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*
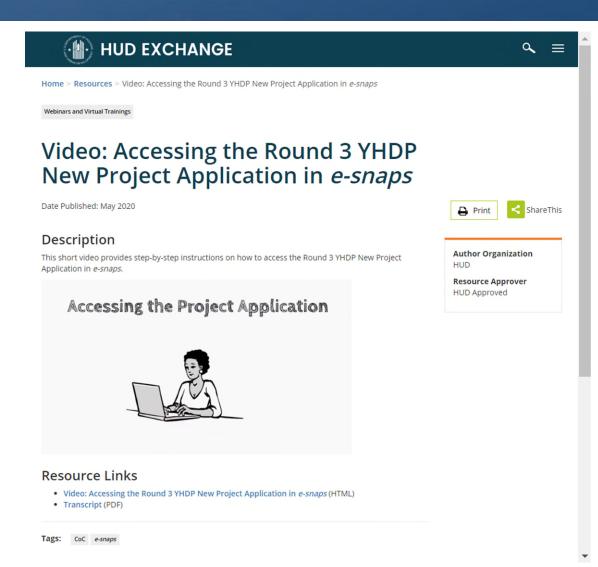 https://www.hudexchange.info/program-support/my-question/

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"

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*

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"

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)

Step 3. Create a Project

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

Step 3. Create a Project Continued

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

Step 4. Access the Project Application formlets

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

- Screens = formlets

Part 1: SF-424

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

e.Forms

KBECK

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
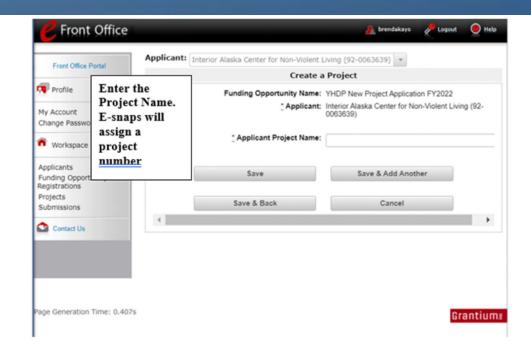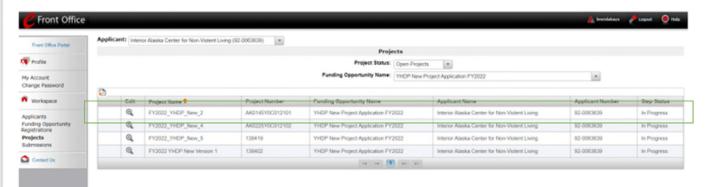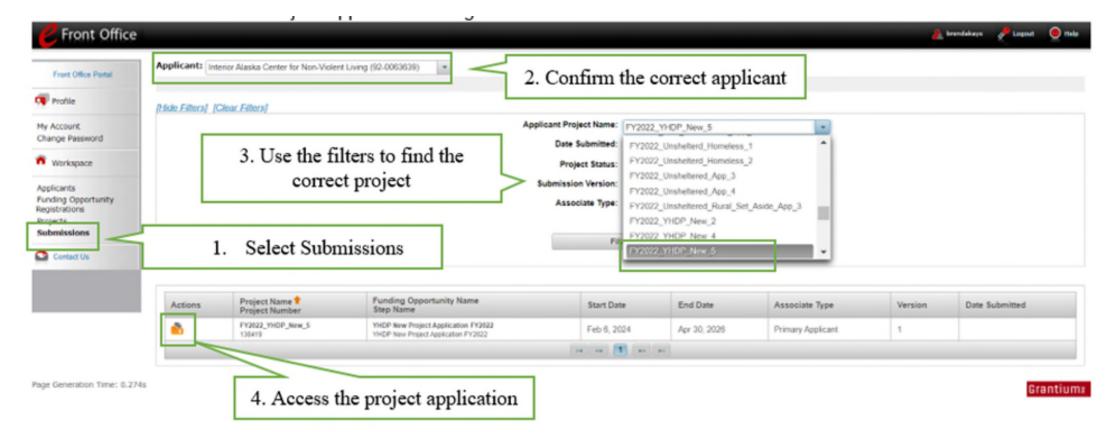 1G. HUD 2880
  1H. HUD 50070
  1I. Cert. Lobbying
  1J. SF-LLL
  IK. SF-424B

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.
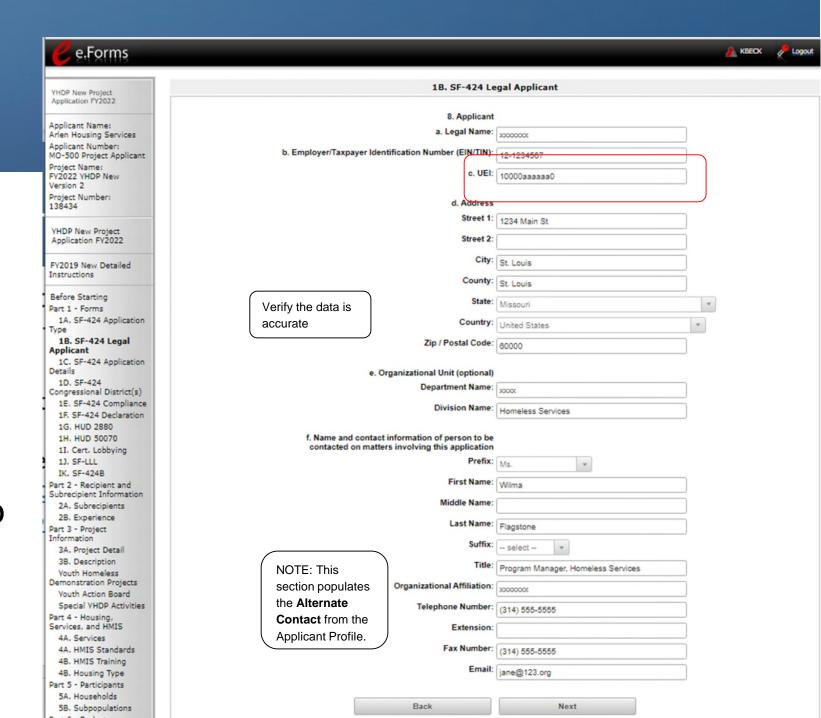
Things to Remember:

- 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**

HUD Form 2880

- Project Application Part 1, and
  Project Applicant Profile
- How to Complete the 2880 in e-snaps

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

Subrecipients

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

- Subrecipient

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

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

  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

- Organizational information

2B. Applicant and Subrecipient Experience

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

3A. Project Detail

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

3A. Project Detail

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

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

3. Project Name: FY2022 YHDP New Version 2

* 4. Project Status: Standard

* 5. Component Type: TH

* 6. Does this project include Replacement Reserves?   No

Back   Next

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

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

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 [Yes ▾]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Save & Back   Save   Save & Next
Back   Next
Check Spelling

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

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

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," -- select --
according to the information provided above.

| Save & Back | Save | Save & Next |

| Back | Next |

| Check Spelling |

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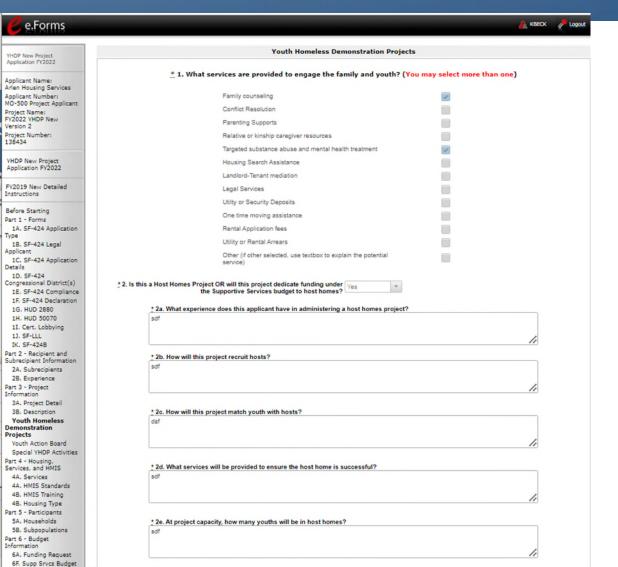- YHDP projects do not need to be DedicatedPLUS

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.
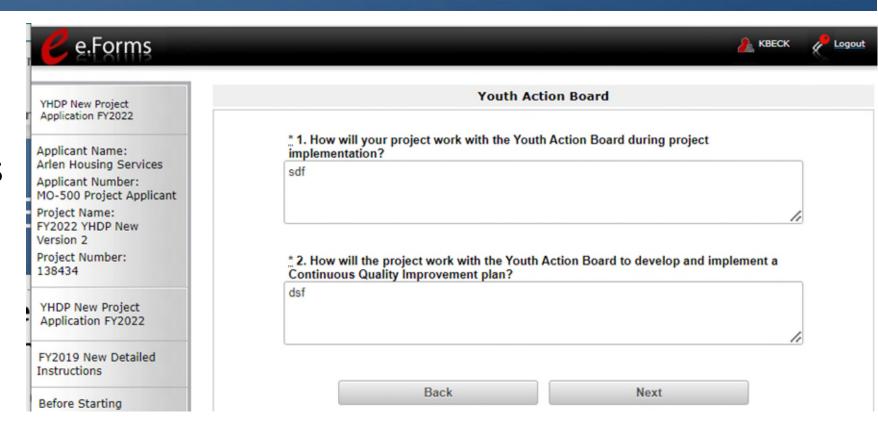
sdf

Youth Homelessness Demonstration Project

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

Youth Action Board – New Questions

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

Special YHDP Activities

Select Activities by clicking checkboxes.

Special YHDP Activities – Question #4

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.

Part 4

4A. Supportive Services for Participants (all)

4A. HMIS Standards (HMIS projects only)

4B. Housing Type and Location (all)

4B. HMIS Training (HMIS projects only)

4A. Supportive Services for Participants

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

4A. Supportive Services for Participants

- 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

4A. Supportive Services for Participants

- As a reminder, HMIS and SSO-CE will skip these questions

- All other component types must answer these questions

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-snaps Functionality:
"Add" icon and "Detail" screen for Housing Info

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

YHDP New Project
Application FY2022

FY2019 New Detailed
Instructions

Before Starting
Part 1 - Forms

4B. Housing Type and Location

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

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

[Show Filters] [Clear Filters]

1. Select "Add"

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

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

Each "Detail" entry will appear in this list.

Back   Next

Entries on each Detail screen auto-calculated on main screen

2. Complete "Detail" screen

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

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

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

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

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

* 4. Beds for Youth: 20

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

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

* Street 1: dssdc
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:		Selected Items:
069069 San Benito County		069025 Imperial County
063852 Upland		
060756 Clovis City		
069097 Sonoma County		
062622 Oxnard		
063858 Vacaville		
062274 Milpitas City		
061146 Elk Grove		
062340 Monterey Park		
061740 Inglewood		

4. Site Control Warnings

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

Save   Save & Add Another

3. "Save and Back to List"

Save & Back to List   Back to List

4B. Housing Type and Location Detail

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

4B. Housing Type and Location - JOINT

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. HMIS Training

- HMIS dedicated projects complete this screen
  * e-snaps won't flag an error if you accidentally skip this screen

- All else can leave the fields blank and proceed to Part 5

Part 5: Participant Screens

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

Key Resources:
YHDP Round 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 at Least One Adult and One Child	Adult Households without Children	Households with Only Children	
Number of Households	10			

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	
Adults over age 24	0			
Persons ages 18-24	16			
Accompanied Children under age 18	12			
Unaccompanied Children under age 18				
Total Persons	28	0	0	

5B. Subpopulations

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

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

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

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

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/hearth-coc-program-interim-rule/

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
			-- 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*

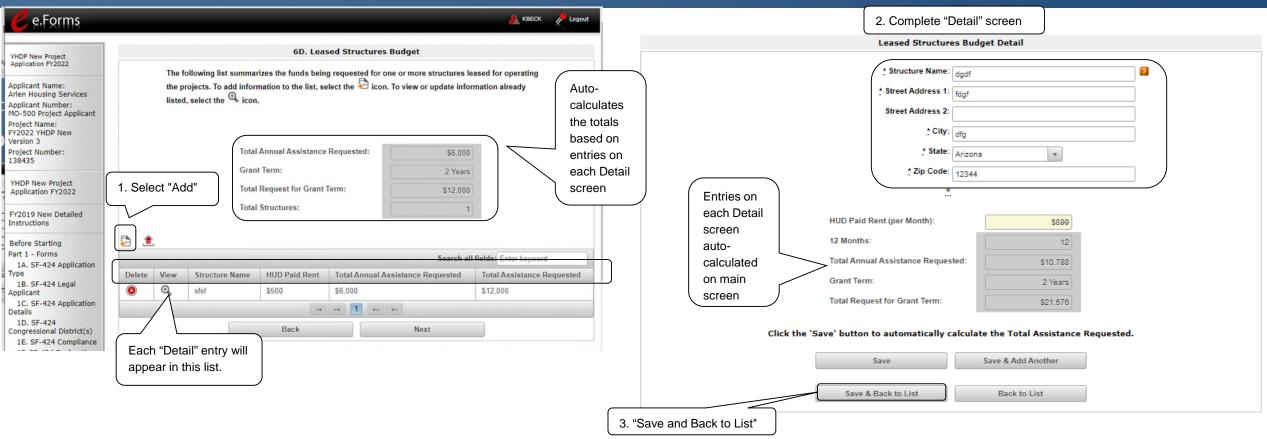|	
7. Sub-total Costs Requested	$375,280
8. Admin (Up to 10%)	$30,000
9. Total Assistance Plus Admin Requested	$405,280

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

- 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*

6D. Leased Structures budget

- Recipient – landlord lease is for all or portion of a building

- Budget detail screen for each structure

- HUD Paid Rent (actual rent)

- *578.49 Leasing*

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*

Leasing and Rental Assistance: other considerations

- Eligible costs:*
  - Rent, security deposits
  - Leasing/rental assistance administration
    - Staff time for tenant income and rent calculations, determining rent reasonableness, inspecting units, processing payments to landlords)

- Unit configuration over the course of the grant

- Grant savings

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

578.51 Rental Assistance

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

- Quantity and Description

- Annual Assistance Requested

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

6F. Supportive Services budget

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

should be budgeted here. Refer

to Detailed Instructions

6F. Supportive Services Budget

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

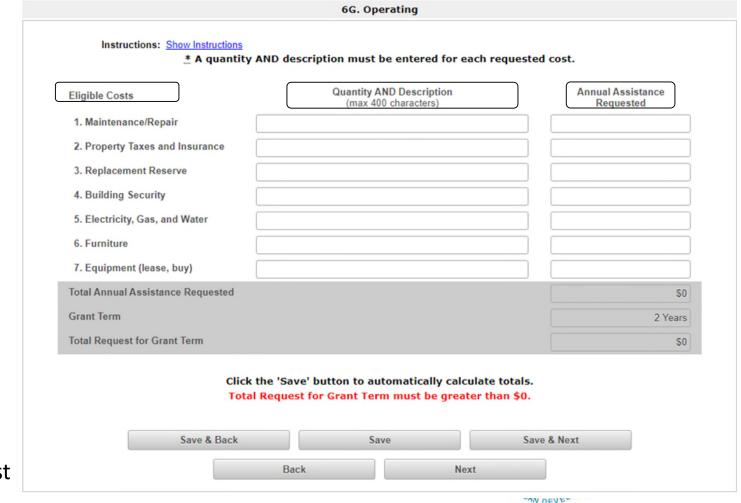| STAFF ONLY Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1a. Assessment of Service Needs (STAFF COSTS ONLY)	sdds	$10
2a. Assistance with Moving Costs (STAFF COSTS ONLY)		
3a. Case Management (STAFF COSTS ONLY)		
4a. Child Care (STAFF COSTS ONLY)		
5a. Education Services (STAFF COSTS ONLY)		

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

ACTIVITY ONLY Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1b. Assessment of Service Needs (ACTIVITY COSTS ONLY)	sfs	$50,000
2b. Assistance with Moving Costs (ACTIVITY COSTS ONLY)		
3b. Case Management (ACTIVITY COSTS ONLY)		
4b. Child Care (ACTIVITY COSTS ONLY)		
5b. Education Services (ACTIVITY COSTS ONLY)		

6G. Operations budget

- Cost categories line up with 578.55 eligible costs

- Eligible program costs when own, operate a structure

- Restriction: cannot combine with RA in same unit/structure

- Ineligible: participant costs

- Replacement reserves

- *578.55 Operations*

6G. Operating

Instructions: Show Instructions

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

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

Click the 'Save' button to automatically calculate totals.
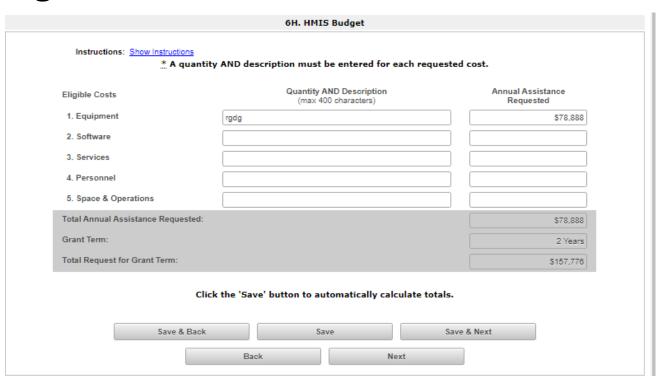
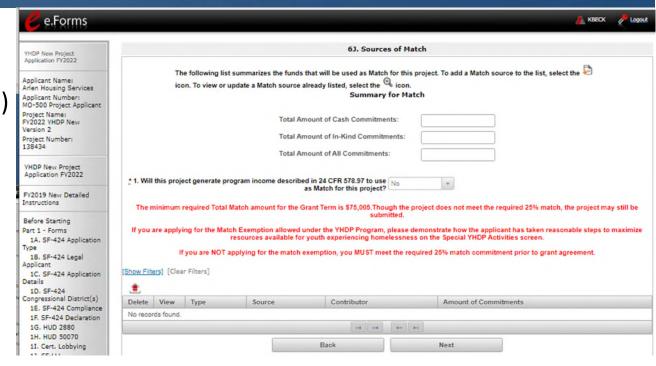| Save & Back	Save	Save & Next
Back		Next

6H. HMIS budget

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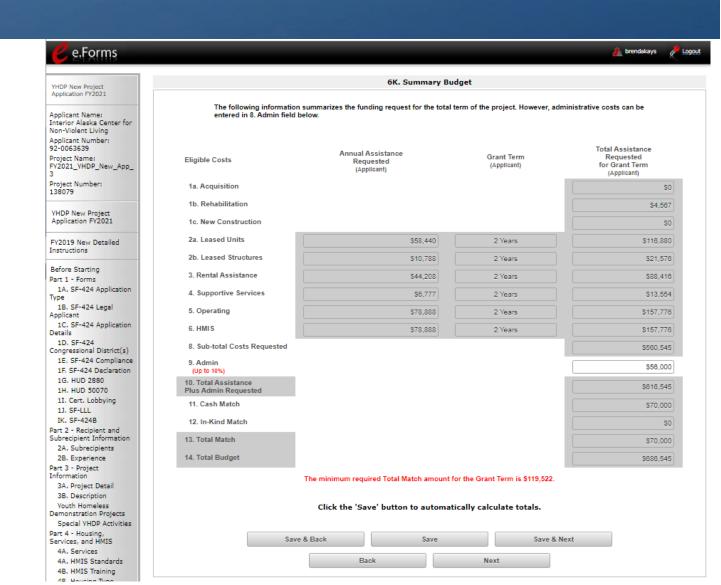
- *578.57 HMIS*

6I. Match

- **Key to determining eligibility as match is to determine whether it would be eligible if you paid for it using program funds**

- 25% budget (calculated on total budget, except leasing)

- Application: identify match by source and type
  - 3 types: cash, in-kind goods, in-kind services
  - Does not need to correspond to a grant budget line item

- Documentation
  - Application: In-kind services documentation required ("7A In-Kind MOU Attachments" screen)
  - Grant agreement: all documentation required

- If applying for the 25% match exemption under the Special YHDP Activity Screen, you do not have to upload match; however, if the exemption is not approved, match documentation will be required prior to Grant Agreement.
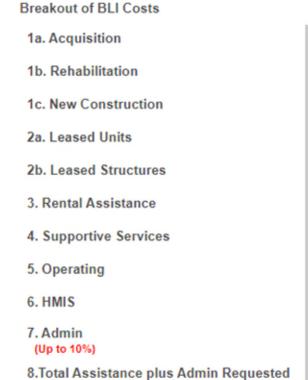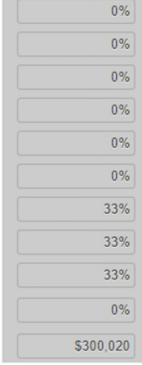
- *578.73 Match*

6J. Summary Budget

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

6J. Summary Budget Continued

- New this year, BLI breakdowns by percentage of Total Assistance + Admin

- Match is not included is this breakout

- Help determine how much is being spent on different BLIs

Breakout of BLI Costs

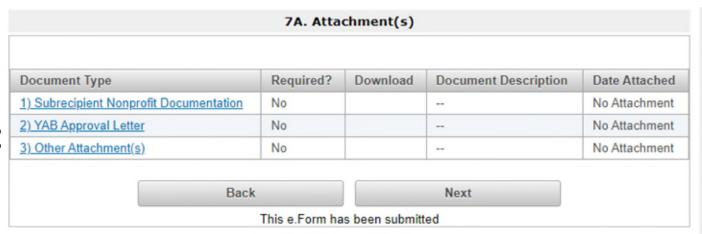|	
1a. Acquisition	0%
1b. Rehabilitation	0%
1c. New Construction	0%
2a. Leased Units	0%
2b. Leased Structures	0%
3. Rental Assistance	0%
4. Supportive Services	33%
5. Operating	33%
6. HMIS	33%
7. Admin (Up to 10%)	0%
8.Total Assistance plus Admin Requested	$300,020

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

Back   Next

This e.Form has been submitted

7D. Certification

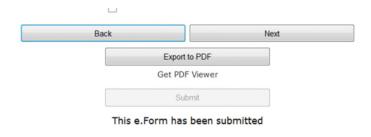Authorized Representative certification

- The proposed program will comply with the various laws as outlined in the NOFO.

- The organization has an active SAM registration that is renewed annually. (System for Award Management)
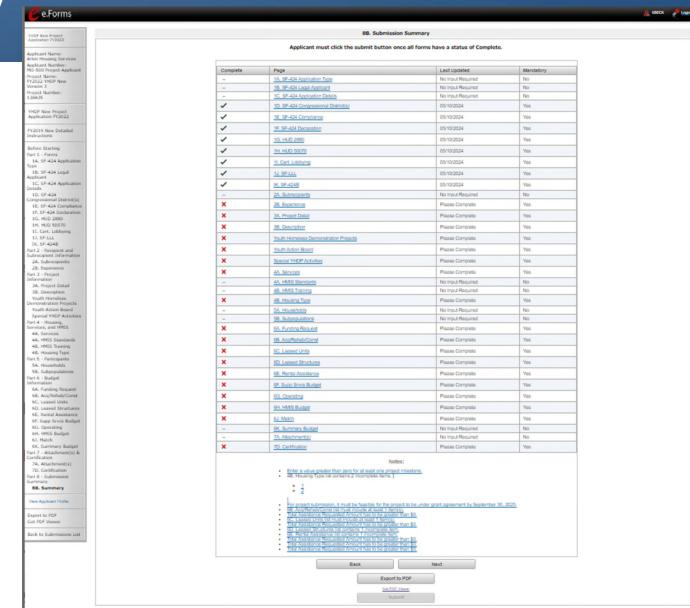
Submission Summary

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

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!