



YHDP Round 7

New Project Application

June 3, 2024

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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, 2024 for UFAs	Final date to submit applications to ensure July 1, 2024 start date
July 1, 2024	Final date to submit applications to receive funds in FY 2024 funding cycle (which ends 9/30/24)

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 2022 YHDP NOFA
 - [YHDP R7– New Project Application – HUD Detailed Instructions](#)
 - [YHDP R7– 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/>

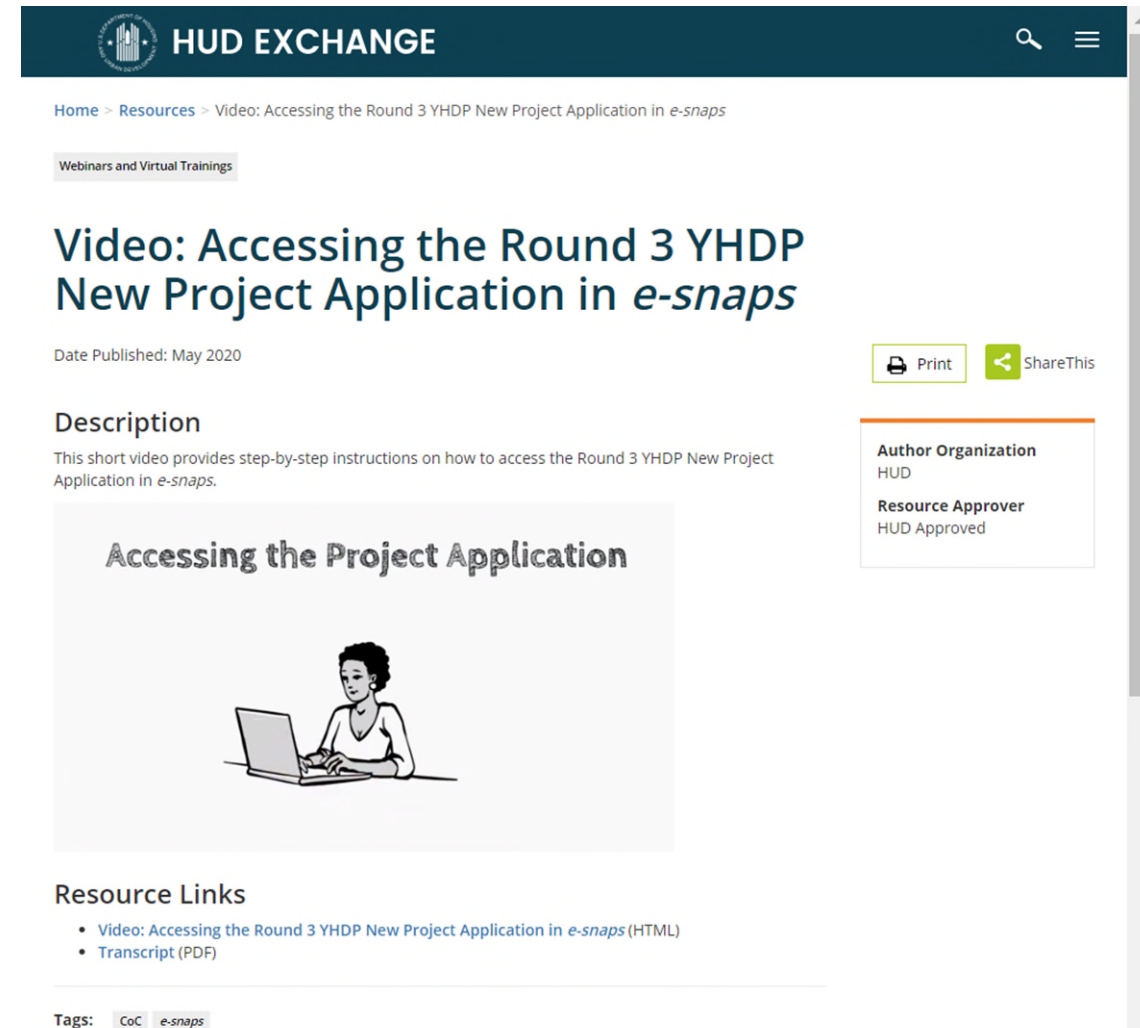


Video – Accessing the YHDP Project Application in e-snaps

- 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/>

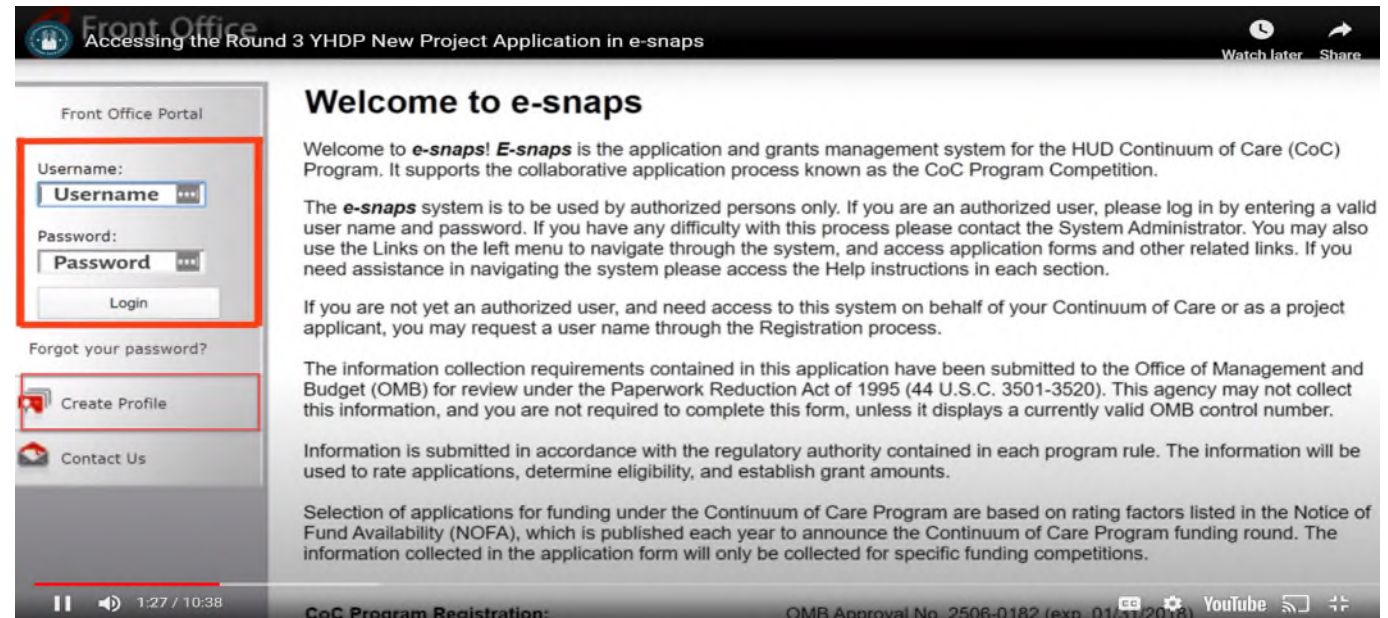
- The video is from Round 3, but the process is still the same in e-snaps. Funding Opportunity for Round 7 is “YHDP New Project Application FY 2022”



The screenshot shows the HUD Exchange website interface. At the top, there is a dark green header with the HUD Exchange logo and the text 'HUD EXCHANGE'. Below the header, a breadcrumb trail reads 'Home > Resources > Video: Accessing the Round 3 YHDP New Project Application in e-snaps'. A category tag 'Webinars and Virtual Trainings' is visible. The main title of the page is 'Video: Accessing the Round 3 YHDP New Project Application in e-snaps'. Below the title, it says 'Date Published: May 2020'. There are 'Print' and 'ShareThis' buttons. The 'Description' section states: 'This short video provides step-by-step instructions on how to access the Round 3 YHDP New Project Application in e-snaps.' Below the description is a video thumbnail with the title 'Accessing the Project Application' and an illustration of a woman at a laptop. The 'Resource Links' section contains two items: 'Video: Accessing the Round 3 YHDP New Project Application in e-snaps (HTML)' and 'Transcript (PDF)'. At the bottom, there are 'Tags: CoC e-snaps'. On the right side, there is a box for 'Author Organization HUD' and '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/>

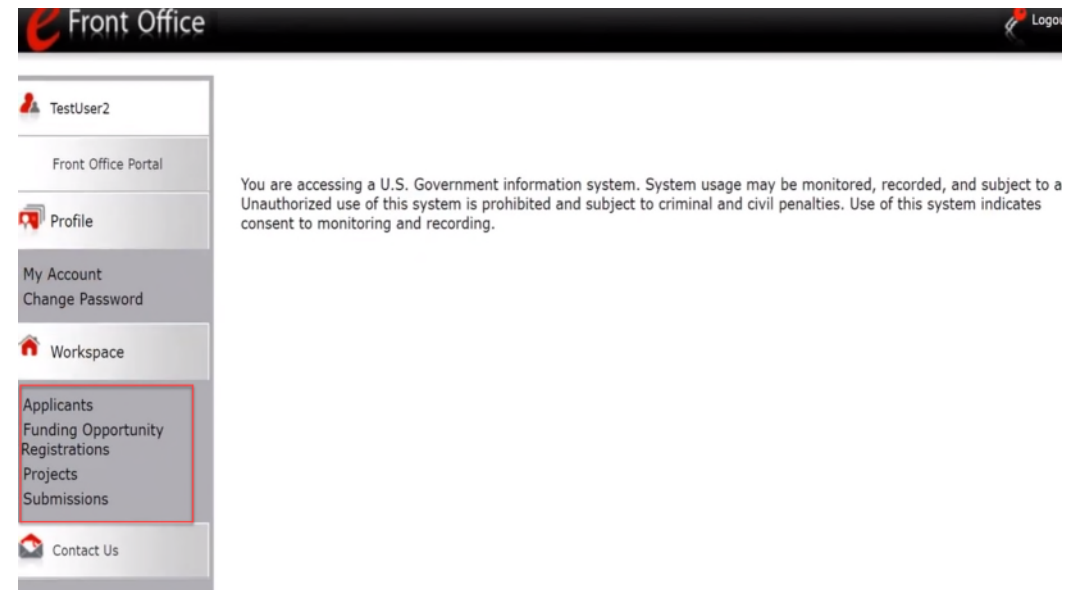


Navigate Within *e-snaps*

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



The screenshot shows the 'Front Office' user interface. At the top, there is a black header with the 'e Front Office' logo and a 'Logout' link. Below the header, the user is identified as 'TestUser2'. The main navigation menu on the left includes: 'Front Office Portal', 'Profile', 'My Account' (with a sub-link for 'Change Password'), 'Workspace', and a red-bordered box containing 'Applicants', 'Funding Opportunity', 'Registrations', 'Projects', and 'Submissions'. At the bottom of the menu is 'Contact Us'. To the right of the menu, a disclaimer states: 'You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to a Unauthorized use of this system is prohibited and subject to criminal and civil penalties. Use of this system indicates consent to monitoring and recording.'



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-2022-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	04/05/2019	Yes
✓	2. Organization Information	06/29/2017	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
OK

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 2022
- (During CoC Program Competition = Renewal, New, CoC planning, UFA, YHDP Renewal, YHDP Replacement)

The screenshot displays the 'Front Office' web application interface. At the top, the user is logged in as 'brendakays' with 'Logout' and 'Help' options. The left sidebar contains navigation links: '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 'Help the People (123456789012356)'. Below this, the 'Funding Opportunity Details' section lists: 'Funding Opportunity Name: YHDP New Project Application FY2022', 'Start Date: 2024-02-06 00:00:00.0', and 'End Date: 2026-04-30 23:59:00.0'. The 'Funding Opportunity Registration' section asks, 'Are you sure you wish to register Help the People (123456789012356)?' with 'Yes' and 'Cancel' buttons. The page footer indicates 'Page Generation Time: 0.203s'.



Step 3. Create a Project

Front Office

Applicant: Interior Alaska Center for Non-Violent Living (92-0063639)

Project Status: Open Projects

Funding Opportunity Name: YHDP New Project Application FY2022

Select YHDP New Project Application FY2021

Project Number	Funding Opportunity Name	Number	Step Status
AK0145Y0C012101	YHDP New Project Application FY2022		In Progress
AK0225Y0C012102	YHDP New Project Application FY2022		In Progress
FY2022_YHDP_New_5	YHDP New Project Application FY2021	138419	In Progress
FY2022 YHDP New Version 1	YHDP New Project Application FY2021	138402	In Progress

Page Generation Time: 2.683s

Grantium

- 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: Interior Alaska Center for Non-Violent Living (92-0063639)

Project Status: Open Projects

Funding Opportunity Name: YHDP New Project Application FY2022

Add icon appears after selection in dropdown menu

Project Name	Project Number	Funding Opportunity Name	Number	Step Status
YHDP New_2	AK0145Y0C012101	YHDP New Project Application FY2022		In Progress
FY2022_YHDP	AK0225Y0C012102	YHDP New Project Application FY2022		In Progress
FY2022		YHDP New Project Application FY2021		In Progress
FY2022		YHDP New Project Application FY2021		In Progress

Page Generation Time: 2.683s

Grantium



Step 3. Create a Project Continued

Front Office

Applicant: Interior Alaska Center for Non-Violent Living (92-0063639)

Create a Project

Funding Opportunity Name: YHDP New Project Application FY2022

Applicant: Interior Alaska Center for Non-Violent Living (92-0063639)

Applicant Project Name:

Save Save & Add Another

Save & Back Cancel

Page Generation Time: 0.407s

Grantium

- 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: Interior Alaska Center for Non-Violent Living (92-0063639)

Projects

Project Status: Open Projects

Funding Opportunity Name: YHDP New Project Application FY2022

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	FY2022_YHDP_New_2	AK0145YOC012101	YHDP New Project Application FY2022	Interior Alaska Center for Non-Violent Living	92-0063639	In Progress
	FY2022_YHDP_New_4	AK0225YOC012102	YHDP New Project Application FY2022	Interior Alaska Center for Non-Violent Living	92-0063639	In Progress
	FY2022_YHDP_New_5	138419	YHDP New Project Application FY2022	Interior Alaska Center for Non-Violent Living	92-0063639	In Progress
	FY2022 YHDP New Version 1	138402	YHDP New Project Application FY2022	Interior Alaska Center for Non-Violent Living	92-0063639	In Progress



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

2. Confirm the correct applicant

3. Use the filters to find the correct project

1. Select Submissions

4. Access the project application

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	FY2022_YHDP_New_5 138419	YHDP New Project Application FY2022 YHDP New Project Application FY2022	Feb 6, 2024	Apr 30, 2026	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

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

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants 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) 2022 Youth Homeless Demonstration Program (YHDP). For more information see FY 2022 YHDP NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 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 navigational guides, which will be shared via email from HUD SNAPS.
- Before completing the project application, all project applicants must complete or 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 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 2022 YHDP NOFO.

Back

Next

This e.Form has been submitted

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

KBECK Logout

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/>

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
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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

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:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Extension:

Email:

City:

County:

State:

Country:

Zip/Postal Code:

2. Employer ID Number (EIN):

3. HUD Program:

4. Amount of HUD Assistance Requested/Received:

(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).

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.

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

e.Forms KBECK Logout

2A. Project Subrecipients Detail

a. Organization Name:

b. Organization Type:

If "Other" specify:

c. Employer or Tax Identification Number:

d. UEI:

e. Physical Address

Street 1:

Street 2:

City:

State:

Zip Code:

f. Congressional District(s):
(for multiple selections hold CTRL key)

Available Items:

- AK-000
- AL-001
- AL-002
- AL-003
- AL-004
- AL-005
- AL-006
- AL-007
- AR-001
- AR-002

Selected Items:

g. Is the subrecipient a Faith-Based Organization?

h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?

- Organizational information

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

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](#)

g. Is the subrecipient a Faith-Based Organization?

h. Has the subrecipient ever received a federal grant, either directly from a federal agency or through a State/local agency?

i. Expected Sub-Award Amount:

j. Contact Person

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

E-mail Address:

Confirm E-mail Address:

Phone Number:

Extension:

Fax Number:

Note: All projects must have Subrecipient non-profit documentation attached to their application prior to submission.

Save Save & Add Another

Save & Back to List Back to List

2B. Applicant and Subrecipient Experience

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

The screenshot shows the 'eForms' application interface. The left sidebar contains a navigation 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, Youth Action Board, Special YHDP Activities), Part 4 - Housing, Services, and HMIS (4A. Services, 4A. HMIS Standards, 4B. HMIS Training, 4C. Service Time).

The main content area is titled '2B. Experience of Applicant, Subrecipient(s), and Other Partners'. It contains six numbered questions, each with a text input field containing the placeholder 'sf':

- * 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? (Dropdown menu: No)
- * 5. Describe the experience of the applicant and potential subrecipients (if any) in providing housing and services to Black, Indigenous, People of Color (BIPOC) experiencing homelessness.
- * 6. Does the applicant have access to the Line of Credit Control System (LOCCS)? (Dropdown menu: Yes)

Question 6a asks: 'If Yes, who is in those roles at your organization?' with a text input field containing 'sf'.

At the bottom of the form are two buttons: 'Back' and 'Next'.

3A. Project Detail

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

3A. Project Detail

* 1a. CoC Number and Name:

* 2. CoC Collaborative Applicant Name:

3. Project Name:

* 4. Project Status:

* 5. Component Type:

* 6. Does this project include Replacement Reserves?

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: FY2022 YHDP 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

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

- select --
- Street Outreach
- Housing Project or Housing Structure Specific
- Coordinated Entry
- Standalone Supportive Services
- Host Homes/Kinship Care



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>

e.Forms

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

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Part 2 - Recipient and Subrecipient Information
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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).**

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

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

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

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	B	C	D
Begin hiring staff or expending funds	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Begin program participant enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leased or rental assistance units or structure, and supportive services near 100% capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closing on purchase of land, structure(s), or execution of structure lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Complete rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 5: Housing First

5. Housing First

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

* 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	<input type="checkbox"/>
Active or history of substance use	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

* 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	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

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

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



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

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?

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



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

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.

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



Racial Equity Questions

- 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

10. Effectively serving youth populations

* 10a. Describe the racial composition of the persons or households who are expected to benefit from your proposed grant activities, including a description of how you analysed the local population to determine this.

sdf

* 10b. Identify at least one barrier to persons or communities of color equitably benefiting from your proposed grant activities.

sdf

* 10c. Detail the steps you will take to prevent, reduce or eliminate these barriers.

sdf

* 10d. Describe the measures in place to track progress and evaluate the effectiveness of efforts to advance racial equity through the grant activities.

sdf

Youth Homelessness Demonstration Project

e.Forms KBECK Logout

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

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

*** 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?**
dsf

*** 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

*** 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

*** 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

The screenshot displays the 'e.Forms' application interface. On the left is a sidebar menu with the following items: 'YHDP New Project Application FY2022' (selected), 'YHDP New Project Application FY2022', 'FY2019 New Detailed Instructions', and 'Before Starting'. The main content area is titled 'Youth Action Board' and contains two required questions:

* 1. How will your project work with the Youth Action Board during project implementation?
sdf

* 2. How will the project work with the Youth Action Board to develop and implement a Continuous Quality Improvement plan?
dsf

At the bottom of the form are two buttons: 'Back' and 'Next'. The top right corner of the application shows the user 'KBECK' and a 'Logout' link.



Special YHDP Activities

e.Forms 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

Special YHDP Activities

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

Save & Back Save Save & Next

Back Next

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

Default is "select" when you arrive to this screen

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

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

Eligibility Requirements highlighted in Blue

Select checkboxes by clicking on them.

Special YHDP Activities

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

* 2. Check the appropriate box(es) 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 to 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

Special YHDP Activities – Question #4

4. Check the appropriate box(es) for the Special YHDP Activity - Exemptions the applicant is requesting. If a special activity is selected, 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)

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 care workers for program participants. - (ELIGIBLE ONLY FOR PROJECTS WITH SUPPORTIVE SERVICES BLI)

Note: Supportive Services for 36 months is only for projects that are pairing supportive services with other other housing assistance programs

I.C.1.b(3) 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 is able to identify multiple non-YHDP resources in the community that assist youth experiencing homelessness and can provide a narrative description of 1) how the resources will assist youth who are clients under the YHDP project and 2) how the recipient will facilitate connections to these resources to ensure that youth are aware of them and able to access the resources. - (ELIGIBLE FOR ALL PROJECTS)

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.

Important YHDP requirements highlighted in Red

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 – 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.

Save & Back Save Save & Next

Back Next

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

The screenshot displays the 'eForms' application interface. The sidebar on the left contains the following navigation items:

- YHDP New Project Application FY2022
- 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

The main content area is titled '4A. Supportive Services for Participants' and contains four text input fields with the following questions:

- 1. Describe how program participants will be assisted to obtain and remain in permanent housing.**
Input: dsf
- 1a. Describe specific efforts to ensure BIPOC, LGBTQ and people with disabilities experiencing homelessness will be connected to housing of their choice and supported in housing after the assistance has expired.**
Input: sdf
- 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.**
Input: sdf
- 3. How will this project leverage non-HUD funded supportive services?**
Input: df

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 --
	-- select --	-- 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
	-- select --	As needed
	-- select --	-- select --

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
- Positive School Status
- Increased income/ employment
- Community Connections
- Increased Well-being
- Other

Save & Back

Save

Save & Next

Back

Next



4A. HMIS Standards

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

e.Forms KBECK Logout

4A. HMIS Standards

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

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

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

1. Select "Add"

Each "Detail" entry will appear in this list.

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

2. Complete "Detail" screen

Entries on each Detail screen auto-calculated on main screen

3. "Save and Back to List"

4. Site Control Warnings

5. 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.

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

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

* 2. 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

* Street 1: dsadc
Street 2:
City: sdc
State: Alaska
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)

Available Items:

- 069089 San Benito County
- 063852 Upland
- 060758 Clovis City
- 069097 Sonoma County
- 062822 Oxnard
- 063859 Vacaville
- 062274 Milpitas City
- 061148 Elk Grove
- 062340 Monterey Park
- 061748 Inglewood

Selected Items:

- 069025 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

4B. Housing Type and Location Detail

The screenshot shows the top navigation bar with the 'e.Forms' logo, user name 'KBECK', and a 'Logout' button. On the left, a sidebar contains project information: 'YHDP New Project Application FY2022', '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' and features a dropdown menu for '1. Housing Type' set to 'None'. Below the dropdown 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.

This screenshot shows a more detailed view of the '4B. Housing Type and Location Detail' form. It includes the following fields:

- '1. Housing Type': A dropdown menu set to 'Scattered-site apartments (including efficiencies)'.
- '2. Indicate the maximum number of units and beds available for project participants at the selected housing site.':
 - 'a. Units': Input field with '10'.
 - 'b. Beds': Input field with '20'.
- '3. How many beds of the total beds in "2b. Beds" are dedicated to the chronically homeless?': Input field with '10'. Below this is a note: 'This includes both the "dedicated" and "prioritized" beds.'
- '4. Beds for Youth': Input field with '20'.
- '5. If applicable, how will this project leverage non-HUD funded housing units/beds?': A large text area containing the text 'dsf'.
- '6. Address': A section with instructions and input 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 selection interface with 'Available Items' (listing counties like San Benito, Upland, Clovis, Sonoma, Oxnard, Vacaville, Milpitas, Elk Grove, Monterey Park, Inglewood) and 'Selected Items' (Imperial County).

At the bottom, there are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List', and 'Back to List'.

- 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 - JOINT

4B. Housing Type and Location Detail

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

* 2. Housing Type:

* 3. What is the funding source for these units and beds?
(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:

* b. Beds:

* 5. Beds for Youth:

4B. Housing Type and Location Detail

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

* 2. Housing Type:

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

4. Indicate the maximum number of units and beds available for project participants at the selected housing site.

* a. Units:

* b. Beds:

* 5. Beds for Youth:

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	

Buttons: 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

Buttons: 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

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

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 7 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 Children</u>	Households with <u>Only Children</u>
Number of Households	10		
Characteristics	Persons in Households with <u>at Least One Adult and One Child</u>	Adult Persons in Households <u>without Children</u>	Persons in Households with <u>Only Children</u>
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 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, 2025.
- 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/heart-h-coc-program-interim-rule/>

eForms

YHDP New Project Application FY2022

Applicant Name: Arien 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
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

6A. Funding Request

* 1. Will it be feasible for the project to be under grant agreement by September 30, 2025? -- select --

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

* 3. Does this project propose to allocate funds according to an indirect cost rate? Yes

Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award and no later than three months after the award. Conditional award recipients will be asked to submit the proposal or approved rate during the e-snaps post-award process.

* 3a. Complete the indirect cost rate table below.

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
			-- select --

The applicant must complete the row in the indirect cost rate schedule.

* 4. Select a grant term: 2 Years

5. Select the costs for which funding is requested:

- Acquisition/Rehabilitation/New Construction
- Leased Units
- Leased Structures
- Rental Assistance
- Supportive Services
- Operating
- HMIS

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

* 6a. Select the number of months requested for the initial grant term: -- select --

25 months
26 months
27 months
28 months
29 months
30 months

Save & Back Save & Next Back

Note: This formlet contains mandatory fields. All mandatory fields must be completed before saving.

6A. Indirect Costs

* 3a. Complete the indirect cost rate table below.

Cognizant Agency	Indirect Cost Rate	Direct Cost Base	Plan approved by cognizant agency or will use 10% de minimis rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --

- 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 – 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

The screenshot displays the '6D. Leased Structures Budget' screen. On the left, a sidebar contains navigation options like 'YHDP New Project Application FY2022' and 'FY2019 New Detailed Instructions'. The main area shows a summary of funds requested and a table of structures. A callout box points to an 'Add' icon in the table, stating '1. Select "Add"'. Another callout points to the summary fields, stating 'Auto-calculates the totals based on entries on each Detail screen'. A third callout points to the table, stating 'Each "Detail" entry will appear in this list.' To the right, the 'Leased Structures Budget Detail' screen is shown with fields for Structure Name, Street Address, City, State, and Zip Code. A callout points to these fields, stating '2. Complete "Detail" screen'. Below the detail screen, a callout points to the 'Save & Back to List' button, stating '3. "Save and Back to List"'. A final callout points to the summary fields on the detail screen, stating 'Entries on each Detail screen auto-calculated on main screen'. The summary fields include HUD Paid Rent (per Month), 12 Months, Total Annual Assistance Requested, Grant Term, and Total Request for Grant Term.

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

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

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 icon.

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

1. Select "Add"

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

Each "Detail" entry will appear in this list.

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

Back Next

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): \$899
12 Months: 12
Total Annual Assistance Requested: \$10,788
Grant Term: 2 Years
Total Request for Grant Term: \$21,576

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

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

2. Complete "Detail" screen

Entries on each Detail screen auto-calculated on main screen

3. "Save and Back to 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	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



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*

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 2023 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 RRRH 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	10			\$131,640
Security Deposits				\$50,000
Total Units and Annual Assistance Requested + Security Deposits				\$181,640
Grant Term			2 Years	
Total Request for Grant Term				\$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

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		\$0
Grant Term		2 Years
Total Request for Grant Term		\$0

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

Save & Back Save Save & Next

Back Next

- 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
- 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)	<input type="text" value="sdds"/>	<input type="text" value="\$10"/>
2a. Assistance with Moving Costs (STAFF COSTS ONLY)	<input type="text"/>	<input type="text"/>
3a. Case Management (STAFF COSTS ONLY)	<input type="text"/>	<input type="text"/>
4a. Child Care (STAFF COSTS ONLY)	<input type="text"/>	<input type="text"/>
5a. Education Services (STAFF COSTS ONLY)	<input type="text"/>	<input type="text"/>

* 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)	<input type="text" value="sfs"/>	<input type="text" value="\$50,000"/>
2b. Assistance with Moving Costs (ACTIVITY COSTS ONLY)	<input type="text"/>	<input type="text"/>
3b. Case Management (ACTIVITY COSTS ONLY)	<input type="text"/>	<input type="text"/>
4b. Child Care (ACTIVITY COSTS ONLY)	<input type="text"/>	<input type="text"/>
5b. Education Services (ACTIVITY COSTS ONLY)	<input type="text"/>	<input type="text"/>

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	<input type="text" value="tgd"/>	<input type="text" value="\$78,888"/>
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		\$78,888
Grant Term		<input type="text" value="2 Years"/>
Total Request for Grant Term		\$157,776

Click the 'Save' button to automatically calculate totals.

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	<input type="text" value="rgdg"/>	<input type="text" value="\$78,888"/>
2. Software	<input type="text"/>	<input type="text"/>
3. Services	<input type="text"/>	<input type="text"/>
4. Personnel	<input type="text"/>	<input type="text"/>
5. Space & Operations	<input type="text"/>	<input type="text"/>

Total Annual Assistance Requested:

Grant Term:

Total Request for Grant Term:

Click the 'Save' button to automatically calculate totals.

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*

e.Forms KBECK Logout

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

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.					

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:

6J. Summary Budget

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

eForms brendakays Logout

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			\$4,587
1c. New Construction			\$0
2a. Leased Units	\$58,440	2 Years	\$116,880
2b. Leased Structures	\$10,788	2 Years	\$21,576
3. Rental Assistance	\$44,208	2 Years	\$88,416
4. Supportive Services	\$8,777	2 Years	\$13,554
5. Operating	\$78,888	2 Years	\$157,776
6. HMIS	\$78,888	2 Years	\$157,776
8. Sub-total Costs Requested			\$680,545
9. Admin (Up to 10%)			\$68,054
10. Total Assistance Plus Admin Requested			\$748,599
11. Cash Match			\$70,000
12. In-Kind Match			\$0
13. Total Match			\$70,000
14. Total Budget			\$818,599

The minimum required Total Match amount for the Grant Term is \$119,522.

Click the 'Save' button to automatically calculate totals.

Save & Back Save Save & Next

Back Next

YHDP New Project Application FY2021

Applicant Name: Interior Alaska Center for Non-Violent Living
Applicant Number: 92-0063639
Project Name: FY2021_YHDP_New_App_3
Project Number: 138079

YHDP New Project Application FY2021

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
Special YHDP Activities
Part 4 - Housing, Services, and HMIS
4A. Services
4A. HMIS Standards
4B. HMIS Training
4B. Housing Type

6J. 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	0%
1b. Rehabilitation	0%
1c. New Construction	0%
2a. Leased Units	0%
2b. Leased Structures	0%
3. Rental Assistance	0%
4. Supportive Services	33%
5. Operating	33%
6. HMIS	33%
7. Admin (Up to 10%)	0%
8. Total Assistance plus Admin Requested	\$300,020



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

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."

This e.Form has been submitted

e.Forms
KBCKX Logout

YHDP New Project Application FY2022

Applicant Name: Arlen Housing Services
 Applicant Number: 960-500 Project Applicant

Project Name: FY2022 YHDP New Version 3
 Project Number: 138435

YHDP 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. 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 HMS

4A. Services

4A. HMS Standards

4B. HMS Training

4B. Housing Type

5A. Households

5B. Subpopulations

Part 5 - Budget Information

6A. Funding Request

6B. Acq/Rehab/Const

6C. Leased Units

6D. Leased Structures

6E. Rental Assistance

6F. Supp Svcs Budget

6G. Operating

6H. HMS Budget

6I. Match

6K. Summary Budget

Part 7 - Attachment(s) & Certification

7A. Attachment(s)

7D. Certification

8B. Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

8B. 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. Lobbying	05/10/2024	Yes
✓	1J. SF-LLL	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 YHDP Activities	Please Complete	Yes
✗	4A. Services	Please Complete	Yes
–	4A. HMS Standards	No Input Required	No
–	4B. HMS Training	No Input Required	No
✗	4B. Housing Type	Please Complete	Yes
–	5A. Households	No Input Required	No
–	5B. Subpopulations	No Input Required	No
✗	6A. Funding Request	Please Complete	Yes
✗	6B. Acq/Rehab/Const	Please Complete	Yes
✗	6C. Leased Units	Please Complete	Yes
✗	6D. Leased Structures	Please Complete	Yes
✗	6E. Rental Assistance	Please Complete	Yes
✗	6F. Supp Svcs Budget	Please Complete	Yes
✗	6G. Operating	Please Complete	Yes
✗	6H. HMS Budget	Please Complete	Yes
✗	6I. Match	Please Complete	Yes
–	6K. Summary Budget	No Input Required	No
–	7A. Attachment(s)	No Input Required	No
✗	7D. Certification	Please Complete	Yes

Notes:

- Enter a value greater than zero for at least one project milestone.
- 4B. Housing Type list contains 2 incomplete items. |

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 7 is “YHDP New Project Application FY 2022”
- 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!

