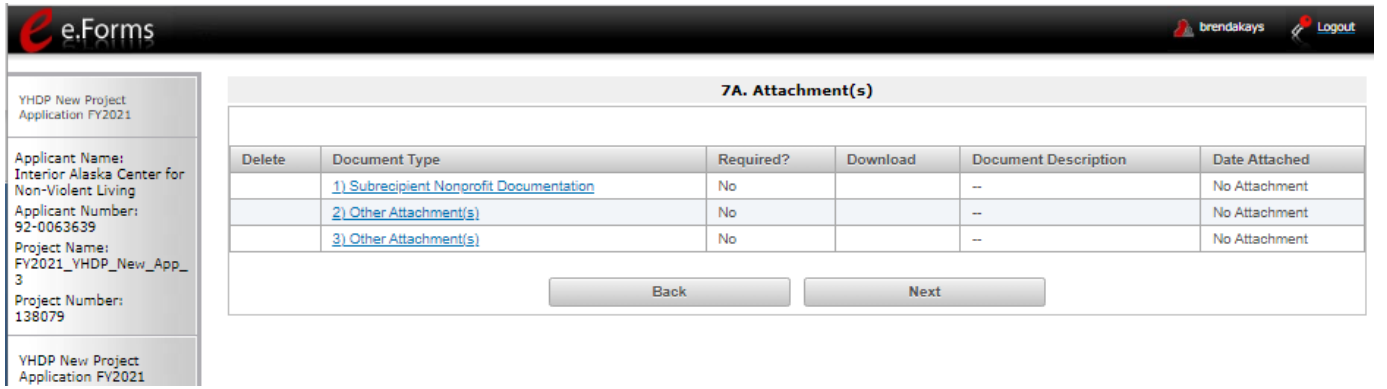
6J. Summary Budget

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



7. Attachments

- What “Required? No” means



Potential required documents:

- Subrecipient nonprofit
- Replacement reserves
- YHDP Lead and the Youth Action Board letters
- Federally approved indirect rate doc

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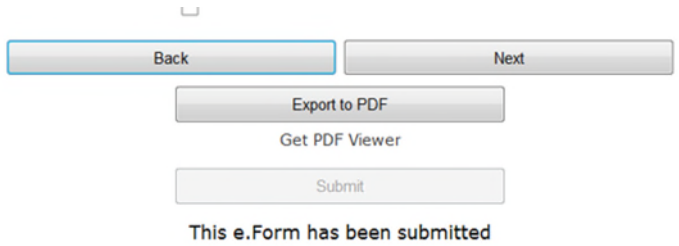
7D. Certification

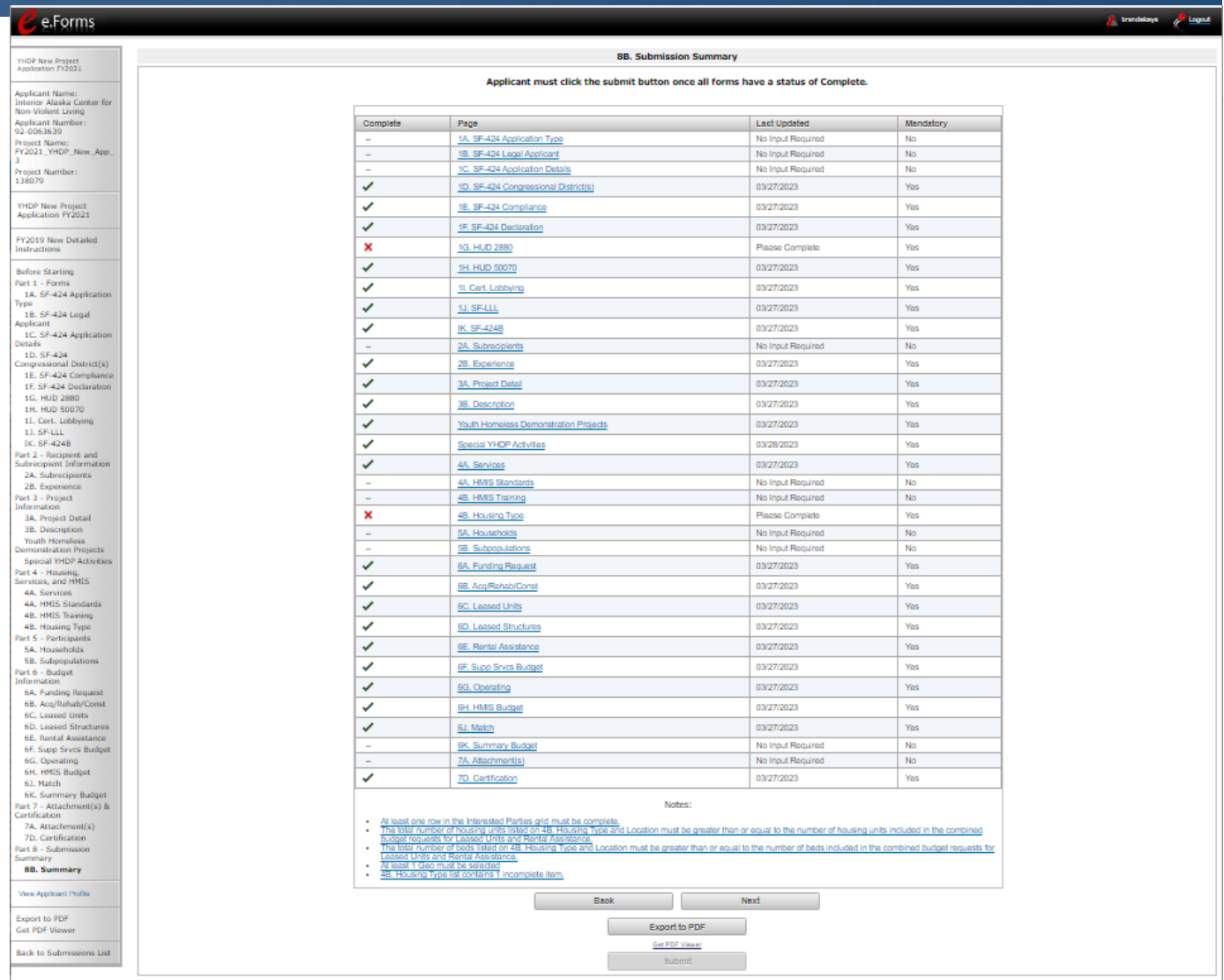
Authorized Representative certification

- The proposed program will comply with the various laws as outlined in the NOFO.
- The organization has an active SAM registration that is renewed annually. (System for Award Management)

Submission Summary

- Required
  - Green check mark = DONE
  - Red “X” = incomplete
- “No input required” for e-snaps, but may be required for project
  - Review Detailed Instructions
- “This e.Form has been submitted.”





Questions?

- Follow up with your TA providers
- Submit questions to youthdemo@hud.gov
- Submit Round 6 new application technical questions to the AAQ: https://www.hudexchange.info/program-support/my-question/
  - Select *e-snaps* in step 2 under the Reporting Systems

Next Steps

- Watch the video
  Accessing the Round 3 YHDP Project Application in e-snaps
  https://www.hudexchange.info/resource/6031/video-how-to-access-the-project-application-in-e-snaps/
  - The video is from Round 3, but the process is still the same in e-snaps. Funding Opportunity for Round 6 is "YHDP New Project Application FY 2021"
- Use the resources
  - CoC Program interim rule
    https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
  - YHDP Application Resources page:
    https://www.hud.gov/program_offices/comm_planning/yhdp
  - e-snaps resources page: https://www.hudexchange.info/programs/e-snaps/

Thank you!